

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 14, 2023

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

From: DANA H. BROWN, General Manager
Personnel Department

Subject: **UPDATE - 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 October 14, 2023, PAH instructed the Personnel Department to report back on 'LA Local Hire One-Day Hiring Reports', details on successful one-day hiring events, "lessons learned" both in terms of the administrative and recruiting aspects, number of successful hires from one-day hiring events, and one-day hiring events scheduled in the future (Attachment G).

DISCUSSION

The updated appointment information from October 1st through October 31st 2023 indicates that **86% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in October 2023 of FY 23-24 (October 1, 2023 - October 31, 2023)						
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH	# of open TLH vacancies *
1	ADMINISTRATIVE CLERK	13	2	15	87%	305
2	ANIMAL LICENSE CANVASSER	0	0	0	0%	3
3	ANIMAL CARE TECHNICIAN	16	0	16	100%	24
4	CUSTODIAN	1	0	1	100%	253
5	DELIVERY DRIVER	0	0	0	0%	6
6	GARAGE ATTENDANT	0	2	2	0%	15
7	GARDENER CARETAKER	0	0	0	0%	91
8	MAINTENANCE LABORER	1	0	1	100%	132
9	STREET SERVICES WORKER	0	0	0	0%	21
10	TREE SURGEON ASSISTANT	0	0	0	0%	35
11	WAREHOUSE & TOOLROOM WORKER	0	1	1	0%	8
TOTAL		31	5	36	86%	893

* 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 October 1st through October 31st 2023 indicates that **46% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in October of FY 23-24 (October 1, 2023 – October 31, 2023)						
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE	# of open BRIDGE vacancies *
1	ACCOUNTING CLERK	5	7	12	42%	69
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	0	0	0	0%	39
3	COMMUNITY SERVICES REPRESENTATIVE	0	0	0	0%	10
4	CUSTOMER SERVICE SPECIALIST	0	0	0	0%	18
5	ELECTRICAL CRAFT HELPER	0	0	0	0%	45
6	FIELD ENGINEERING AIDE	0	0	0	0%	13
7	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	1	0	1	100%	26
TOTAL		6	7	13	46%	220

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 – LA Local Hire One-Day Hiring Events Summary as of October 2023.



DANA H. BROWN
General Manager

Attachment A

Civil Services Hires compared to TLH Hires in October 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
2	AIRPORTS	1	3	4	25%	3
3	ANIMAL SERVICES	16	0	16	100%	18
4	BUILDING & SAFETY	1	0	1	100%	10
5	CANNABIS		0	0	0%	0
6	CAO		0	0	0%	0
7	CIVIL AND HUMAN RIGHTS EQUITY		0	0	0%	0
8	CLA (COUNCIL)		0	0	0%	0
9	CITY CLERK	1	0	1	100%	1
10	COMMUNITY INVESTMENT FOR FAMILIES		0	0	0%	1
11	CONTROLLER		0	0	0%	0
12	CONVENTION CENTER		0	0	0%	0
13	CULTURAL AFFAIRS		1	1	0%	1
14	DISABILITY		0	0	0%	0
15	DOT		0	0	0%	6
16	ECONOMIC & WORKFORCE DEV.		0	0	0%	1
17	EL PUEBLO		0	0	0%	0
18	EMERGENCY MANAGEMENT		0	0	0%	0
19	EMPLOYEE RELATIONS BOARD		0	0	0%	0
20	ETHICS COMMISSION		0	0	0%	0
21	FINANCE		0	0	0%	0
22	FIRE CIVILIAN		0	0	0%	1
23	GSD		0	0	0%	2
24	HARBOR		1	1	0%	2
25	HOUSING	4	0	4	100%	15
26	ITA		0	0	0%	0
27	LACERS		0	0	0%	2
28	LIBRARY	2	0	2	100%	22
29	NEIGHBORHOOD EMPOWERMENT		0	0	0%	0
30	PENSIONS		0	0	0%	0
31	PERSONNEL	1	0	1	100%	14
32	PLANNING	1	0	1	100%	1
33	POLICE CIVILIAN	3	0	3	100%	9
34	PW BOARD		0	0	0%	2
35	PW CONTRACT ADMIN		0	0	0%	3
36	PW ENGINEERING		0	0	0%	2
37	PW SANITATION		0	0	0%	8
38	PW STREET LIGHTING		0	0	0%	2
39	PW STREET SERVICES		0	0	0%	4
40	RAP		0	0	0%	21
41	YOUTH DEVELOPMENT		0	0	0%	0
42	ZOO	1	0	1	100%	5
TOTAL		31	5	36	86%	156

Attachment B
TLH Hires compared to Other Civil Service Hires in October 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											2				1						1	
3	ANIMAL SERVICES			16																			
4	BUILDING & SAFETY	1																					
5	CANNABIS																						
6	CAO																						
7	CIVIL AND HUMAN RIGHTS EQUITY																						
8	CLA (COUNCIL)																						
9	CITY CLERK	1																					
10	COMMUNITY INVESTMENT FOR FAMILIES																						
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																						
24	GSD																						
25	HARBOR		1																				
26	HOUSING	4																					
27	ITA																						
28	LACERS																						
29	LIBRARY	2																					
30	PENSIONS																						
31	PERSONNEL	1																					
32	PLANNING	1																					
33	POLICE CIVILIAN	3																					
34	PW BOARD																						
35	PW CONTRACT ADMIN																						
36	PW ENGINEERING																						
37	PW SANITATION																						
38	PW STREET LIGHTING																						
39	PW STREET SERVICES																						
40	RAP																						
41	YOUTH DEVELOPMENT																						
42	ZOO							1															
TOTAL		13	2	16	0	0	0	1	0	0	0	0	2	0	0	1	0	0	0	0	0	0	1

Attachment C
Vacancies by Department in October 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	49			204		1	25	20	4			303
3	ANIMAL SERVICES	6	24	3									33
4	BUILDING & SAFETY	9											9
5	CANNABIS												0
6	CAO												0
7	CIVIL AND HUMAN RIGHTS EQUITY	2											2
8	CLA (COUNCIL)	4											4
9	CITY CLERK	2										1	3
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	10							3			1	14
17	EWDD												0
18	EL PUEBLO												0
19	EMERGENCY MANAGEMENT												0
20	ERB												0
21	ETHICS COMMISSION												0
22	FINANCE	7											7
23	FIRE CIVILIAN	16							1			1	18
24	GSD	8			39	5	3					2	57
25	HARBOR	2			3		1	3	10				19
26	HOUSING	9											9
27	ITA												0
28	LACERS	4											4
29	LIBRARY	47						2	2			1	52
30	PENSIONS	1											1
31	PERSONNEL	18											18
32	PLANNING	4											4
33	POLICE CIVILIAN	50			1		10	1					62
34	PW BOARD												0
35	PW CONTRACT ADMIN												0
36	PW ENGINEERING	3											3
37	PW SANITATION	28			3	1		1	84				117
38	PW STREET LIGHTING	1											1
39	PW STREET SERVICES	1						3	9	17	27	2	59
40	RAP	12						53	2		8		75
41	YOUTH DEVELOPMENT	1											1
42	ZOO	3			3			3	1				10
TOTAL		305	24	3	253	6	15	91	132	21	35	8	893

Attachment D

Civil Service Hires compared to BRIDGE Hires in October 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	1	1	0%	
3	ANIMAL SERVICES	0	1	1	0%	
4	BUILDING & SAFETY	0	2	2	0%	
5	CANNABIS	0	0	0	0%	
6	CAO	0	0	0	0%	
7	CLA (COUNCIL)	0	0	0	0%	
8	CITY CLERK	1	0	1	100%	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	0	0	0	0%	
20	FIRE CIVILIAN	0	0	0	0%	
21	GSD	0	0	0	0%	
22	HARBOR	1	0	1	100%	1
23	HOUSING	1	0	1	100%	6
24	ITA	0	0	0	0%	
25	LACERS	2	0	2	100%	4
26	LIBRARY	0	0	0	0%	
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%	
28	PENSIONS	0	0	0	0%	
29	PERSONNEL	0	1	1	0%	1
30	PLANNING	0	0	0	0%	1
31	POLICE CIVILIAN	0	0	0	0%	4
32	PW BOARD	0	0	0	0%	
33	PW CONTRACT ADMIN	0	0	0	0%	18
34	PW ENGINEERING	1	0	1	100%	1
35	PW SANITATION	0	2	2	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		6	7	13	46%	51

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

[illegible]

Attachment F
Vacancies by Department in October 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	18	8			2		12	40
3	ANIMAL SERVICES								0
4	BUILDING & SAFETY	5						6	11
5	CANNABIS								0
6	CAO								0
7	CIVIL AND HUMAN RIGHTS EQUITY			1					1
8	CLA (COUNCIL)								0
9	CITY CLERK	4							4
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	4			3			8
17	EWDD	1							1
18	EL PUEBLO								0
19	EMERGENCY MANAGEMENT								0
20	ERB								0
21	ETHICS COMMISSION								0
22	FINANCE				18				18
23	FIRE CIVILIAN	6							6
24	GSD					1			1
25	HARBOR	1	7				3		11
26	HOUSING	3						7	10
27	ITA		9						9
28	LACERS	3							3
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	2					5		7
37	PW SANITATION	3	8			3			14
38	PW STREET LIGHTING					36			36
39	PW STREET SERVICES	2					5		7
40	RAP	8	2						10
41	YOUTH DEVELOPMENT			1					1
42	ZOO								0
TOTAL		69	39	10	18	45	13	26	220

Attachment G

Description of LA Local Hire Events as of October 2023 of FY 23-24.

A. LA Local Hire One-Day Hiring Events

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; therefore, lending itself to one-day hiring events. LA Local Hire One-Day Hiring Events refers to an expedited hiring process where candidates complete a selection interview with a hiring department, receive a same-day/onsite conditional job offer (CJO), complete fingerprinting, medical paperwork and receive a medical process appointment all within a single day. As such, the Personnel Department has participated in a number of job fairs and hiring events strategically designed to increase community engagement and interest in City jobs, while also filling vacancies in classifications that are currently part of the programs. During these events, the Personnel Department has worked with various City departments to schedule a large number of candidates to interview for vacant positions in classifications within TLH and BRIDGE.

B. Scheduling One-Day Hiring Events and Best Practices.

The execution of one-day hiring events requires a great deal of collaboration between the Personnel Department and the participating hiring department(s). Regular meetings are necessary in order to identify possible dates and locations for hiring events, schedule site visits as needed, determine the classifications and number of vacancies that will be aimed to fill at the event, and determine the equipment and staff needed to administer the event. In order to engage the candidate pools, staff has also collaborated to host informational sessions in which candidates are invited to learn information about the position and the department directly from job experts (i.e., current City employees at the department). These sessions have proven extremely beneficial to further engage candidates, answer their questions and increase the possibility that the candidates will participate in their scheduled interview; thus, reducing the number of 'no-shows' on the day of the one-day hiring event.

Additional best practices learned include scheduling sufficient staff to seamlessly support the event, designating comfortable waiting areas for candidates, blocking off interview sections from outside noise as best as possible, inviting WorkSource Center(s) to schedule any individuals not in the applicant pool for orientation sessions, creating an interview schedule that logistically supports the flow of events in order to ensure

department representatives have sufficient time to discuss and make decisions, ensuring parking information is clear, and supporting departments through the logistical planning, including but not limited to advising on how they will make the conditional job offers throughout the event.

C. One-Day Hiring Events Metrics

As of October 31, 2023, the Personnel Department has assisted with the planning, organization and execution of four (4) hiring events with the following City Departments: Los Angeles Library Department, Los Angeles World Airports, the June 29th Public Works Job Fair in Council District 15 specifically partnering with the Bureau of Sanitation, Street Services, and Department of Transportation, and the March 16th Public Works Job Fair in Council District 10 specifically partnering with the Bureau of Sanitation, Street Lighting, and Street Services. The following table summarizes the metrics for One-Day Hiring Events that the Personnel Department has supported as of October 31, 2023.

One-day Hiring Events Summary					
Date	Department(s)	Classifications	# of Interviews	# of Hires	Completed/Pending
07/28/2023	Library	Office Trainee	54	21	Completed
10/11/2023	Airports	Vocational Worker (Custodian)	84	Pending	Completed
3/16/2023	CD 10 Public Works Career Fair: <ul style="list-style-type: none"> Bureau of Sanitation Bureau of Street Lighting Bureau of Street Services 	<ul style="list-style-type: none"> Office Trainee Accounting Clerk Trainee Communications Information Representative 	86	37	Completed

6/29/2023	CD 15 Career Fair: <ul style="list-style-type: none"> • Bureau of Sanitation • Bureau of Street Services • Department of Transportation 	<ul style="list-style-type: none"> • Accounting Clerk Trainee • Communications Information Representative Trainee • Electrical Craft Helper Trainee • Office Trainee • Vocational Worker (Gardener Caretaker) • Vocational Worker (Maintenance Laborer) • Vocational Worker (Warehouse & Toolroom Worker) • Vocational Worker (Custodian) 	74	27	Completed
To be determined (TBD)	Animal Services	Various	TBD	TBD	Pending (Planning Phase)
TBD	Building and Safety	Office Trainee	TBD	TBD	Pending phase (Planning phase)
TBD	Bureau of Sanitation	Various	TBD	TBD	Pending phase (Planning phase)
TBD	General Services Department	Vocational Worker (Custodian)	TBD	TBD	Pending phase (Planning phase)
TBD	Recreation and Parks	Vocational Worker (Gardener Caretaker)	TBD	TBD	Pending phase (Planning phase)
Pending	Personnel	Office Trainee	TBD	TBD	Pending phase (Planning phase)
Pending	Police	Pending	TBD	TBD	Pending phase (Planning phase)
Pending	Future Public Works Career Fairs	Pending	TBD	TBD	Pending phase (Planning phase)
TOTAL			335	73	