

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 29, 2023

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**

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 1 and the cumulative number of TLH Hires for fiscal year to date on page 3 (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 5 (Attachment C) and a chart showing BRIDGE vacancies by department on page 8 (Attachment F). These numbers will be updated with each monthly report. During its meeting of December 5, 2023, PAH instructed the Personnel Department to report back with an overview of the recruitment strategies used for the Targeted Local Hire Program and the Bridge to Jobs Program, which has been included as Attachment G.

DISCUSSION

The updated appointment information from November 1st through November 30th 2023 indicates that **90% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in November 2023 of FY 23-24 (November 1, 2023 - November 30, 2023)						
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH	# of open TLH vacancies *
1	ADMINISTRATIVE CLERK	11	2	13	85%	287
2	ANIMAL LICENSE CANVASSER	0	0	0	0%	4
3	ANIMAL CARE TECHNICIAN	10	0	10	100%	17
4	CUSTODIAN	17	0	17	100%	244
5	DELIVERY DRIVER	0	0	0	0%	6
6	GARAGE ATTENDANT	0	0	0	0%	18
7	GARDENER CARETAKER	0	0	0	0%	96
8	MAINTENANCE LABORER	0	0	0	0%	140
9	STREET SERVICES WORKER	0	1	1	0%	36
10	TREE SURGEON ASSISTANT	0	0	0	0%	36
11	WAREHOUSE & TOOLROOM WORKER	0	1	1	0%	7
TOTAL		38	4	42	90%	891

* 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 September 1st through September 30th 2023 indicates that **100% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in November of FY 23-24 (November 1, 2023 – November 31, 2023)						
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE	# of open BRIDGE vacancies *
1	ACCOUNTING CLERK	2	0	2	100%	67
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	1	0	1	100%	40
3	COMMUNITY SERVICES REPRESENTATIVE	0	0	0	0%	9
4	CUSTOMER SERVICE SPECIALIST	4	0	4	100%	19
5	ELECTRICAL CRAFT HELPER	0	0	0	0%	46
6	FIELD ENGINEERING AIDE	0	0	0	0%	12
7	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	0	0	0	0%	23
TOTAL		7	0	7	100%	216

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

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

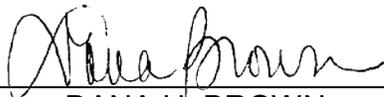
Attachment C – Vacancies for TLH classifications by department

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

Attachment G – Recruitment Strategies Used for TLH and BRIDGE



DANA H. BROWN
General Manager

Attachment A

**Civil Services Hires compared to TLH Hires in November 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	17	0	17	100%	20
3	ANIMAL SERVICES	10	0	10	100%	28
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	0	0	0	0%	0
8	CLA (COUNCIL)	0	0	0	0%	0
9	CITY CLERK	0	0	0	0%	1
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	3	0	3	100%	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	1	1	0%	0
22	FIRE CIVILIAN	0	1	1	0%	1
23	GSD	0	0	0	0%	2
24	HARBOR	0	1	1	0%	2
25	HOUSING	0	0	0	0%	15
26	ITA	0	0	0	0%	0
27	LACERS	0	1	1	0%	2
28	LIBRARY	0	0	0	0%	22
29	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%	0
30	PENSIONS	0	0	0	0%	0
31	PERSONNEL	0	0	0	0%	14
32	PLANNING	0	0	0	0%	1
33	POLICE CIVILIAN	2	0	2	100%	11
34	PW BOARD	0	0	0	0%	2
35	PW CONTRACT ADMIN	0	0	0	0%	3
36	PW ENGINEERING	0	0	0	0%	2
37	PW SANITATION	5	0	5	100%	13
38	PW STREET LIGHTING	0	0	0	0%	2
39	PW STREET SERVICES	0	0	0	0%	4
40	RAP	0	0	0	0%	21
41	YOUTH DEVELOPMENT	0	0	0	0%	0
42	ZOO	1	0	1	100%	6
TOTAL		38	4	42	90%	194

Attachment B

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

Attachment C

Vacancies by Department in November 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	TOTAL
1	AGING												0
2	AIRPORTS	48			189		1	25	20	4			287
3	ANIMAL SERVICES	6	17	4									27
4	BUILDING & SAFETY	12											12
5	CANNABIS	1											1
6	CAO												0
7	CIVIL AND HUMAN RIGHTS EQUITY	3											3
8	CLA (COUNCIL)	4											4
9	CITY CLERK	1										1	2
10	COMMUNITY INVESTMENT FOR FAMILIES												0
11	CONTROLLER												0
12	CONVENTION CENTER												0
13	CULTURAL AFFAIRS	5											5
14	DISABILITY	1											1
15	DONE	2											2
16	DOT								6			1	7
17	EWDD												0
18	EL PUEBLO												0
19	EMERGENCY MANAGEMENT												0
20	ERB												0
21	ETHICS COMMISSION												0
22	FINANCE	3											3
23	FIRE CIVILIAN	18							1				19
24	GSD	9			44	5	6					2	66
25	HARBOR	2			3		1	5	11				22
26	HOUSING	9											9
27	ITA												0
28	LACERS	3											3
29	LIBRARY	46						2	2			1	51
30	PENSIONS	1											1
31	PERSONNEL	18											18
32	PLANNING	5											5
33	POLICE CIVILIAN	49			1		10	1					61
34	PW BOARD												0
35	PW CONTRACT ADMIN												0
36	PW ENGINEERING	3											3
37	PW SANITATION	23			4	1		1	86				115
38	PW STREET LIGHTING												0
39	PW STREET SERVICES	2						3	11	32	28	2	78
40	RAP	10						55	2		8		75
41	YOUTH DEVELOPMENT	1						4	1				1
42	ZOO	2			3								10
	TOTAL	287	17	4	244	6	18	96	140	36	36	7	891

Attachment D

Civil Service Hires compared to BRIDGE Hires in November 2023 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%	
2	AIRPORTS	0	0	0	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%	2
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	0	0	0	0%	6
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	4	0	4	100%	4
20	FIRE CIVILIAN	0	0	0	0%	
21	GSD	0	0	0	0%	
22	HARBOR	0	0	0	0%	1
23	HOUSING	1	0	1	100%	7
24	ITA	0	0	0	0%	
25	LACERS	0	0	0	0%	4
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%	1
30	PLANNING	1	0	1	100%	2
31	POLICE CIVILIAN	1	0	1	100%	5
32	PW BOARD	0	0	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%	
37	PW STREET SERVICES	0	0	0	0%	2
38	RAP	0	0	0	0%	
39	YOUTH DEVELOPMENT	0	0	0	0%	1
40	ZOO	0	0	0	0%	
TOTAL		7	0	7	100%	58

Attachment F

Vacancies by Department in November 2023 of FY 23-24
in the classifications used by BRIDGE

DEPARTMENT		ACCOUNTING CLERK	COMMUNICATION INFORMATION REPRESENTATIVE	COMMUNITY SERVICES REPRESENTATIVE	CUSTOMER SERVICE SPECIALIST	ELECTRICAL CRAFT HELPER	FIELD ENGINEERING AIDE	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	TOTAL
1	AGING								0
2	AIRPORTS	17	8			2		4	31
3	ANIMAL SERVICES								0
4	BUILDING & SAFETY	5						10	15
5	CANNABIS								0
6	CAO								0
7	CIVIL AND HUMAN RIGHTS EQUITY			1					1
8	CLA (COUNCIL)								0
9	CITY CLERK	5							5
10	COMMUNITY INVESTMENT FOR FAMILIES								0
11	CONTROLLER	1							1
12	CONVENTION CENTER								0
13	CULTURAL AFFAIRS								0
14	DISABILITY								0
15	DONE								0
16	DOT	1	4			3			8
17	EWDD	1							1
18	EL PUEBLO								0
19	EMERGENCY MANAGEMENT								0
20	ERB								0
21	ETHICS COMMISSION								0
22	FINANCE				19				19
23	FIRE CIVILIAN	6							6
24	GSD	1				1			2
25	HARBOR	1	7			1	3		12
26	HOUSING							8	8
27	ITA	1	9						10
28	LACERS	2							2
29	LIBRARY	1		8					9
30	PENSIONS								0
31	PERSONNEL	2							2
32	PLANNING	1							1
33	POLICE CIVILIAN	7							7
34	PW BOARD	1							1
35	PW CONTRACT ADMIN		1					1	2
36	PW ENGINEERING	1					5		6
37	PW SANITATION	3	9			3			15
38	PW STREET LIGHTING					36			36
39	PW STREET SERVICES	2					4		6
40	RAP	8	2						10
41	YOUTH DEVELOPMENT								0
42	ZOO								0
TOTAL		67	40	9	19	46	12	23	216

Attachment G

Description of LA Local Hire Recruitment Efforts as of November 2023 of FY 23-24.

A. LA Local Hire Recruitment Strategies

The Personnel Department is committed to supporting every City department's hiring needs through creative and innovative solutions. The Targeted Local Hire Program (TLH) and Bridge to Jobs Program (BRIDGE) present a unique and exciting opportunity to fill vacancies in entry-level and semi-skilled classifications where an initial civil service-exempt, on-the-job training period is utilized. In order to ensure that LA Local Hire is able to meet the hiring needs of City departments, multiple methods of recruitment are utilized to increase the number of candidates available for LA Local Hire referrals, as well as to increase community engagement and awareness of the programs. The methods of recruitment include partnering with community based organizations (CBOs) and WorkSource Centers (WSCs), participating in job fairs hosted by City departments and program partners, and working with the Personnel Department's Civilian Recruitment team.

LA Local Hire has partnered with over fifty-five (55) CBOs¹, including 14 WSCs², located throughout the City of Los Angeles. These agencies provide LA Local Hire informational materials to their clients, who are individuals from the same underserved communities targeted by the LA Local Hire programs, and are able to issue referral forms to interested individuals interested in applying to the programs. In addition to working with partnered organizations, LA Local Hire program staff sets up informational booths during various job fairs when requested by partners in order to engage the community and raise awareness. Some examples of recent events include the Public Works job fairs, Council District 15's expungement event, and Council District 8's Housing Project event, among others.

¹ A comprehensive list of CBOs as of November 30, 2023 is available at <https://docs.google.com/spreadsheets/d/1wHTgnAYlhTRjSD5qLJaVnzwgdy2bu3ikG3drVL2xyu4/edit#gid=0>.

² A comprehensive list of WSCs as of November 30, 2023 is available at <https://lalocalhire.lacity.org/target-local-hire/where-apply>.

Attachment G

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LA Local Hire has partnered with over fifty-five (55) CBOs¹, including 14 WSCs², located throughout the City of Los Angeles. These agencies provide LA Local Hire informational materials to their clients, who are individuals from the same underserved communities targeted by the LA Local Hire programs, and are able to issue referral forms to interested individuals interested in applying to the programs. In addition to working with partnered organizations, LA Local Hire program staff sets up informational booths during various job fairs when requested by partners in order to engage the community and raise awareness. Some examples of recent events include the Public Works job fairs, Council District 15's expungement event, and Council District 8's Housing Project event, among others.

B. WSCs Recruitment Strategies

The WSCs are valuable partners to the LA Local Hire Programs and play an integral role in advertising and raising awareness about the programs through community engagement. The WSCs, which assist the LA Local Hire programs by helping interested individuals apply to the programs, perform their own recruitment for the LA Local Hire

¹ A comprehensive list of CBOs as of November 30, 2023 is available at <https://docs.google.com/spreadsheets/d/1wHTgnAYlhTRjSD5qLJaVnzwgdy2bu3ikG3drVL2xyu4/edit#gid=0>.

² A comprehensive list of WSCs as of November 30, 2023 is available at <https://lalocalhire.lacity.org/target-local-hire/where-apply>.

programs as partnered Application Sites. The WSCs promote the TLH and BRIDGE programs to everyone who attends any of the orientations that they hold, and to anyone who calls in for their services. The WSCs also host LA Local Hire orientation and application sessions at least once per week, and offer on-line sessions for individuals who are unable to attend an in-person session, as well as one-on-one sessions for individuals who may have specific questions or needs that are best addressed in an individualized setting. Lastly, the WSCs promote the LA Local Hire programs at various community events that they attend such as job fairs and resource fairs.