

First Source Hiring Program



Toolkit for Cannabis Businesses in San Francisco

Office of Economic & Workforce Development

The Mission of the Office of Economic and Workforce Development (OEWD) is to support the ongoing vitality of San Francisco. Under the Direction of Mayor Mark Farrell, OEWD provides city-wide leadership for workforce development, business attraction and retention, neighborhood commercial revitalization, international business facilitation, and development planning.

Business Services is a unit of the Workforce Division of OEWD. They act as the First Source Administrator for the City and County of San Francisco.

What is the First Source Hiring Program?

First Source Hiring requires that developers, contractors, and employers utilize good faith efforts towards employing economically disadvantaged San Francisco residents in new entry-level positions on applicable projects.



It's goal is to connect and foster employment opportunities for economically disadvantaged SF residents with entry-level jobs generated by City investments, contracts, permits and assets.



The First Source Hiring Program was enacted into law (Chapter 83 of the San Francisco Administrative Code) in 1998, and amended in 2004, 2006 and 2014.

Who Qualifies for First Source?

Cannabis related business;

Leases of City Property;

City contracts for goods, services, and grants in excess of \$50,000;

City issued public construction contracts in excess of \$350,000;

Building permit applications for residential projects over 10 units;

Any activities related to commercial activity over 25,000 sq. ft.

How can First Source Assist your Business?

Recruitment Assistance

- Find qualified and pre-screened candidates at no-cost.
- Assistance with coordinating interviews.
- Access to city-wide recruitment facilities.

Cannabis Businesses – First Source Compliance Instructions

Step #1: Register on the San Francisco Jobs Portal (jobsportal.sfgov.org)

Step #2: Once you have registered, a Business Services Representative will reach out to you to assist with questions and be your point of contact.

You will use the portal to:

- *Submit Projections of Entry-Level Positions (this must be done at least 10 days before jobs are shared publically).

- *Submit Job Orders (which include basic qualifications and pay, benefits offered etc., identify time frame of when you would like the position filled). These are shared with a recruiter to help find the best candidates for your job openings.

Step #3: Once you have registered in the portal, the citywide workforce system will provide qualified candidates to its recruiter partner Manpower Governmental Solutions who will manage the screening and referral process for your business.

Step #4: Make a “good faith effort” to interview and hire referrals from the City’s workforce development system by reviewing resumes and tracking applicants’ stages where they are in the recruitment process in the SF Jobs Portal



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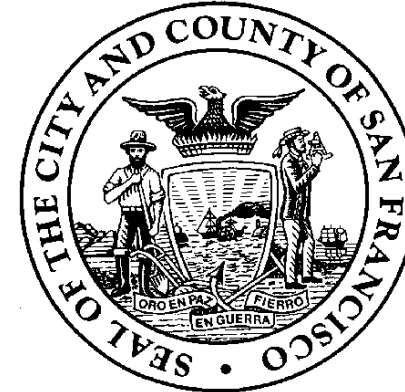


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HSA Workforce Development Division

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Human Services Agency Overview:

- The Departments of [Human Services](#), [Aging and Adult Services](#), and the [Office of Early Care Education](#) form one Agency charged with building well-being in our communities and ensuring that all San Franciscans can reach their full potential.
- The Human Services Agency delivers a safety net of services and public benefits that are designed to meet the unique needs of low-income individuals, children and families, older adults, and adults with disabilities.
- We offer cash assistance, food and nutritional support, health insurance, employment training, and child care. Specialized supportive care and protective services are available to children and seniors.
- Of the more than **800,000 people** that call San Francisco home, **more than one in four** is at risk of not meeting their basic needs - like access to food, health insurance, or supportive care.
- We help **more than 250,000** San Franciscans bridge this gap every year by connecting them with the services and resources they need.

Workforce Development Division:

- Provides HSA program participants who are looking for employment assistance with all of the tools they need to find a job, such as trainings and workshops, career counseling.

Current Participants:

- San Francisco's County Adult Assistance Programs (CAAP)
- Personal Assisted Employment Service (PAES)
- CalWorks Participants
- Foster Youth
- CalFresh/ABAWD – Able Bodied Adults Without Dependents

HSA Workforce Development Division

Contact:

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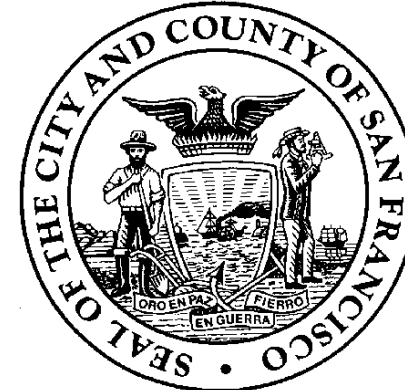
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