



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE May 1, 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 3 of Fiscal Year (FY) 2019-20 indicates that **63% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 3 of FY 19-20 (January 1, 2020 – March 31, 2020)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	43	30	73	59%
2	ANIMAL LICENSE CANVASSER	5	0	5	100%
3	ANIMAL CARE TECHNICIAN	5	0	5	100%
4	CUSTODIAN	6	0	6	100%
5	DELIVERY DRIVER	0	3	3	0%
6	GARAGE ATTENDANT	0	2	2	0%
7	GARDENER CARETAKER	12	11	23	52%
8	MAINTENANCE LABORER	15	3	18	83%
9	TREE SURGEON ASSISTANT	0	1	1	0%
10	STREET SERVICES WORKER	18	1	19	95%
11	WAREHOUSE & TOOLROOM WORKER	0	10	10	0%
TOTAL		104	61	165	63%

**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 (January 1, 2020 - March 31, 2020)  
in the classifications used by TLH

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	2	0	2	100%
2	AIRPORTS	0	5	5	0%
3	ANIMAL SERVICES	12	0	12	0%
4	BUILDING & SAFETY	4	4	8	50%
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	1	0	1	0%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	2	0	2	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	1	0	1	100%
20	FIRE CIVILIAN	1	0	1	100%
21	GSD	7	12	19	37%
22	HARBOR	1	0	1	100%
23	HOUSING	9	7	16	56%
24	ITA	0	0	0	0%
25	LACERS	2	0	2	100%
26	LIBRARY	0	10	10	0%
27	NEIGHBORHOOD EMPOWERMENT	1	0	1	0%
28	PENSIONS	0	0	0	0%
29	PERSONNEL	4	1	5	80%
30	PLANNING	2	0	2	100%
31	POLICE CIVILIAN	3	6	9	33%
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	18	5	23	78%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	21	2	23	91%
38	RAP	13	9	22	59%
39	ZOO	0	0	0	0%
TOTAL		104	61	165	63%

Attachment B  
TLH Hires compared to Other Civil Service Hires Q3 of FY 19-20 (January 1, 2020 – March 31, 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																					
2	AIRPORTS		2											2				1					
3	ANIMAL SERVICES	2		5		5																	
4	BUILDING & SAFETY	4	4																				
5	CANNABIS																						
6	CAO																						
7	CLA (COUNCIL)																						
8	CITY CLERK																						
9	CONTROLLER	1																					
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	1																					
20	FIRE CIVILIAN	1																					
21	GSD	1						6		1		2											9
22	HARBOR	1																					
23	HOUSING	9	7																				
24	ITA																						
25	LACERS	2																					
26	LIBRARY		10																				
27	NEIGHBORHOOD EMPOWERMENT	1																					
28	PENSIONS																						
29	PERSONNEL	4	1																				
30	PLANNING	2																					
31	POLICE CIVILIAN	3	5																				1
32	PW BOARD																						
33	PW CONTRACT ADMIN																						
34	PW ENGINEERING																						
35	PW SANITATION	6								2				2	12	3							
36	PW STREET LIGHTING																						
37	PW STREET SERVICES														3		18						
38	RAP	1	1											12	7					1			
39	ZOO																						
TOTAL		43	30	5	0	5	0	6	0	0	3	0	2	12	11	15	3	18	1	0	1	0	10

**Attachment C**

**Other Civil Service Hires into classifications used by TLH by Month**

**Employees hired NOT USING TLH by Department, by Month Q3 of FY 19-20 (Jan 1, 2020 - Mar 31, 2020)**

	DEPARTMENT	JANUARY	FEBRUARY	MARCH	TOTAL
1	AGING				0
2	AIRPORTS	3		2	5
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY	2	2		4
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	2	1	9	12
22	HARBOR				0
23	HOUSING	4		3	7
24	ITA				0
25	LACERS				0
26	LIBRARY	9	1		10
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL	1			1
30	PLANNING				0
31	POLICE CIVILIAN		5	1	6
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING				0
35	PW SANITATION	2		3	5
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES			2	2
38	RAP	1	6	2	9
39	ZOO				0
	<b>TOTAL</b>	<b>24</b>	<b>15</b>	<b>22</b>	<b>61</b>