



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel, Audits and Animal Welfare Committee	DATE February 25, 2022
REFERENCE: Targeted Local Hire Program / Analysis / Impediments / Delay	COUNCIL FILE CF 22-0159
SUBJECT: PERSONNEL DEPARTMENT'S REPORT BACK, WITH ASSISTANCE FROM THE CITY ADMINISTRATIVE OFFICER AND THE CHIEF LEGISLATIVE ANALYST, WITH AN ANALYSIS OF THE IMPEDIMENTS THAT DELAY THE HIRING OF INDIVIDUALS THROUGH THE TARGETED LOCAL HIRE PROGRAM.	

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

BACKGROUND:

In February 2022, Council instructed the Personnel Department to provide a report back to the Personnel, Audits and Animal Welfare (PAAW) Committee with the assistance of the City Administrative Officer and the Chief Legislative Analyst, with an analysis of the impediments that delay the hiring of individuals through the Targeted Local Hire Program, including but not limited to the fingerprinting and background checks.

DISCUSSION:

In order to identify challenges and/or impediments that delay the hiring of individuals through the Targeted Local Hire ("TLH") Program, the Personnel Department, along with representatives from the Office of the City Administrative Officer and the Office of Chief Legislative Analyst met with Client Services staff that support City departments in their hiring needs.

The following feedback was provided:

- *Interview and Resume Training* – Based on departmental feedback, candidates in the TLH Program may benefit from additional interview and resume training.
 - *Recommendation* – Personnel Department staff will work closely with partners of the TLH Program, such as the WorkSource Centers and community-based organizations to assist candidates with interview and resume training. Additionally, Personnel Department staff will also share additional interview training tips with candidates at the time that they are randomly selected for referral to City departments for hiring consideration.
- *Low Response Rates* – Departments indicated that there is a low response rate from candidates in the TLH Program that are randomly selected and referred for hiring consideration.
 - *Recommendation* – Personnel Department staff currently sends text messages and emails to candidates in the TLH Program to notify them when they have been randomly selected for referral to City departments for hiring consideration. In an effort to increase the response rate, staff will consult with partners of the TLH Program, including WorkSource Centers and community-based organizations, to ensure that candidates in the TLH Program have an active email and phone number. Additionally, staff will also consult with the TLH Working Group to identify strategies to increase the response rate.
- *Fingerprinting and Background Review Process* – Departments indicated that there is currently no delay in scheduling or receiving results from the fingerprinting and background review process for candidates that have been selected for hire through the TLH Program. Departments did report delays when scheduling fingerprinting appointments in late 2021 due to a backlog of hiring requests, but current wait times have been reduced.
 - *Recommendation* – No additional actions are required at this time.

CONCLUSION

Personnel Department staff will continue to support City departments in filling vacancies through the Targeted Local Hire Program and implement proposed recommendations in order to mitigate any challenges that may delay the hiring of individuals.


_____ for
DANA H. BROWN
Interim General Manager