

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

Workforce Issuance No. 06-73

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: Susan V. Lawler, Director
Division of Career Services

Date: November 8, 2006

Subject: **Update Local Network Administrator List**

Purpose: To inform Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce development partners of the need to update the master list of staff having local network administration and IT responsibilities with respect to supporting the Commonwealth's One-Stop Career Center system.

Background: The group generally known as the "IT Coordinators" last met more than two years ago. A meeting to discuss a number of key issues related to network, desktop and security concerns for the collective information technology systems and applications will soon be scheduled and it is imperative that all appropriate local network administration and IT staff be invited to attend. To that end it is necessary to update the list of network / IT professionals currently providing said services in the field. This includes individuals who handle technical matters for the career centers, workforce boards, and partner agencies including local network administration; configuration and performance;

maintenance of hardware and software; telephony; internet; and technical assistance to staff users of office IT equipment.

Action: Each workforce board is asked to provide the following information for each IT technical specialist that serves its local area:

- Name of the individual and indicate if contractor or consultant
- Organization and address
- Phone number
- Email address
- Specific locations/sites covered by the individual

Each workforce area may have more than one individual handling these responsibilities for one or more sites within the local area, but each workforce board should submit the name of at least one person identified as being responsible for the local workforce system's IT technical needs.

Please email this information to Margaret Dixon at Mdixon@detma.org by close of business on November 17, 2006.

Inquiries: Questions should be directed to Dawn McElaney by phone at 617-626-5736 or by email at Dmcelaney@detma.org.