

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to revising the Los Angeles Administrative Code (LAAC) to establish salaries for new, non-represented Bridge-to-Jobs Program classifications.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE dated September 8, 2023, amending Schedule "A" of LAAC Section 4.61, to provide salaries for the following new, non-represented Bridge-to-Jobs Program classifications as detailed in the October 10, 2023 City Administrative Officer (CAO) report, attached to the Council File:
  - a. Cement Finisher Worker Assistant (Class Code 3359)
  - b. Cement Finisher Worker Trainee (Class Code 3358)
  - c. Investigator Trainee (Class Code 0608)
  - d. Maintenance and Construction Helper Assistant (Class Code 3106)
  - e. Maintenance and Construction Helper Trainee (Class Code 3105)
  - f. Traffic Painter and Sign Poster Assistant (Class Code 3406)
  - g. Traffic Painter and Sign Poster Trainee (Class Code 3405)
2. AUTHORIZE the CAO, upon accretion of the classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salaries approved by Ordinance.
3. AUTHORIZE the CAO and the Controller to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the Ordinance described above in Recommendation No. 1.

Fiscal Impact Statement: The CAO reports that the General Fund will not be impacted in Fiscal Year 2023-24. Departments will use vacant civil service position authorities to hire employees into these classifications.

Community Impact Statement: None submitted.

Summary:

On October 24, 2023, your Committee considered a September 8, 2023 City Attorney and an October 10, 2023 CAO reports and Ordinance relative to revising the LAAC to establish salaries for new, non-represented Bridge-to-Jobs Program classifications.

According to the CAO, in 2019, the Personnel Department created the Bridge-to-Jobs Program (BRIDGE) similar to the Target Local Hire Program (TLHP) to reduce barriers to civil service employment for individuals from underserved communities while also addressing the need for semi-skilled workers (Council File No. 19-0600-S61). The BRIDGE program provides a more accessible, alternate pathway to civil service employment in semi-skilled, entry-level classifications that require a higher level of proficiencies than those classifications recommended for the TLHP.

The Personnel Department has worked with City departments, labor, and community partners to identify semi-skilled, entry-level classifications that fit the BRIDGE framework. City departments utilize BRIDGE classifications through temporary on-the-job training in accordance with Civil Service Commission Rule 5.30 and probationary Assistant classification appointments. Participating Trainees are expected to complete an on-the-job training program. Upon successful completion of the training program, as well as receipt of a letter of recommendation from an employing department, Trainees transition to the applicable Assistant classification, receive a civil service appointment, and complete a six-month probationary period. Upon successful completion of probation, individuals transition to the target civil service classification.

On January 26, 2023, the Board of Civil Service Commissioners approved the creation of the Investigator Trainee classification and associated Duties Statement. Subsequently on January 27, 2023, the Personnel Department requested the CAO to take the necessary actions to establish the salary for the newly created classification and corresponding pay grades. The Investigator Trainee classification will be employed by City departments through temporary on-the-job training under Civil Service Commission Rule 5.30 for a maximum duration of five years. During that time, participants are expected to qualify for promotion by participating in and achieving a passing score on the regular civil service examination for Special Investigator. The proposed pay grade salaries for the Investigator Trainee classification mirror the percent differential between pay grades of other BRIDGE Trainee classifications with multiple pay grades.

On June 22, 2023, the Board of Civil Service Commissioners approved the creation of the new BRIDGE classifications of Cement Finisher Worker Assistant, Cement Finisher Worker Trainee, Maintenance and Construction Helper Assistant, Maintenance and Construction Helper Trainee, Traffic Painter and Sign Poster Assistant, and Traffic Painter and Sign Poster. Subsequently, on June 23, 2023, the Personnel Department requested the CAO to take the necessary actions to establish salaries for the newly created classifications.

On August 25, 2023, the Executive Employee Relations Committee (EERC) approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications as illustrated in the table below. Additionally on a future on-going basis, the EERC authorized the CAO to establish the salaries, by ordinance, for new non-represented BRIDGE classes upon their creation, and submit said ordinances, approved as to form and legality by the City Attorney, directly to the City Council for consideration and action. The CAO will continue to follow the established BRIDGE

parameters when recommending salaries for the new, non-represented classifications. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

**COUNCILMEMBER VOTE**

McOSKER: YES

PADILLA: YES

SOTO-MARTINEZ: YES

ARL

10/24/23

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**