



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE July 31, 2020
REFERENCE: Mayor's 2017-18 Adopted Budget Recommendation	COUNCIL FILE CF 17-0600-S45
SUBJECT: 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 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 and Animal Welfare (PAW) Committee with specific implementation, benchmarks and hiring goals for the Targeted Local Hiring and Strategic Workforce Development Task Force. During the August 2, 2017, PAW 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.

**DISCUSSION:**


The updated appointment information during Quarter 4 of Fiscal Year (FY) 2019-20 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 Quarter 4 of FY 19-20 (April 1, 2020 – June 30, 2020)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	10	2	12	83%
2	ANIMAL LICENSE CANVASSER	1	0	1	100%
3	ANIMAL CARE TECHNICIAN	4	0	4	100%
4	CUSTODIAN	2	0	2	100%
5	DELIVERY DRIVER	0	0	0	0%
6	GARAGE ATTENDANT	0	1	1	0%
7	GARDENER CARETAKER	1	2	3	33%
8	MAINTENANCE LABORER	1	0	1	100%
9	TREE SURGEON ASSISTANT	1	0	1	100%
10	STREET SERVICES WORKER	11	0	11	100%
11	WAREHOUSE & TOOLROOM WORKER	0	0	0	0%
TOTAL		31	5	36	86%

**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** – Other Civil Service Hires by department, by month

  
WENDY G. MACY  
General Manager

**Attachment A**

**Civil Service Hires compared to TLH Hires (April 1, 2020 - June 30, 2020)  
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	5	0	5	100%
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	2	0	2	100%
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	3	1	4	75%
22	HARBOR	0	1	1	0%
23	HOUSING	1	0	1	100%
24	ITA	0	0	0	0%
25	LACERS	1	0	1	100%
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	2	0	2	100%
31	POLICE CIVILIAN	4	3	7	57%
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	1	0	1	100%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	12	0	12	100%
38	RAP	0	0	0	0%
39	ZOO	0	0	0	0%
<b>TOTAL</b>		<b>31</b>	<b>5</b>	<b>36</b>	<b>86%</b>

Attachment B  
TLH Hires compared to Other Civil Service Hires Q4 of FY 19-20 (April 1, 2020 - June 30, 2020)  
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			4		1																	
4	BUILDING & SAFETY																						
5	CANNABIS																						
6	CAO																						
7	CLA (COUNCIL)																						
8	CITY CLERK																						
9	CONTROLLER																						
10	CONVENTION CENTER																						
11	CULTURAL AFFAIRS	2																					
12	DISABILITY																						
13	DOT																						
14	ECONOMIC & WORKFORCE DEV.																						
15	EL PUEBLO																						
16	EMERGENCY MANAGEMENT																						
17	EMPLOYEE RELATIONS BOARD																						
18	ETHICS COMMISSION																						
19	FINANCE																						
20	FIRE CIVILIAN																						
21	GSD							2					1			1							
22	HARBOR												1										
23	HOUSING	1																					
24	ITA																						
25	LACERS	1																					
26	LIBRARY																						
27	NEIGHBORHOOD EMPOWERMENT																						
28	PENSIONS																						
29	PERSONNEL																						
30	PLANNING	2																					
31	POLICE CIVILIAN	4	2												1								
32	PW BOARD																						
33	PW CONTRACT ADMIN																						
34	PW ENGINEERING																						
35	PW SANITATION												1										
36	PW STREET LIGHTING																						
37	PW STREET SERVICES																	11		1			
38	RAP																						
39	ZOO																						
TOTAL		10	2	4	0	1	0	2	0	0	0	0	1	1	2	1	0	11	0	1	0	0	0

Attachment C

Other Civil Service Hires into classifications used by TLH by Month

Employees hired **NOT USING TLH** by Department, by Month Q4 of FY 19-20 (April 1, 2020 - June 30, 2020)

DEPARTMENT		APRIL	MAY	JUNE	TOTAL
1	AGING				0
2	AIRPORTS				0
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
5	CANNABIS				0
6	CAO				0
7	CLA (COUNCIL)				0
8	CITY CLERK				0
9	CONTROLLER				0
10	CONVENTION CENTER				0
11	CULTURAL AFFAIRS				0
12	DISABILITY				0
13	DOT				0
14	ECONOMIC & WORKFORCE DEV.				0
15	EL PUEBLO				0
16	EMERGENCY MANAGEMENT				0
17	EMPLOYEE RELATIONS BOARD				0
18	ETHICS COMMISSION				0
19	FINANCE				0
20	FIRE CIVILIAN				0
21	GSD	1			1
22	HARBOR			1	1
23	HOUSING				0
24	ITA				0
25	LACERS				0
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL				0
30	PLANNING				0
31	POLICE CIVILIAN	2	1		3
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING				0
35	PW SANITATION				0
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES				0
38	RAP				0
39	ZOO				0
TOTAL		3	1	1	5