



REPORT
FROM

THE PERSONNEL
DEPARTMENT

| | |
|---|---|
| TO: Personnel, Audits, and Hiring Committee | DATE August 9th, 2023 updated September 1st, 2023 |
| REFERENCE: Mayor's 2017-18 Adopted Budget Recommendation | COUNCIL FILE 22-0159 |
| SUBJECT: PERSONNEL DEPARTMENT'S REPORT BACK REGARDING IMPLEMENTATION, BENCHMARKS AND HIRING GOALS FOR THE TARGETED LOCAL HIRING AND STRATEGIC WORKFORCE DEVELOPMENT TASK FORCE | |

RECOMMENDATION: That the City Council receive 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 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.

Per PAH Committee recommendation, the total number of open TLH positions by classification is included on page 1. On page 3, a column showing TLH Hires to date for FY 23-24 is included in Attachment A. These numbers will be updated with each monthly report.

DISCUSSION:

The updated appointment information from July 1st through July 31st 2023 indicates that **95% of citywide hires into the classifications used by TLH were hired through TLH.**

| TLH Hires compared to other Civil Services Hires in July 2023 of FY 23-24 (July 1, 2023 - July 31, 2023) | | | | | | |
|---|-----------------------------|-----------|---------------------|-------------|----------------|---------------------------|
| CLASSES USED BY TLH | | TLH Hires | Civil Service Hires | Total Hires | % Hired by TLH | # of open TLH vacancies * |
| 1 | ADMINISTRATIVE CLERK | 13 | 0 | 13 | 100% | 308 |
| 2 | ANIMAL LICENSE CANVASSER | 2 | 0 | 2 | 100% | 2 |
| 3 | ANIMAL CARE TECHNICIAN | 0 | 0 | 0 | 0% | 39 |
| 4 | CUSTODIAN | 1 | 0 | 1 | 100% | 253 |
| 5 | DELIVERY DRIVER | 0 | 0 | 0 | 0% | 7 |
| 6 | GARAGE ATTENDANT | 2 | 0 | 2 | 100% | 15 |
| 7 | GARDENER CARETAKER | 18 | 0 | 18 | 100% | 99 |
| 8 | MAINTENANCE LABORER | 1 | 0 | 1 | 100% | 119 |
| 9 | TREE SURGEON ASSISTANT | 0 | 0 | 0 | 0% | 18 |
| 10 | STREET SERVICES WORKER | 0 | 0 | 0 | 0% | 13 |
| 11 | WAREHOUSE & TOOLROOM WORKER | 0 | 2 | 2 | 0% | 17 |
| TOTAL | | 37 | 2 | 39 | 95% | 890 |

* 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 July 1st through July 31st 2023 indicates that **75% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

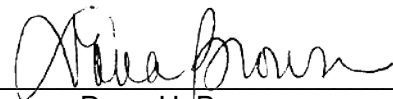
| BRIDGE Hires compared to other Civil Services Hires in July 2023 of FY 23-24 (July 1, 2023 – July 31, 2023) | | | | | |
|--|---|--------------|---------------------|-------------|-------------------|
| CLASSES USED BY BRIDGE | | BRIDGE Hires | Civil Service Hires | Total Hires | % Hired by BRIDGE |
| 1 | ACCOUNTING CLERK | 6 | 4 | 10 | 60% |
| 2 | COMMUNICATIONS INFORMATION REPRESENTATIVE | 1 | 4 | 5 | 20% |
| 3 | COMMUNITY SERVICES REPRESENTATIVE TRAINEE | 0 | 0 | 0 | 0% |
| 4 | ELECTRICAL CRAFT HELPER | 0 | 0 | 0 | 0% |
| 5 | FIELD ENGINEERING AIDE | 1 | 0 | 1 | 100% |
| 6 | INSPECTOR TRAINEE (ASSISTANT INSPECTOR) | 16 | 0 | 16 | 100% |
| TOTAL | | 24 | 8 | 32 | 75% |

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 – BRIDGE Hires vs. Other Civil Service Hires by department

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



Dana H. Brown
General Manager

Attachment A

**Civil Services Hires compared to TLH Hires in July 2023 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 | 1 | 0 | 1 | 100% | 1 |
| 3 | ANIMAL SERVICES | 2 | 0 | 2 | 100% | 2 |
| 4 | BUILDING & SAFETY | 0 | 0 | 0 | 0% | 0 |
| 5 | CANNABIS | 0 | 0 | 0 | 0% | 0 |
| 6 | CAO | 0 | 0 | 0 | 0% | 0 |
| 7 | CIVIL AND HUMAN RIGHTS EQUITY | 0 | 0 | 0 | 0% | 0 |
| 8 | CLA (COUNCIL) | 0 | 0 | 0 | 0% | 0 |
| 9 | CITY CLERK | 0 | 0 | 0 | 0% | 0 |
| 10 | COMMUNITY INVESTMENT FOR FAMILIES | 1 | 0 | 1 | 100% | 1 |
| 11 | CONTROLLER | 0 | 0 | 0 | 0% | 0 |
| 12 | CONVENTION CENTER | 0 | 0 | 0 | 0% | 0 |
| 13 | CULTURAL AFFAIRS | 1 | 0 | 1 | 100% | 1 |
| 14 | DISABILITY | 0 | 0 | 0 | 0% | 0 |
| 15 | DOT | 0 | 0 | 0 | 0% | 0 |
| 16 | ECONOMIC & WORKFORCE DEV. | 0 | 0 | 0 | 0% | 0 |
| 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 | 1 | 0 | 1 | 100% | 1 |
| 23 | GSD | 1 | 2 | 3 | 33% | 1 |
| 24 | HARBOR | 0 | 0 | 0 | 0% | 0 |
| 25 | HOUSING | 2 | 0 | 2 | 100% | 2 |
| 26 | ITA | 0 | 0 | 0 | 0% | 0 |
| 27 | LACERS | 0 | 0 | 0 | 0% | 0 |
| 28 | LIBRARY | 0 | 0 | 0 | 0% | 0 |
| 29 | NEIGHBORHOOD EMPOWERMENT | 0 | 0 | 0 | 0% | 0 |
| 30 | PENSIONS | 0 | 0 | 0 | 0% | 0 |
| 31 | PERSONNEL | 2 | 0 | 2 | 100% | 2 |
| 32 | PLANNING | 0 | 0 | 0 | 0% | 0 |
| 33 | POLICE CIVILIAN | 5 | 0 | 5 | 100% | 5 |
| 34 | PW BOARD | 0 | 0 | 0 | 0% | 0 |
| 35 | PW CONTRACT ADMIN | 0 | 0 | 0 | 0% | 0 |
| 36 | PW ENGINEERING | 1 | 0 | 1 | 100% | 1 |
| 37 | PW SANITATION | 1 | 0 | 1 | 100% | 1 |
| 38 | PW STREET LIGHTING | 0 | 0 | 0 | 0% | 0 |
| 39 | PW STREET SERVICES | 1 | 0 | 1 | 100% | 1 |
| 40 | RAP | 17 | 0 | 17 | 100% | 17 |
| 41 | YOUTH DEVELOPMENT | 0 | 0 | 0 | 0% | 0 |
| 42 | ZOO | 1 | 0 | 1 | 100% | 1 |
| TOTAL | | 37 | 2 | 39 | 95% | 37 |

Attachment B

TLH Hires compared to Other Civil Service Hires in July 2023 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 | 1 | | | | | | | | | | | | | | | | | | | | | |
| 3 | ANIMAL SERVICES | | | | | 2 | | | | | | | | | | | | | | | | | |
| 4 | BUILDING & SAFETY | | | | | | | | | | | | | | | | | | | | | | |
| 5 | CANNABIS | | | | | | | | | | | | | | | | | | | | | | |
| 6 | CAO | | | | | | | | | | | | | | | | | | | | | | |
| 7 | CIVIL AND HUMAN RIGHTS EQUITY | | | | | | | | | | | | | | | | | | | | | | |
| 8 | CLA (COUNCIL) | | | | | | | | | | | | | | | | | | | | | | |
| 9 | CITY CLERK | | | | | | | | | | | | | | | | | | | | | | |
| 10 | COMMUNITY INVESTMENT FOR FAMILIES | 1 | | | | | | | | | | | | | | | | | | | | | |
| 11 | CONTROLLER | | | | | | | | | | | | | | | | | | | | | | |
| 12 | CONVENTION CENTER | | | | | | | | | | | | | | | | | | | | | | |
| 13 | CULTURAL AFFAIRS | 1 | | | | | | | | | | | | | | | | | | | | | |
| 14 | DISABILITY | | | | | | | | | | | | | | | | | | | | | | |
| 15 | DONE | | | | | | | | | | | | | | | | | | | | | | |
| 16 | DOT | | | | | | | | | | | | | | | | | | | | | | |
| 17 | EWDD | | | | | | | | | | | | | | | | | | | | | | |
| 18 | EL PUEBLO | | | | | | | | | | | | | | | | | | | | | | |
| 19 | EMERGENCY MANAGEMENT | | | | | | | | | | | | | | | | | | | | | | |
| 20 | ERB | | | | | | | | | | | | | | | | | | | | | | |
| 21 | ETHICS COMMISSION | | | | | | | | | | | | | | | | | | | | | | |
| 22 | FINANCE | | | | | | | | | | | | | | | | | | | | | | |
| 23 | FIRE CIVILIAN | 1 | | | | | | | | | | | | | | | | | | | | | |
| 24 | GSD | | | | | | | 1 | | | | | | | | | | | | | | | 2 |
| 25 | HARBOR | | | | | | | | | | | | | | | | | | | | | | |
| 26 | HOUSING | 2 | | | | | | | | | | | | | | | | | | | | | |
| 27 | ITA | | | | | | | | | | | | | | | | | | | | | | |
| 28 | LACERS | | | | | | | | | | | | | | | | | | | | | | |
| 29 | LIBRARY | | | | | | | | | | | | | | | | | | | | | | |
| 30 | PENSIONS | | | | | | | | | | | | | | | | | | | | | | |
| 31 | PERSONNEL | 2 | | | | | | | | | | | | | | | | | | | | | |
| 32 | PLANNING | | | | | | | | | | | | | | | | | | | | | | |
| 33 | POLICE CIVILIAN | 3 | | | | | | | | | | 2 | | | | | | | | | | | |
| 34 | PW BOARD | | | | | | | | | | | | | | | | | | | | | | |
| 35 | PW CONTRACT ADMIN | | | | | | | | | | | | | | | | | | | | | | |
| 36 | PW ENGINEERING | 1 | | | | | | | | | | | | | | | | | | | | | |
| 37 | PW SANITATION | 1 | | | | | | | | | | | | | | | | | | | | | |
| 38 | PW STREET LIGHTING | | | | | | | | | | | | | | | | | | | | | | |
| 39 | PW STREET SERVICES | | | | | | | | | | | | | | 1 | | | | | | | | |
| 40 | RAP | | | | | | | | | | | | 17 | | | | | | | | | | |
| 41 | YOUTH DEVELOPMENT | | | | | | | | | | | | | | | | | | | | | | |
| 42 | ZOO | | | | | | | | | | | | 1 | | | | | | | | | | |
| TOTAL | | 13 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 18 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

Attachment C

**Civil Service Hires compared to BRIDGE Hires in July 2023 of FY 23-24
in the classifications used by BRIDGE**

| DEPARTMENT | | BRIDGE Hires | Other Civil Service Hires | TOTAL | Hired thru BRIDGE |
|--------------|---------------------------|--------------|---------------------------|-----------|-------------------|
| 1 | AGING | 0 | 0 | 0 | 0% |
| 2 | AIRPORTS | 0 | 2 | 2 | 0% |
| 3 | ANIMAL SERVICES | 0 | 0 | 0 | 0% |
| 4 | BUILDING & SAFETY | 0 | 0 | 0 | 0% |
| 5 | CANNABIS | 0 | 0 | 0 | 0% |
| 6 | CAO | 0 | 0 | 0 | 0% |
| 7 | CLA (COUNCIL) | 0 | 0 | 0 | 0% |
| 8 | CITY CLERK | 0 | 0 | 0 | 0% |
| 9 | CONTROLLER | 0 | 0 | 0 | 0% |
| 10 | CONVENTION CENTER | 0 | 0 | 0 | 0% |
| 11 | CULTURAL AFFAIRS | 0 | 0 | 0 | 0% |
| 12 | DISABILITY | 0 | 0 | 0 | 0% |
| 13 | DOT | 1 | 0 | 1 | 0% |
| 14 | ECONOMIC & WORKFORCE DEV. | 0 | 0 | 0 | 0% |
| 15 | EL PUEBLO | 0 | 0 | 0 | 0% |
| 16 | EMERGENCY MANAGEMENT | 0 | 0 | 0 | 0% |
| 17 | EMPLOYEE RELATIONS BOARD | 0 | 0 | 0 | 0% |
| 18 | ETHICS COMMISSION | 0 | 0 | 0 | 0% |
| 19 | FINANCE | 0 | 1 | 1 | 0% |
| 20 | FIRE CIVILIAN | 0 | 0 | 0 | 0% |
| 21 | GSD | 0 | 1 | 1 | 0% |
| 22 | HARBOR | 0 | 1 | 1 | 0% |
| 23 | HOUSING | 0 | 0 | 0 | 0% |
| 24 | ITA | 0 | 1 | 1 | 0% |
| 25 | LACERS | 1 | 0 | 1 | 0% |
| 26 | LIBRARY | 0 | 0 | 0 | 0% |
| 27 | NEIGHBORHOOD EMPOWERMENT | 0 | 0 | 0 | 0% |
| 28 | PENSIONS | 0 | 0 | 0 | 0% |
| 29 | PERSONNEL | 0 | 0 | 0 | 0% |
| 30 | PLANNING | 1 | 0 | 1 | 0% |
| 31 | POLICE CIVILIAN | 3 | 0 | 3 | 0% |
| 32 | PW BOARD | 0 | 0 | 0 | 0% |
| 33 | PW CONTRACT ADMIN | 16 | 0 | 16 | 0% |
| 34 | PW ENGINEERING | 0 | 0 | 0 | 0% |
| 35 | PW SANITATION | 0 | 0 | 0 | 0% |
| 36 | PW STREET LIGHTING | 0 | 0 | 0 | 0% |
| 37 | PW STREET SERVICES | 1 | 0 | 1 | 0% |
| 38 | RAP | 0 | 2 | 2 | 0% |
| 39 | YOUTH DEVELOPMENT | 1 | 0 | 1 | 0% |
| 40 | ZOO | 0 | 0 | 0 | 0% |
| TOTAL | | 24 | 8 | 32 | 75% |

Attachment D

BRIDGE Hires compared to Other Civil Service Hires in July 2023 of FY 23-24
in the classifications used by BRIDGE

| DEPARTMENT | | ACCOUNTING CLERK | | COMMUNICATION INFORMATION REPRESENTATIVE | | ELECTRICAL CRAFT HELPER | | FIELD ENGINEERING AIDE | | INSPECTOR TRAINEE (ASSISTANT INSPECTOR) | |
|------------|----------------------|------------------|-----------------------------|--|-----------------------------|-------------------------|-----------------------------|------------------------|-----------------------------|---|-----------------------------|
| | | # BRIDGE Hires | # Other Civil Service Hires | # BRIDGE HIRES | # Other Civil Service Hires | # BRIDGE HIRES | # Other Civil Service Hires | # BRIDGE HIRES | # Other Civil Service Hires | # BRIDGE HIRES | # Other Civil Service Hires |
| 1 | AGING | | | | | | | | | | |
| 2 | AIRPORTS | | | | 2 | | | | | | |
| 3 | ANIMAL SERVICES | | | | | | | | | | |
| 4 | BUILDING & SAFETY | | | | | | | | | | |
| 5 | CANNABIS | | | | | | | | | | |
| 6 | CAO | | | | | | | | | | |
| 7 | CLA (COUNCIL) | | | | | | | | | | |
| 8 | CITY CLERK | | | | | | | | | | |
| 9 | CONTROLLER | | | | | | | | | | |
| 10 | CONVENTION CENTER | | | | | | | | | | |
| 11 | CULTURAL AFFAIRS | | | | | | | | | | |
| 12 | DISABILITY | | | | | | | | | | |
| 13 | DONE | | | | | | | | | | |
| 14 | DOT | 1 | | | | | | | | | |
| 15 | EWDD | | | | | | | | | | |
| 16 | EL PUEBLO | | | | | | | | | | |
| 17 | EMERGENCY MANAGEMENT | | | | | | | | | | |
| 18 | ERB | | | | | | | | | | |
| 19 | ETHICS COMMISSION | | | | | | | | | | |
| 20 | FINANCE | | 1 | | | | | | | | |
| 21 | FIRE CIVILIAN | | | | | | | | | | |
| 22 | GSD | | 1 | | | | | | | | |
| 23 | HARBOR | | | | 1 | | | | | | |
| 24 | HOUSING | | | | | | | | | | |
| 25 | ITA | | | | 1 | | | | | | |
| 26 | LACERS | 1 | | | | | | | | | |
| 27 | LIBRARY | | | | | | | | | | |
| 28 | PENSIONS | | | | | | | | | | |
| 29 | PERSONNEL | 1 | | | | | | | | | |
| 30 | PLANNING | | | | | | | | | | |
| 31 | POLICE CIVILIAN | 3 | | | | | | | | | |
| 32 | PW BOARD | | | | | | | | | | |
| 33 | PW CONTRACT ADMIN | | | | | | | | | 16 | |
| 34 | PW ENGINEERING | | | | | | | | | | |
| 35 | PW SANITATION | | | | | | | | | | |
| 36 | PW STREET LIGHTING | | | | | | | | | | |
| 37 | PW STREET SERVICES | | | | | | | 1 | | | |
| 38 | RAP | | 2 | | | | | | | | |
| 39 | YOUTH DEVELOPMENT | | | 1 | | | | | | | |
| 40 | ZOO | | | | | | | | | | |
| TOTAL | | 6 | 4 | 1 | 4 | 0 | 0 | 1 | 0 | 16 | 0 |