

JOBS COORDINATOR PROGRAM



What is the Jobs Coordinator Program?

The San Diego Association of Governments (SANDAG) has established a Jobs Coordinator Program to support the **Community Benefits Agreement (CBA)**. The role of the Jobs Coordinator is to assist Prime Contractors to facilitate implementation of workforce hiring requirements as required in the CBA on SANDAG construction projects over \$5 million.

SANDAG develops an ongoing list of pre-qualified Jobs Coordinators to act in partnership with the Prime Contractors. Primes can select a Jobs Coordinator from the list and can request approval of other Jobs Coordinators.

To join the Jobs Coordinator Program, a firm must meet the minimum qualification requirements as listed in the **Jobs Coordinator Pre-Qualification Request & Application**.

For more information about the SANDAG Jobs Coordinator Program, please contact Erik Staples at erik.staples@sandag.org.

How to Join

1 Review the Jobs Coordinator Request and Application

Firm must review the Jobs Coordinator Request & Application to ensure they meet the program's minimum qualifications.

2 Complete the Jobs Coordinator Application

If the firm meets the minimum qualifications, the firm will proceed with completing the Jobs Coordinator application.

3 Submit the Jobs Coordinator Application for Review

To submit the complete application, the firm must follow the Submittal Requirements listed in Section V of the Jobs Coordinator Request.

4 SANDAG to Notify Firm of Pre-Qualification Status

SANDAG will review the submitted Jobs Coordinator applications and will notify firms if they are approved to be added to the pre-qualified list.