

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 12, 2024

To: The Honorable Members of the Personnel, Audits and Hiring Committee

From: DANA H. BROWN, General Manager  
Personnel Department

Subject: **COUNCIL FILE 22-0159 PERSONNEL DEPARTMENT'S  
REPORT BACK REGARDING IMPLEMENTATION, BENCHMARKS  
AND HIRING GOALS FOR THE TARGETED LOCAL HIRING AND  
STRATEGIC WORKFORCE DEVELOPMENT TASK FORCE**

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**RECOMMENDATION**

That the City Council note and file this report.

**BACKGROUND**

As part of the Fiscal Year 2021-22 Adopted Budget, the Mayor and Council established a goal of hiring 750 employees through the Targeted Local Hire ("TLH") and Bridge to Jobs ("BRIDGE") programs (C.F. 21-0600-S35). During the October 6, 2021, PAH Committee meeting, the Personnel Department offered to expand this report by including a comparison of the employees hired through other civil service processes to the number hired through the BRIDGE program's alternative pathway to civil service in the semi-skilled classifications used by the BRIDGE program in order to track the progress towards the goal of hiring 750 employees through the TLH and BRIDGE programs. During its meeting of April 18, 2023, PAH instructed the Personnel Department to continue reporting back regarding the hiring and utilization of the TLH and BRIDGE programs on a monthly basis.

During its meeting of August 15, 2023, PAH instructed the Personnel Department to include in its monthly reports, the total number of open TLH positions by classification which is included on page 2 and the cumulative number of TLH Hires for fiscal year to date on page 4 (Attachment A). During the September 5, 2023 meeting, PAH instructed the Personnel Department to include in its monthly reports a chart showing TLH

vacancies by department on page 6 (Attachment C) and a chart showing BRIDGE vacancies by department on page 9 (Attachment F). These numbers will be updated with each monthly report.

## DISCUSSION

The updated appointment information from January 1<sup>st</sup> through January 31<sup>st</sup> 2024 indicates that **70% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in January 2024 of FY 23-24 (January 1, 2024 - January 31, 2024)						
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH	# of open TLH vacancies *
1	ADMINISTRATIVE CLERK	20	11	31	65%	118
2	ANIMAL LICENSE CANVASSER	0	0	0	0%	0
3	ANIMAL CARE TECHNICIAN	1	0	1	0%	1
4	CUSTODIAN	2	0	2	100%	185
5	DELIVERY DRIVER	0	0	0	0%	1
6	GARAGE ATTENDANT	0	1	1	0%	3
7	GARDENER CARETAKER	11	0	11	100%	29
8	MAINTENANCE LABORER	1	0	1	100%	85
9	MECHANICAL HELPER	0	0	0	0%	18
10	STREET SERVICES WORKER	0	3	3	0%	9
11	TREE SURGEON ASSISTANT	0	0	0	0%	0
12	WAREHOUSE & TOOLROOM WORKER	0	0	0	0%	1
<b>TOTAL</b>		<b>35</b>	<b>15</b>	<b>50</b>	<b>70%</b>	<b>450</b>

\* Please note that the CAO is in the process of updating the Workday application to ensure the system accurately represents approved 2023-24 Adopted Budget position authorities as approved by the Mayor and Council. Therefore, the vacancy rates as listed in the attachment should be considered an estimate as they have not yet been reconciled to authorized positions.

The updated appointment information from January 1<sup>st</sup> through January 31<sup>st</sup> 2024 indicates that **22% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in January of FY 23-24 January 1, 2024 – January 31, 2024)						
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE	# of open BRIDGE vacancies *
1	ACCOUNTING CLERK	3	3	6	50%	28
2	CEMENT FINISHER WORKER	0	15	15	0%	5
3	COMMUNICATIONS INFORMATION REPRESENTATIVE	1	0	1	100%	17
4	COMMUNITY SERVICES REPRESENTATIVE	1	0	1	100%	3
5	CUSTOMER SERVICE SPECIALIST	0	0	0	0%	0
6	ELECTRICAL CRAFT HELPER	0	0	0	0%	3
7	FIELD ENGINEERING AIDE	0	0	0	0%	3
8	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	0	0	0	0%	10
9	MAINTENANCE & CONSTRUCTION HELPER	0	0	0	0%	17
TOTAL		5	18	23	22%	86

**Attachment A** – TLH Hires vs. Other Civil Service Hires by department

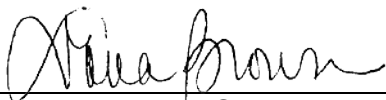
**Attachment B** – TLH Hires vs. Other Civil Service Hires by department and classification.

**Attachment C** – Vacancies for TLH classifications by department

**Attachment D** – BRIDGE Hires vs. Other Civil Service Hires by department

**Attachment E** – BRIDGE Hires vs. Other Civil Service Hires by department and classification.

**Attachment F** – Vacancies for BRIDGE classifications by department



DANA H. BROWN  
General Manager

Attachment A

Civil Services Hires compared to TLH Hires in January 2024 of FY 23-24  
in the classifications used by TLH

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH	FY 23-24 TLH hires to date
1	AGING	0	0	0	0%	0
2	AIRPORTS	0	0	0	0%	21
3	ANIMAL SERVICES	2	0	2	0%	30
4	BUILDING & SAFETY	0	0	0	0%	10
5	CANNABIS	0	0	0	0%	0
6	CAO	0	0	0	0%	0
7	CIVIL AND HUMAN RIGHTS EQUITY	2	0	2	0%	2
8	CLA (COUNCIL)	0	0	0	0%	3
9	CITY CLERK	2	0	2	0%	4
10	COMMUNITY INVESTMENT FOR FAMILIES	0	0	0	0%	1
11	CONTROLLER	0	0	0	0%	0
12	CONVENTION CENTER	0	0	0	0%	0
13	CULTURAL AFFAIRS	0	0	0	0%	1
14	DISABILITY	0	0	0	0%	0
15	DOT	0	0	0	0%	9
16	ECONOMIC & WORKFORCE DEV.	0	0	0	0%	1
17	EL PUEBLO	0	0	0	0%	0
18	EMERGENCY MANAGEMENT	0	0	0	0%	0
19	EMPLOYEE RELATIONS BOARD	0	0	0	0%	0
20	ETHICS COMMISSION	0	0	0	0%	0
21	FINANCE	0	0	0	0%	0
22	FIRE CIVILIAN	0	0	0	0%	1
23	GSD	0	1	1	0%	2
24	HARBOR	3	2	5	0%	5
25	HOUSING	0	1	1	0%	16
26	ITA	0	0	0	0%	0
27	LACERS	2	0	2	100%	4
28	LIBRARY	0	0	0	0%	23
29	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%	1
30	PENSIONS	0	0	0	0%	0
31	PERSONNEL	1	5	6	17%	18
32	PLANNING	0	0	0	0%	1
33	POLICE CIVILIAN	9	0	9	0%	25
34	PW BOARD	0	0	0	0%	2
35	PW CONTRACT ADMIN	0	0	0	0%	3
36	PW ENGINEERING	1	0	1	0%	3
37	PW SANITATION	5	0	5	100%	17
38	PW STREET LIGHTING	0	0	0	0%	2
39	PW STREET SERVICES	1	3	4	25%	6
40	RAP	7	2	9	78%	28
41	YOUTH DEVELOPMENT	0	0	0	0%	0
42	ZOO	0	1	1	0%	6
TOTAL		35	15	50	70%	245

## Attachment B

TLH Hires compared to Other Civil Service Hires in January 2024 of FY 23-24  
in the classifications used by TLH

DEPARTMENT		ADMIN CLERK		ANIMAL CARE TECH		ANIMAL LICENSE CANVASSER		CUSTODIAN		DELIVERY DRIVER		GARAGE ATTENDANT		GARDENER CARETAKER		MAINTENANCE LABORER		STREET SERVICES WORKER		TREE SURGEON ASST		WAREHOUSE & TOOLROOM WORKER	
		# TLH Hires	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires	# TLH HIRES	# Other Civil Service Hires
1	AGING																						
2	AIRPORTS																						
3	ANIMAL SERVICES	1		1																			
4	BUILDING & SAFETY																						
5	CANNABIS																						
6	CAO																						
7	CIVIL AND HUMAN RIGHTS EQUITY	2																					
8	CLA (COUNCIL)																						
9	CITY CLERK	2																					
10	COMMUNITY INVESTMENT FOR FAMILIES																						
11	CONTROLLER																						
12	CONVENTION CENTER																						
13	CULTURAL AFFAIRS																						
14	DISABILITY																	3					
15	DONE																						
16	DOT																						
17	EWDD																						
18	EL PUEBLO																						
19	EMERGENCY MANAGEMENT																						
20	ERB																						
21	ETHICS COMMISSION																						
22	FINANCE																						
23	FIRE CIVILIAN																						
24	GSD											1											
25	HARBOR		2											3									
26	HOUSING		1																				
27	ITA																						
28	LACERS	2																					
29	LIBRARY																						
30	PENSIONS																						
31	PERSONNEL	1	5																				
32	PLANNING																						
33	POLICE CIVILIAN	9																					
34	PW BOARD																						
35	PW CONTRACT ADMIN																						
36	PW ENGINEERING	1																					
37	PW SANITATION	2						2						1									
38	PW STREET LIGHTING																						
39	PW STREET SERVICES															1							
40	RAP		2											7									
41	YOUTH DEVELOPMENT																						
42	ZOO		1																				
TOTAL		20	11	1	0	0	0	2	0	0	0	0	1	11	0	1	0	0	3	0	0	0	0

Attachment C  
 Vacancies by Department in January 2024 of FY 23-24  
 in the classifications used by TLH

	DEPARTMENT	ADMIN CLERK	ANIMAL CARE TECH	ANIMAL LICENSE CANVASSER	CUSTODIAN	DELIVERY DRIVER	GARAGE ATTENDANT	GARDENER CARETAKER	MAINTENANCE LABORER	MECHANICAL HELPER	STREET SERVICES WORKER	TREE SURGEON ASST	WAREHOUSE & TOOLROOM WORKER	TOTAL
1	AGING													0
2	AIRPORTS	48			182		1	25	19	14	4			293
3	ANIMAL SERVICES		1											1
4	BUILDING & SAFETY	12												12
5	CANNABIS													0
6	CAO													0
7	CIVIL AND HUMAN RIGHTS EQUITY													0
8	CLA (COUNCIL)													0
9	CITY CLERK													0
10	COMMUNITY INVESTMENT FOR FAMILIES													0
11	CONTROLLER													0
12	CONVENTION CENTER													0
13	CULTURAL AFFAIRS													0
14	DISABILITY													0
15	DONE													0
16	DOT								1					1
17	EWDD													0
18	EL PUEBLO													0
19	EMERGENCY MANAGEMENT													0
20	ERB													0
21	ETHICS COMMISSION													0
22	FINANCE													0
23	FIRE CIVILIAN													0
24	GSD	2				1	1			1				5
25	HARBOR	1			3		1	2	12	1				20
26	HOUSING	1												1
27	ITA													0
28	LACERS	1												1
29	LIBRARY	45						2	2				1	50
30	PENSIONS	1												1
31	PERSONNEL	1												1
32	PLANNING													0
33	POLICE CIVILIAN	1												1
34	PW BOARD													0
35	PW CONTRACT ADMIN													0
36	PW ENGINEERING													0
37	PW SANITATION	4							49	1				54
38	PW STREET LIGHTING									1				1
39	PW STREET SERVICES								2		5			7
40	RAP													0
41	YOUTH DEVELOPMENT													0
42	ZOO	1												1
	<b>TOTAL</b>	<b>118</b>	<b>1</b>	<b>0</b>	<b>185</b>	<b>1</b>	<b>3</b>	<b>29</b>	<b>85</b>	<b>18</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>450</b>

Attachment D

Civil Service Hires compared to BRIDGE Hires in January 2024 of FY 23-24  
in the classifications used by BRIDGE

	DEPARTMENT	BRIDGE Hires	Other Civil Service Hires	TOTAL	Hired thru BRIDGE	FY 23-24 BRIDGE hires to date
1	AGING	0	0	0	0%	0
2	AIRPORTS	0	0	0	0%	0
3	ANIMAL SERVICES	0	0	0	0%	0
4	BUILDING & SAFETY	0	0	0	0%	0
5	CANNABIS	0	0	0	0%	0
6	CAO	0	0	0	0%	0
7	CLA (COUNCIL)	0	0	0	0%	0
8	CITY CLERK	0	0	0	0%	2
9	CONTROLLER	0	0	0	0%	0
10	CONVENTION CENTER	0	0	0	0%	0
11	CULTURAL AFFAIRS	0	0	0	0%	0
12	DISABILITY	0	0	0	0%	0
13	DOT	0	0	0	0%	6
14	ECONOMIC & WORKFORCE DEV.	0	0	0	0%	0
15	EL PUEBLO	0	0	0	0%	0
16	EMERGENCY MANAGEMENT	0	0	0	0%	0
17	EMPLOYEE RELATIONS BOARD	0	0	0	0%	0
18	ETHICS COMMISSION	0	0	0	0%	0
19	FINANCE	0	0	0	0%	4
20	FIRE CIVILIAN	0	1	1	0%	0
21	GSD	0	0	0	0%	0
22	HARBOR	1	0	1	100%	2
23	HOUSING	0	0	0	0%	7
24	ITA	0	0	0	0%	5
25	LACERS	2	0	2	100%	6
26	LIBRARY	1	0	1	100%	5
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%	0
28	PENSIONS	0	0	0	0%	0
29	PERSONNEL	1	0	1	100%	2
30	PLANNING	0	0	0	0%	2
31	POLICE CIVILIAN	0	0	0	0%	6
32	PW BOARD	0	1	1	0%	0
33	PW CONTRACT ADMIN	0	0	0	0%	18
34	PW ENGINEERING	0	0	0	0%	1
35	PW SANITATION	0	0	0	0%	4
36	PW STREET LIGHTING	0	0	0	0%	0
37	PW STREET SERVICES	0	14	14	0%	2
38	RAP	0	1	1	0%	0
39	YOUTH DEVELOPMENT	0	0	0	0%	2
40	ZOO	0	1	1	0%	0
	<b>TOTAL</b>	<b>5</b>	<b>18</b>	<b>23</b>	<b>22%</b>	<b>74</b>



Attachment F  
 Vacancies by Department in January 2024 of FY 23-24  
 in the classifications used by BRIDGE

DEPARTMENT		ACCOUNTING CLERK	CEMENT FINISHER WORKER	COMMUNICATION INFORMATION REPRESENTATIVE	COMMUNITY SERVICES REPRESENTATIVE	CUSTOMER SERVICE SPECIALIST	ELECTRICAL CRAFT HELPER	FIELD ENGINEERING AIDE	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	MAINTENANCE & CONSTRUCTION HELPER	TOTAL
1	AGING										0
2	AIRPORTS	17	5	9			2		4	14	51
3	ANIMAL SERVICES										0
4	BUILDING & SAFETY	4							6		10
5	CANNABIS										0
6	CAO										0
7	CIVIL AND HUMAN RIGHTS EQUITY										0
8	CLA (COUNCIL)										0
9	CITY CLERK										0
10	COMMUNITY INVESTMENT FOR FAMILIES										0
11	CONTROLLER										0
12	CONVENTION CENTER										0
13	CULTURAL AFFAIRS										0
14	DISABILITY										0
15	DONE										0
16	DOT										0
17	EWDD										0
18	EL PUEBLO										0
19	EMERGENCY MANAGEMENT										0
20	ERB										0
21	ETHICS COMMISSION										0
22	FINANCE	1									1
23	FIRE CIVILIAN										0
24	GSD										0
25	HARBOR	1		7			1	3		2	14
26	HOUSING	1									1
27	ITA										0
28	LACERS	3									3
29	LIBRARY	1			3						4
30	PENSIONS										0
31	PERSONNEL										0
32	PLANNING										0
33	POLICE CIVILIAN										0
34	PW BOARD										0
35	PW CONTRACT ADMIN										0
36	PW ENGINEERING										0
37	PW SANITATION			1							1
38	PW STREET LIGHTING										0
39	PW STREET SERVICES									1	1
40	RAP										0
41	YOUTH DEVELOPMENT										0
42	ZOO										0
TOTAL		28	5	17	3	0	3	3	10	17	86