

# COLUMBIA GREENE WORKFORCE NEW YORK

## CAREER FAIR

### CAREER FAIR: Wednesday, April 28<sup>th</sup> from 10-2, Columbia Greene Community College

Columbia Greene Workforce New York will hold a Career Fair, attendees include local business with hiring opportunities, training and educational organizations and community support agencies. The Career Fairs are a great opportunity to meet many qualified job seekers! The event is open to the public and college students. If you would like a registration to the Career Fair please email me.

## TRAINING OPPORTUNITIES & WORKFORCE INFORMATION

### Microsoft Corporation Elevate America Vouchers

NYSDOL in cooperation with Microsoft Corporation's Elevate America program will distribute free vouchers for select e-learning courses and certification exams. **Vouchers must be distributed and activated within 90 days of March 26, 2010.** Users will have 12 months from the date of activation to access the e-learning courses available to them under their voucher. **Exam vouchers are only valid until June 24, 2010.**

**If you are interested in accessing vouchers for your employees email me the individual employee name, email address and the requested course name: Info/Business, IT Professional, MCAS Exam or MOS Exam.**

#### Three Types of Vouchers :

- **E-Learning for Information/Business Workers** Courses include:

- Windows Vista
- Word (2003/2007)
- Outlook (2003/2007)
- Excel (2003/2007)
- PowerPoint (2003/2007)
- Access (2007)

- **E-Learning for IT Professionals** Courses include:

- Microsoft Office
- Microsoft Server Products
  - o Biz Talk Server
  - o Exchange Server
  - o Internet Security and Acceleration Server
  - o SQL Server
  - o System Center
  - o Virtual Server
- Windows Mobile
- Windows Operating Systems
  - o Server 2008
  - o Vista
  - o Server 2003
  - o XP
- Security

• **Microsoft Business Certification Exams** Exams Include:

**Note: EXAM vouchers are only valid until June 24, 2010**

Microsoft Certified Application Specialist Exams (MCAS) Exams

- o Windows Vista
- o Word 2007
- o Excel 2007
- o PowerPoint 2007
- o Outlook 2007
- o Access 2007

Microsoft Office Specialist Exams (MOS) Exams

- o Word 2003
- o Excel 2003
- o PowerPoint 2003
- o Outlook 2003

Note: These vouchers are for the Microsoft Windows editions of the programs. Users with Apple computers will not be able to utilize these training vouchers.

Microsoft also makes [two introductory courses](#) available free of charge on its website.

- Digital Literacy Training for Individuals New to Computing
- Windows Vista and Office 2007 Essentials

For further program information: [www.microsoft.com/elevateamerica](http://www.microsoft.com/elevateamerica)

**Employee Enhancement Program: FLEXIBLE & SIMPLE!!**

Are you looking for an effective proven way to increase the retention rates & develop workplace skills? If so, then the Employee Enhancement Program is for you! This four module workshop is designed to help workers develop soft skills necessary for success on the job. The next session begins April 22nd and runs for 4 Thursday mornings.

*Workshop topics include:*

1. Having it All-Managing Your Job & Life
2. Employee Strategies for Creating On-the-Job Success
3. Communication at Work; Pulling Together-Being Part of Your Work Team
4. Business is a Service Thing- Excellent Customer Service for both Internal & External Customers

Anyone earning under \$16.00 can now attend any or all four trainings, no reviews are necessary. There is no fee for the ***30 Ways to Shine*** workbook for employees that attend all 4 sessions, for those that attend less than 4 sessions the book fee is \$10.00/person. For employees earning over \$16.00 there is a \$50.00 fee per module or \$175.00 for the series plus a book fee of \$10.00.

**Two New Tax Benefits Aid Employers Who Hire and Retain Unemployed Workers**

Two new tax benefits are now available to employers hiring workers who were previously unemployed or only working part time. These provisions are part of the Hiring Incentives to Restore Employment (HIRE) Act enacted into law March 18, 2010. Employers who hire unemployed workers this year (after Feb. 3, 2010 and before Jan. 1, 2011) may qualify for a 6.2-percent payroll tax incentive, in effect exempting them from their share of Social Security taxes on wages paid to these workers after March 18, 2010. This reduced tax withholding will have no effect on the employee's future Social Security benefits, and employers would still need to withhold the employee's 6.2-percent share of Social Security taxes, as well as income taxes. The employer and employee's shares of Medicare taxes would also still apply to these wages. For additional information:

<http://www.irs.gov/newsroom/article/0,,id=220326,00.html>

**Columbia Greene May JSEC, Training Topic: Social Networking and Technology Tools for the Busy HR Professional**

This presentation will demonstrate several free, user-friendly tools that can help you and your team communicate efficiently, collaborate, and stay organized. It will also guide participants through use of a variety of tools that enhance productivity while helping you keep abreast of trends. Whether your priority goals are recruitment or

employee engagement, this presentation will expose you to strategies and resources that are available through the Internet. Topics include:

- Using social networking for recruitment and employee engagement
- Keeping organized with tools for scheduling and planning
- Bolster collaboration with technology
- Keeping up with HR trends
- Creating a community of learners
- Using technology for on-boarding

Date: **Thursday, May 27, 2010**

Time: 8:00 am Breakfast, 8:30-10:00 Program, Q & A's \$15.00 per person, cost includes breakfast

Location: Columbia Greene Community College, Professional Academic Center

Trainer: R.J. Clougherty Jr.-Dean of Graduate Programs-SUNY Empire State College

Sponsor: Sponsored by Women's Employment & Resource Center

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or [debra.lombardo@labor.state.ny.us](mailto:debra.lombardo@labor.state.ny.us)

### **JSEC Sponsorship**

Looking for a low cost, efficient marketing tool that will distribute your business logo to over 600 businesses? The Columbia Greene JSEC is seeking sponsors for some of their 2009-2010 programs. The cost is \$125 and it includes two program registrations; an opportunity to briefly address program participants and distribute corporate literature. Your logo will also be attached to the program flyer which is sent to over 600 businesses, as well as the media, Chambers of Commerce, CRHRA and many other organizations.

### **NYSDOL On Site Consultation Program, Safety Training:**

The Department of Labor, Division of Safety & Health offers a wide variety of safety training at no cost. Many courses are offered in the Albany area, below is a link which will provide additional information and programs contacts. Also included is a link for the complete course catalogue. If you have an interest in a particular topic and we can get together a group of trainees there is the possibility of holding the training session here at Columbia Greene Community College. [http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH\\_TRAINING.shtm](http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_TRAINING.shtm)

### **NYSDOL Shared Work Program**

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to laying off full-time workers. It makes sense to help businesses retain productive workers. Under this program, instead of cutting staff, an employer can reduce the number of hours of all workers, or just a select group. Under an approved plan, employees may collect partial Unemployment Insurance benefits while working a reduced workweek. Review the following link for details. <http://www.labor.state.ny.us/ui/dande/sharedwork1.shtm>

### **Occupational and Environmental Health Center of Eastern NY (OEHC)**

OEHC is a non-profit occupational health center dedicated to the diagnosis, treatment and prevention of occupational and environmental illness and injury. OEHC provides medical services, training and educational programs for eight counties including Columbia and Greene.

#### **AVAILABLE CLINICS:**

- Diagnoses for work-related diseases
- Treatment for injured or ill workers
- Screenings for workers at increase risk
- Industrial hygiene evaluation of workplace hazards
- Recommendations to reduce or eliminate hazards in the workplace and
- Training and education for workers, employers, unions and healthcare professionals

### **TEEN WORKER SAFETY INITIATIVE**

Did you know?

- 200,000 young workers are injured annually on the job in this country
- 70,000 end up in the hospital with serious injuries
- One teen worker dies every 5 days

Check out: <http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

Contact: contact Susan Zucker at 518-690-4420 ext 220 or [szucker@occmedgroup.com](mailto:szucker@occmedgroup.com) for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

### **NYS DOL NEW LABOR LAW - Notice of Pay Rate and Payday for New Hires**

Starting on October 26, 2009, employers must give newly-hired workers written notice of the rate at which they will be paid and their regular payday, under Section 195.1 of New York's Labor Law. The notice must be given to new employees before they do any work. For more information:

<http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/lshmpg.shtm>

### **New York State Directory of Small Business Programs**

NYS has just unveiled the first-of-its-kind, comprehensive and interactive guide that will assist entrepreneurs in starting new businesses and will provide current small business owners with invaluable information and resources. The directory works as a clickable .pdf file with descriptions of 143 state programs from 28 agencies aimed at helping New Yorkers start and grow their businesses. These valuable resources for business planning and operations are organized into the following categories:

Information Resources, Technical Assistance, Funding Incentives, Industry-Specific Programs, Workforce Recruitment, Development & Benefits, Government Contracting & Market Expansion, Mandated State Filings

[http://www.ny.gov/governor/press/pdf/DirectoryofSmallBizPrograms\\_F\\_09-09.pdf](http://www.ny.gov/governor/press/pdf/DirectoryofSmallBizPrograms_F_09-09.pdf)

### **New OSHA Compliance Assistance Products**

The Occupational Safety and Health Administration (OSHA) has issued the following new or updated compliance assistance products. For more information on these OSHA products, see the [New Compliance Assistance Products](http://www.osha.gov/dcsp/compliance_assistance/new_ca_products.html) page [http://www.osha.gov/dcsp/compliance\\_assistance/new\\_ca\\_products.html](http://www.osha.gov/dcsp/compliance_assistance/new_ca_products.html). To order print copies of the publications, please visit OSHA's [Publications Web page](http://www.osha.gov/pls/publications/publication.html) <http://www.osha.gov/pls/publications/publication.html>.

### **USDOL Top 20 Request Items**

The link below lists topics and their websites of the most frequent pages that workers, students, employers and other customers go to most frequently. Great info all in one place!

<http://www.dol.gov/dol/top-requested.htm>

## **RECRUITMENT ASSISTANCE**

### **On Site Recruitment**

The Workforce New York Career Center offers two types of onsite recruitment options. If you would like the opportunity to meet with a number of job seekers, either full time or part time talk to us about on site recruitment. This can happen in either of two ways, if you are looking for part time/weekend help, college students may be a great solution. Your business can set up a table in front of the Student Center. This will provide you with a high traffic area to advertise positions, meet and talk with students about your available positions.

If you are looking to fill full time positions and would like to meet a group of potential employees for interviews or to provide information about your business, we recommend you place an ad in the newspaper, list your positions with the Career Center on America's Job Exchange and we will schedule a room for you here at Columbia Greene Community College, Workforce Career Center. In addition we will list the event on our website and the NYSDOL site, post a flyer in the Career Center, the college and distribute to local agencies.

### **America's Job Exchange**

Any New York State employer wishing to post a job lead can do so at no cost by registering with the following site ([www.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)). Please remember that all employers that register with NYSAJE are required to have an active Federal Employer Identification Number (FEIN) obtain through the IRS and a New York State Employer Identification Number (SEIN) obtain through NYSDOL-Registration. Upon approval, employers will have the ability to review resumes of job seekers in the Talent Bank.

### **Job Central – National Labor Exchange**

Job Central is a site that will “index” or transfer jobs that are listed on your business website to Job Central for no cost. When job seekers click on your listing they are directly connected to your corporate website. If your available positions are on line and meet the proper formatting this additional recruitment tool is for you! Register now at <http://www.jobcentral.com/indexingrequest.asp>

## **WORKSHOPS/NETWORKING OPPORTUNITIES**

### **Human Resource Manager's Roundtable**

The HR Roundtable provides a forum in which HR Managers can exchange information, answer HR questions and discuss best practices. Guest speakers or group members often volunteer to lead a discussion on a topic. Bring your HR questions and share your expertise with this group of HR professionals.

Wednesday, April 21st, 8:00-9:15am.

Location: Columbia Greene Community College, Professional Academic Center, Upper Level Room 707

### **Columbia County Chamber of Commerce, Annual Legislative Breakfast**

Date: Thursday, April 1<sup>st</sup>, 7:30-9:00am

Location: Columbia-Greene Community College

Reservations are required by March 29, the breakfast cost is \$18., call 828-4417

Congressman Scott Murphy, Assemblymen Marc Molinaro, Peter Lopez and Tim Gordon and Columbia County Board of Supervisors Chairman Roy Brown will speak at the Columbia County Chamber of Commerce annual Legislative Breakfast. This event offers Columbia County’s legislators an opportunity to outline their plans for 2010 and beyond to the local business community.

### **Greene County Chamber: Business After Hours: Bavarian Manor, Purling**

Date: Tuesday, April 6<sup>th</sup>, 5:00-7:00, \$20 GCCC Members; \$30 nonmembers

Reservations are required. RSVP to [tmcnally@greencounty-chamber.com](mailto:tmcnally@greencounty-chamber.com) by April 2.

### **Columbia County Chamber of Commerce, Women’s Networking Luncheon**

Date: Wednesday, April 21 from 12:00 to 1:30 pm

Location: Vanderbilt Inn is located at 161 Main Street in Philmont.

Reservations: Call (518) 828-4417 to make a reservation by April 16. The cost is \$18 for Chamber members and \$22 for non-members

### **Columbia County Chamber of Commerce, Breakfast Seminar for Landlords**

Date: Thursday, April 29<sup>th</sup> 8:00 – 10:00am

Location: 2nd Floor Conference Room at the Columbia County Human Services Building, 325 Columbia Street in Hudson. Breakfast will be served. There is no charge to attend, but you must be registered. For more information or to register, call Amy at 828- 4417.

The Chamber will host a forum for housing developers, landlords and property managers on the topic: Smoke-free Housing: Good for Your Business? The program will feature speakers on the legal, financial and implementation considerations of adopting a non-smoking policy that covers entire buildings, including living units.

The event is sponsored by Rip Van Winkle Tobacco-Free Action, a program of the Healthcare Consortium.

For additional information: <http://www.columbiachamber-ny.com/LandlordSeminar.htm>

## **For Your Employees...**

### **Child Health Plus Expands to All Uninsured Children and Teens**

The Child Health Plus program has expanded eligibility guidelines, making affordable health insurance coverage available to all uninsured children and teens. Child Health Plus provides free or low cost health insurance for children in NYS who are not eligible for Medicaid or a state health benefits plan and do not have other health insurance coverage. Income eligibility guidelines for the program have expanded. No family makes too much money to enroll their uninsured children in health insurance. Depending on household size and income, some families may have to pay a family premium contribution.

For more information on Child Health Plus, visit <http://www.nyhealth.gov/nysdoh/chplus/index.htm>

Local Contact: Healthcare Consortium, Columbia Greene Facilitated Enrollment Program 822-9600.

### **Consumer Credit Counseling Services of NY**

This organization assists consumers with debt management, counseling for credit, bankruptcy or for those in danger of foreclosure. Unfortunately we have seen a rise in customers with these types of issues. This organization can really help, especially in the management of credit card debt! We have had very positive response from customers that have met with counselors. <http://www.credithelpny.org/> , a representative is available to meet the first Thursday of every month here at the Career Center.

### **Greene County Rural Health Network's Healthy Weight Initiative**

Beginning in January, the Greene County Rural Health Network's Healthy Weight Initiative will offer worksite wellness initiatives for Greene County businesses. They will offer a worksite walking program, Healthy Meeting Guidelines, and other programs that can be tailored to suit your needs. If you are interested in learning more about these and other Healthy Weight Initiative programs, please contact Melissa Scheriff at (518) 392-0657 or [Scheriff1@fairpoint.net](mailto:Scheriff1@fairpoint.net).

### **Low Interest Car Loans**

Community Action of Greene County, Inc in partnership with NYSOTDA & the Bank of Greene County are offering low interest loans of 5% for 3 years for up to \$5,000 for eligible applicants residing in Greene or Columbia Counties. No down payment required, there is eligibility criteria please contact 943-9205 and ask for the Wheels for Work Program for further information.

### **Rental Assistance**

If you are at risk of being evicted due to rental and/or utility arrears, we may be able to help you. Community Action of Greene County, Inc., through ARRA funds, is administering the Homelessness Prevention and Rapid Rehousing Program for Greene County residents. Call 943-9205 for details and eligibility guidelines.

### **Tax Preparation Assistance**

Free tax return assistance is available to families and individuals with annual income below \$40,000- Call Community Action of Greene County, Inc. in Greene County, 943-9205 or Columbia Opportunities in Columbia County, 282-4611 and ask for the VITA program. Taxes prepared through April 15.

### **Transportation Help: Does the lack of transportation affect your employee's ability to get to work?**

If so, you might have a solution through Community Action of Greene County, Partner's Van Program. The program providing eligible Greene County residents a ride to and from work has been expanded. For further information call 954-9205 and ask for the Partner's Van Program.

## **EVENTS**

### **Columbia County Chamber of Commerce, - 21st Annual Golf Tournament, May 17**

### **Ireland Tour Info Session**

The Columbia and Greene County Chambers of Commerce are sponsoring an Economic Exploration of Ireland from October 22-30. Come to a free information session on April 20th at Columbia-Greene Community College from 5:30-7:00 pm. Call 828-4417 to reserve.

Maureen Boutin  
Business Services Representative  
Columbia Greene Workforce New York  
Columbia Greene Community College  
4400 Route 23  
Hudson, New York 12534  
518-828-4181 ext. 5510  
[www.columbiagreeworks.org](http://www.columbiagreeworks.org)