

September 14, 2026

The Honorable Board of Estimate and Apportionment
% Crystal Hurst, Secretary
Office of the Mayor
1200 Market Street, Room 200
St. Louis, MO 63103

Emailed: hurstc@stlouis-mo.gov

RE: Request for Apprenticeship Coordinator Position

Dear Members of the Board of Estimate and Apportionment:

I am writing to formally request the addition of an Apprenticeship Coordinator position to the St. Louis Agency on Training and Employment (SLATE) Table of Organization.

As SLATE has stepped into the role of an apprenticeship intermediary for the US Department of Labor, we are tasked with aligning our local operations with critical new initiatives from the State of Missouri Office of Workforce Development (OWD). With the Missouri Department of Higher Education and Workforce Development (MDHEWD) setting a statewide goal of serving 100,000 new apprentices by September 30, 2027, under the *America's Talent Strategy*, it is imperative that we dedicate sufficient resources to this initiative.

The recently executed Business Services Agreement with OWD outlines extensives deliverables that exceed the capacity of our current staff. To fulfill these contractual requirements, we require a dedicated, full-time position. These essential responsibilities include:

- **Development of Training Curriculum:** Creating and hosting monthly & “Apprenticeship 101” presentations tailored specifically for both employers/partners and apprentice seekers.
- **Strategic Stakeholder Engagement:** Engaging with local industry groups, labor-management organizations, and unions to facilitate and convene events that promote Registered Apprentice Programs (RAPs)
- **Technical Registration Support:** Assisting employers and program sponsors in preparing complex RAP documentation for official registration with the U.S. Department of Labor.
- **Ongoing Technical Assistance:** Providing sustained support to program sponsors to ensure the long-term success of the programs after registration.
- **Resource Coordination:** Connecting sponsors with local, state, and federal resources.
- **Pre-Apprenticeship Expansion:** Actively promoting and assisting in the design of pre-apprenticeship programs to increase access to RAPs.

To address these needs, the City's Classification and Compensation Section has reviewed the role and allocated it to the **Program Coordinator** classification (position code 01698, grade 208, salary range \$1824 to \$2,735 biweekly). **This position will be paid from the following: Fund:1120; Cost Center 121000; Account: 510100, 512000, 513800, 513810, 514700, 515000, 515030, 515060.**

This initiative is not a temporary project; it is a critical, long-term workforce development integration required to secure our ongoing federal and state funding. While a temporary solution has allowed us to initiate these efforts, a permanent addition to our Table of Organization is necessary to sustain the capacity required to meet our state and federal mandates.

Thank you for your consideration of this request and for your support in strengthening the St. Louis workforce. I am available to provide any further documentation the Board may require to facilitate this addition.

Sincerely,



Connie L. Johnson, ESQ., MHA
Executive Director
St. Louis Agency on Training and Employment (SLATE)