

## Workforce & Employment Services

### State of New Mexico

- **NM Department of Labor**

Promoting economic development & education by matching the needs of the employer with the skills of the job seeker.

<http://www.dol.state.nm.us/>

- **NM State Personnel Job Site**

The New Mexico State Personnel Office recruits for all New Mexico State Agencies. Job openings are updated every Monday morning. You can apply for jobs online, or download forms to complete.

[http://www.state.nm.us/spo/NMState\\_Recruitment/NMRecruitment\\_JobSearch.htm](http://www.state.nm.us/spo/NMState_Recruitment/NMRecruitment_JobSearch.htm)

- **NM Workforce Connection**

The New Mexico Department of Labor's Workforce Connection brings together workforce development services such as employment, training, education, and more, in a customer-friendly central location where businesses, job seekers, workers, and employers can find answers to their workforce questions.

As a jobseeker on this site, you can get help selecting a new career, finding a new job, writing a resume, and locating suitable education or training. As an employer you can analyze the labor market. Determine competitive starting salaries, review suitable training, place job orders, and find suitable candidates.

<http://www.jobs.state.nm.us/>

- **NM Northern Area Local Workforce Development Board**

The New Mexico Northern Area Local Workforce Development Board (NALWDB) promotes business and community partnerships for local economic development while providing vocational training and employment services to meet the demands of a changing workforce.

<http://www.nalwdb.nm.org/>

- **NM Office of Workforce Solutions**

The New Mexico Department of Workforce Solutions is a World-Class, market-driven workforce delivery system that prepares New Mexico job seekers to meet current and emerging needs of New Mexico businesses; and ensures that every New Mexico citizen who needs a job will have one; and every business who needs an employee will find one with the necessary skills and work readiness to allow New Mexico businesses to compete in a global economy.

<http://www.dws.state.nm.us/>

- **New Mexico Job Corps Centers - Albuquerque Job Corps Center**

1500 Indian School Road, N.W.

Albuquerque, NM 87104

Tel: (505) 346-2562

Fax: (505) 346-2769

Special Features

ESL programs for Hispanic, Asian, etc. students. Child care facility on campus. World of Work dress code required at all times.

#### Vocational Offerings

Welder, Business Clerical, Data Entry, Nurses Aide, Medical Assistant, Painter, Carpenter, Electrician, Cement Mason, Building and Apartment Maintenance, Plumber, Plasterer.

### McKinley County

- **UNM-Gallup - Center for Career and Technical Education**

The Center for Career and Technical Education (CCTE) offers classes fifteen (15) different career areas for currently enrolled high school juniors and seniors. These classes provide basic, job entry-level skills for those students whose high school diploma will be their terminal degree. More importantly, these classes provide the basis for the more advanced college level studies in these fields leading to Certificates or college degrees.

The high school guidance counselor enrolls students at their home school. All CCTE classes satisfy high school graduation requirements and at the same time provide college credits to the student (concurrent/duel enrollment). In this way students may work towards their high school degrees and at the same time begin their college career.

The programs offered through CCTE include:

- Automotive Technology\*
- Business Technology
- Computer Repair and Networking
- Collision Repair Technology
- Construction Technology
- Cosmetology\*
- Criminal Justice
- Culinary Arts
- Health Occupations
- Electronic Publishing Technology
- Fire Science\*
- Multi-Vocational Service Occupations
- Students Achieving New Directions
- Nursing Assistant\*
- Welding

\*These classes prepare students for their credentialing exam.

For more information about the Center for Career and Technical Education at the University of New Mexico-Gallup and the offerings of the program, please contact us at (505) 863-7555.

University of New Mexico - Gallup  
200 College Road  
Gallup  
NM 87301  
(505) 863 – 7500

- **UNM-Gallup - Other Programs**

Community Affairs Divison  
Lions Hall  
200 College Rd.  
Gallup, NM 87301  
(505) 863-7744

#### **CASA - Adult Basic Education**

The UNM-Gallup Community Access for Student Achievement Department (CASA) is comprised of several sites throughout McKinley County. These sites include Gallup, Main Campus, Zuni

South-Campus, Gallup-Northside and Tohatchi/Twin Lakes. Over the past two years, there have been up to three additional sites active depending on partner availability and community interest. CASA delivers adult basic education/GED classes, individual assessment, career counseling, and career planning. On-site basic education services may be provided to area employers at no charge.

### **Workforce Training Programs**

The Community Education Department provides workforce educational programming in a variety of formats to meet community needs. The EDGE Program is a partnership of several state, tribal and federal programs which seek to support workforce development activities in the Gallup-McKinley County area. EDGE stands for Experience, Development, & Growth through Education. Industry needs determine course offerings, which currently include Nursing Assisting, Administrative Office Specialist and Tourism Enterprise Development training. The programs are each taught in an intense Monday through Friday format, which simulates the work ethic of the workplace. These programs are generally completed in 16 weeks, are scheduled year round and include career transition services to benefit both participants and area employers.

Placement services include candidate recruitment services and subsidized wage support to qualified employers. Candidate recruitment services include candidate identification, screening, testing, internship and job coaching. An effective match for job placement is defined as twelve months successful integration of the new employee into the workplace. There is no charge to employers for these services. Additional services may be available for a fee. These include additional recruitment and screening, background checks, and drug testing.

New employee wage support services include internship, On-the-Job Training (OJT) and Work Experience Training (WEX). In partnership with area workforce funding sponsors, the EDGE Program currently seeks to transition new employees into the workplace as seamlessly as possible. Many employers take advantage of the 160 hour internship available from the EDGE Program. This 4-week work-based learning experience provides employers with the opportunity to orient and train new candidates for employment at no charge. The program participant is provided the opportunity to apply the skills they learned in the classroom and lab in the workplace with the support of their instructor, program manager and a site supervisor. Participants must successfully complete their internship prior to graduation from the EDGE Program. Participants may receive wages from their worksite or from a workforce funding sponsor after completing at least two-weeks of internship.

The OJT and WEX programs are sponsored through U.S. Department of Labor Workforce Investment Act funding. OJT provides for 50% wage subsidy for up to six months at the market rate of pay for the position. The employer is contractually obligated to employ the candidate upon completion of the scheduled term for subsidized employment. WEX program participants receive 100% subsidized wages for about four months at \$6.50 per hour, however, there is no binding obligation for employment at the end of the program. However, the EDGE Program will screen employers for their intent to provide full-time employment upon completion and at the minimum living wage of \$7.50 per hour.

### **Customized Contract Training**

In the recent past, the EDGE Program has provided short courses in employability, computer literacy, and retail customer service skill training under in a customized contract-training format. These services can be created on-demand and may include any variety of learning objectives necessary for pre-employment candidate development. Training costs may be shared by the employer, depending on the availability of third party funding. Course development lead-time may vary from two weeks to two months depending on the complexity of training, equipment and materials requirements and the funding partnerships needed to put the project together. Training may be delivered at the employer work-site as appropriate.

## **Community and Continuing Education Workshops**

Each semester the Community Education Department publishes a schedule of classes and workshops, which include workforce specific subjects such introductory computer skills, intermediate and advanced Microsoft Office Work, Excel, Access and PowerPoint, supervisory skills, and customer service. These trainings are offered on a fee-for-service basis ranging in cost from \$39 to \$125.

- **Gallup One-Stop Center**

**Services available at the Center, include:**

- Career Counseling
- Job Referrals
- Lists of State, Federal and Private jobs in a notebook on the lobby table
- Bolt test
- GATB test
- Labor Market Information
- Work Search Skills Workshop
- Resource Center

**Assistance Programs**

- Unemployment Insurance Claims
- Customer Service Line
- Work Experience
- On-The-Job Training
- Classroom Training
- Alien Labor Certification
- Apprenticeship Program
- Federal Bonding
- Migrant Seasonal Farmworkers
- TAA and NAFTA Programs
- Veteran Services

2020 East Aztec Avenue,  
GALLUP, NM 87301  
next to the Social Security Building  
TELEPHONE (505) 863-3884  
FAX: (505) 863-3493  
<http://www.dws.state.nm.us/wdc7.htm>

506 WEST HIGHWAY 66, SUITE 14  
GALLUP, NM 87301  
TELEPHONE: (505) 863-8884  
FAX: (505) 863-8995

- **Connections, Inc.**

Connections is partnership comprising the Gallup/McKinley schools and the University of New Mexico-Gallup, with support from the City of Gallup, the Juvenile Probation and Parole Office of NM, and other local agencies into a full partnership to serve eligible youth of Gallup/McKinley counties, through educational partnering, intensive counseling and support services. Connections, Inc. provides a wide range of youth workforce programs, counseling, and opportunities.

Connections, Inc.  
P.O. Box 1437  
Gallup 87305

(505) 863-3377  
(505)722-5622 (f)

- **Navajo Technical College (Crownpoint Institute of Technology)**

**Associate of Applied Science**

- Accounting
- Professional Assistant
- Applied Computer Technology
- Computer-Aided Drafting / Architechtural & Mechicanical
- Environmental Science & Natural Science
- Law Advocate
- Legal Assistant
- Public Administration
- Veterinary Technician

**Certificate Programs:**

- Professional Assistant
- Alternative Energy
- Applied Computer Technology
- Automotive Technology
- Bookkeeping
- Carpentry
- Commercial Driver's License
- Computer-Aided Drafting
- Construction Technology
- Culinary Arts
- Early Childhood Multicultrual Education
- Electrical Trade
- Environmental Science & Natural Science

[Crownpoint Institute of Technology](#)

PO Box 849  
Crownpoint, NM 87313  
(505) 786-4100

- **Dine College**

PO BOX 57  
CROWNPOINT, NM 87313  
(505) 786-7391  
<http://www.dinecollege.edu/>

## **Navajo Nation**

- **Navajo Nation Department of Workforce Development**

**"The purpose is to improve Workforce Development Services by maximizing opportunities for eligible enrolled members and residents of the Navajo Nation Workforce Investment Area in compliance with applicable grant plans and mandates."**

**Main Office**  
**Telephone:** 928-871-7707  
**FAX:** 928-871-7116  
**Address:**

Tribal Hill Drive  
P.O. Box 1889  
Window Rock, AZ 86515

Crownpoint Workforce Center  
P.O. Box 266  
Crownpoint, New Mexico 87313

Phone: (505) 786-2151/2158  
Fax: (505) 786-2170

- **Navajo Nation Department of Economic Development – Workforce Details**  
<http://www.navajoadvantage.com/pages/wrkforc.htm>

## **Pueblo of Zuni**

- **Zuni Education and Career Development Center**

**We believe that partnerships coupled with integrated, comprehensive services and opportunities in a one-stop service environment will positively impact the individuals, their families and the Zuni Community.**

ZECDC  
P.O. BOX 339  
Zuni, NM 87327  
Phone: (505) 782-7178  
Fax: (505) 782-7223  
<http://www.ashiwi.org/highered/zecdchome.htm>

**The Zuni 477 Program operates a one-stop point of contact and delivery of services for three (3) categories of direct services identified below:**

### **\*Employment & Training Component**

Adult Work Experience  
Youth Work Experience  
Classroom Training  
Volunteer Work  
Job Search  
Referral to GED/ABE Programs

### **\*Supportive Services Component**

- Financial Assistance
  - General Assistance
    - TANF
- Child Care Services  
Minor Vehicle Repair  
Relocation Assistance  
Tuition, Books, Supplies  
Transportation Passes  
Eyewear Assistance  
Uniforms (Job Required)  
Basic Work Tools  
GED Test Fees

### **\*Education & Training Component**

Higher Education Scholarships  
Job Placement & Training Funding  
Career Guidance and Advisement  
Federal Financial Aid Assistance  
Referral for ABE/GED

### **\*Other Services Provided:**

- Low Income Home Energy Assistance
- To Assist with primary source of heating (No Deadline)

Testing/Licensure Fees

- **Pueblo of Zuni Employment Opportunities**

Pueblo of Zuni  
Tribal Personnel Office  
P.O. Box 339  
Zuni, New Mexico 87327  
or call 782-7086 for more information  
<http://www.ashiwi.org/Employment.aspx>