



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel, Audits, and Animal Welfare Committee	DATE June 8th, 2023
REFERENCE: Mayor's 2017-18 Adopted Budget Recommendation	COUNCIL FILE CF 17-0600-S45
SUBJECT: <b>PERSONNEL DEPARTMENT'S REPORT BACK REGARDING IMPLEMENTATION, BENCHMARKS AND HIRING GOALS FOR THE TARGETED LOCAL HIRING AND STRATEGIC WORKFORCE DEVELOPMENT TASK FORCE</b>	

**RECOMMENDATION:** That the City Council receive and file this report.

**BACKGROUND:**

In May 2017, as part of the Fiscal Year 2017-18 budget hearings and deliberations, Council instructed the Personnel Department to provide a report back to the Personnel, Audits and Animal Welfare (PAAW) Committee with specific implementation, benchmarks and hiring goals for the Targeted Local Hiring and Strategic Workforce Development Task Force. During the August 2, 2017, PAAW Committee meeting, the Personnel Department offered to research and include a comparison of the number of employees hired through other civil service processes to the number hired through the Targeted Local Hire (TLH) program's alternative pathway to civil service in the entry-level classifications utilized by the TLH program. On September 20, 2017, the Personnel Department reported on citywide utilization of the TLH program and provided a comparison of **TLH Program Hires vs. Other Civil Service Hires** and agreed to continue to provide updates regarding TLH utilization.

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, PAAW 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.

**DISCUSSION:**

The updated appointment information during May 1<sup>st</sup> – May 31<sup>st</sup> 2023 indicates that **96% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in May 2023 of FY 22-23 (May 1, 2023 - May 31, 2023)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	17	2	19	89%
2	ANIMAL LICENSE CANVASSER	0	0	0	0%
3	ANIMAL CARE TECHNICIAN	6	0	6	100%
4	CUSTODIAN	0	0	0	0%
5	DELIVERY DRIVER	0	0	0	0%
6	GARAGE ATTENDANT	0	0	0	0%
7	GARDENER CARETAKER	5	0	5	100%
8	MAINTENANCE LABORER	15	0	15	100%
9	TREE SURGEON ASSISTANT	0	0	0	0%
10	STREET SERVICES WORKER	0	0	0	0%
11	WAREHOUSE & TOOLROOM WORKER	0	0	0	0%
TOTAL		43	2	45	96%

The updated appointment information during May 1<sup>st</sup> – May 31<sup>st</sup> 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 May of FY 22-23 (May 1, 2023 – May 31, 2023)					
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE
1	ACCOUNTING CLERK	4	0	4	100%
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	4	0	4	100%
3	COMMUNITY SERVICES REPRESENTATIVE TRAINEE	5	0	5	100%
4	ELECTRICAL CRAFT HELPER	0	0	0	0%
5	FIELD ENGINEERING AIDE	1	0	1	100%
6	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	0	0	0	0%
<b>TOTAL</b>		<b>14</b>	<b>0</b>	<b>14</b>	<b>100%</b>

**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 May 2023 of FY 22-23  
in the classifications used by TLH

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	0	0	0	0%
3	ANIMAL SERVICES	6	0	6	100%
4	BUILDING & SAFETY	0	0	0	0%
5	CANNABIS	1	0	1	100%
6	CAO	2	0	2	100%
7	CIVIL AND HUMAN RIGHTS EQUITY	0	0	0	0%
8	CLA (COUNCIL)	0	0	0	0%
9	CITY CLERK	0	0	0	0%
10	COMMUNITY INVESTMENT FOR FAMILIES	0	0	0	0%
11	CONTROLLER	0	0	0	0%
12	CONVENTION CENTER	0	0	0	0%
13	CULTURAL AFFAIRS	0	0	0	0%
14	DISABILITY	0	0	0	0%
15	DOT	14	0	14	100%
16	ECONOMIC & WORKFORCE DEV.	0	0	0	0%
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	1	0	1	100%
22	FIRE CIVILIAN	2	0	2	100%
23	GSD	0	0	0	0%
24	HARBOR	0	0	0	0%
25	HOUSING	0	0	0	0%
26	ITA	0	0	0	0%
27	LACERS	0	0	0	0%
28	LIBRARY	0	0	0	0%
29	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
30	PENSIONS	0	0	0	0%
31	PERSONNEL	2	0	2	100%
32	PLANNING	4	0	4	100%
33	POLICE CIVILIAN	5	0	5	100%
34	PW BOARD	0	0	0	0%
35	PW CONTRACT ADMIN	0	0	0	0%
36	PW ENGINEERING	0	0	0	0%
37	PW SANITATION	0	2	2	0%
38	PW STREET LIGHTING	0	0	0	0%
39	PW STREET SERVICES	1	0	1	100%
40	RAP	5	0	5	100%
41	YOUTH DEVELOPMENT	0	0	0	0%
42	ZOO	0	0	0	0%
TOTAL		43	2	45	96%

## Attachment B

TLH Hires compared to Other Civil Service Hires May of FY 22-23 (May 1, 2023 - May 31, 2023)  
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			6																			
4	BUILDING & SAFETY																						
5	CANNABIS	1																					
6	CAO	2																					
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															14							
17	EWDD																						
18	EL PUEBLO																						
19	EMERGENCY MANAGEMENT																						
20	ERB																						
21	ETHICS COMMISSION																						
22	FINANCE	1																					
23	FIRE CIVILIAN	2																					
24	GSD																						
25	HARBOR																						
26	HOUSING																						
27	ITA																						
28	LACERS																						
29	LIBRARY																						
30	PENSIONS																						
31	PERSONNEL	2																					
32	PLANNING	4																					
33	POLICE CIVILIAN	5																					
34	PW BOARD																						
35	PW CONTRACT ADMIN																						
36	PW ENGINEERING																						
37	PW SANITATION		2																				
38	PW STREET LIGHTING																						
39	PW STREET SERVICES															1							
40	RAP												5										
41	YOUTH DEVELOPMENT																						
42	ZOO																						
TOTAL		17	2	6	0	0	0	0	0	0	0	0	0	5	0	15	0	0	0	0	0	0	0

**Attachment C**

**Civil Service Hires compared to BRIDGE Hires (May 1, 2023 - May 31, 2023)  
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	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%
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%
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	0	0	0	0%
23	HOUSING	0	0	0	0%
24	ITA	0	0	0	0%
25	LACERS	1	0	1	100%
26	LIBRARY	5	0	5	100%
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
28	PENSIONS	0	0	0	0%
29	PERSONNEL	0	0	0	0%
30	PLANNING	0	0	0	0%
31	POLICE CIVILIAN	0	0	0	0%
32	PW BOARD	0	0	0	0%
33	PW CONTRACT ADMIN	0	0	0	0%
34	PW ENGINEERING	0	0	0	0%
35	PW SANITATION	7	0	7	100%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	1	0	1	100%
38	RAP	0	0	0	0%
39	ZOO	0	0	0	0%
<b>TOTAL</b>		<b>14</b>	<b>0</b>	<b>14</b>	<b>100%</b>

## Attachment D

BRIDGE Hires compared to Other Civil Service Hires April of FY 22-23 (May 1, 2023 - May 31, 2023)  
in the classifications used by BRIDGE

DEPARTMENT		ACCOUNTING CLERK		COMMUNICATION INFORMATION REPRESENTATIVE		COMMUNITY SERVICES REPRESENTATIVE		ELECTRICAL CRAFT HELPER		FIELD ENGINEERING AIDE		INSPECTOR TRAINEE (ASSISTANT)	
		# 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	# BRIDGE HIRES	# Other Civil Service Hires
1	AGING												
2	AIRPORTS												
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												
15	EWDD												
16	EL PUEBLO												
17	EMERGENCY MANAGEMENT												
18	ERB												
19	ETHICS COMMISSION												
20	FINANCE												
21	FIRE CIVILIAN												
22	GSD												
23	HARBOR												
24	HOUSING												
25	ITA												
26	LACERS	1											
27	LIBRARY					5							
28	PENSIONS												
29	PERSONNEL												
30	PLANNING												
31	POLICE CIVILIAN												
32	PW BOARD												
33	PW CONTRACT ADMIN												
34	PW ENGINEERING												
35	PW SANITATION	3		4									
36	PW STREET LIGHTING									1			
37	PW STREET SERVICES												
38	RAP												
39	ZOO												
TOTAL		4	0	4	0	5	0	0	0	1	0	0	0