



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel, Audits, and Hiring Committee	DATE August 9th, 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 Hiring Committee ("PAH") (formerly Personnel, Audits, and Animal Welfare Committee) with specific implementation, benchmarks and hiring goals for the Targeted Local Hiring and Strategic Workforce Development Task Force. During the August 2, 2017, PAH 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, 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.

**DISCUSSION:**

The updated appointment information from July 1<sup>st</sup> through July 31<sup>st</sup> 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
1 ADMINISTRATIVE CLERK	13	0	13	100%
2 ANIMAL LICENSE CANVASSER	2	0	2	100%
3 ANIMAL CARE TECHNICIAN	0	0	0	0%
4 CUSTODIAN	1	0	1	100%
5 DELIVERY DRIVER	0	0	0	0%
6 GARAGE ATTENDANT	2	0	2	100%
7 GARDENER CARETAKER	18	0	18	100%
8 MAINTENANCE LABORER	1	0	1	100%
9 TREE SURGEON ASSISTANT	0	0	0	0%
10 STREET SERVICES WORKER	0	0	0	0%
11 WAREHOUSE & TOOLROOM WORKER	0	2	2	0%
<b>TOTAL</b>	<b>37</b>	<b>2</b>	<b>39</b>	<b>95%</b>

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%
<b>TOTAL</b>		<b>24</b>	<b>8</b>	<b>32</b>	<b>75%</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.

  
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 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
1	AGING	0	0	0	0%
2	AIRPORTS	1	0	1	100%
3	ANIMAL SERVICES	2	0	2	100%
4	BUILDING & SAFETY	0	0	0	0%
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	0	0	0	0%
10	COMMUNITY INVESTMENT FOR FAMILIES	1	0	1	100%
11	CONTROLLER	0	0	0	0%
12	CONVENTION CENTER	0	0	0	0%
13	CULTURAL AFFAIRS	1	0	1	100%
14	DISABILITY	0	0	0	0%
15	DOT	0	0	0	0%
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	0	0	0	0%
22	FIRE CIVILIAN	1	0	1	100%
23	GSD	1	2	3	33%
24	HARBOR	0	0	0	0%
25	HOUSING	2	0	2	100%
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	0	0	0	0%
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	1	0	1	100%
37	PW SANITATION	1	0	1	100%
38	PW STREET LIGHTING	0	0	0	0%
39	PW STREET SERVICES	1	0	1	100%
40	RAP	17	0	17	100%
41	YOUTH DEVELOPMENT	0	0	0	0%
42	ZOO	1	0	1	100%
<b>TOTAL</b>		<b>37</b>	<b>2</b>	<b>39</b>	<b>95%</b>



**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%
<b>TOTAL</b>		<b>24</b>	<b>8</b>	<b>32</b>	<b>75%</b>

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										
<b>TOTAL</b>		<b>6</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>16</b>	<b>0</b>