



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE February 14, 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 2 of Fiscal Year (FY) 2019-20 indicates that **55% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 1 of FY 19-20 (October 1, 2019 – December 31, 2019)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	64	30	94	68%
2	ANIMAL CARE TECHNICIAN	0	0	0	0%
3	ANIMAL LICENSE CANVASSER	0	0	0	0%
4	CUSTODIAN	17	17	34	50%
5	DELIVERY DRIVER	0	6	6	0%
6	GARAGE ATTENDANT	1	4	5	20%
7	GARDENER CARETAKER	11	17	28	39%
8	MAINTENANCE LABORER	10	5	15	67%
9	STREET SERVICES WORKER	0	0	0	0%
10	TREE SURGEON ASSISTANT	4	4	8	50%
11	WAREHOUSE & TOOLROOM WORKER	0	4	4	0%
TOTAL		107	87	194	55%

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 (October 1, 2019 - December 31, 2019)
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	17	4	21	81%
3	ANIMAL SERVICES	0	0	0	0%
4	BUILDING & SAFETY	8	2	10	80%
5	CANNABIS	0	0	0	0%
6	CAO	0	0	0	0%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY CLERK	0	1	1	0%
9	CONTROLLER	0	0	0	0%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	0	0	0	0%
12	DISABILITY	1	0	1	100%
13	DOT	8	0	8	100%
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	4	0	4	100%
20	FIRE CIVILIAN	0	1	1	0%
21	GSD	8	30	38	21%
22	HARBOR	1	1	2	50%
23	HOUSING	1	3	4	25%
24	ITA	0	0	0	0%
25	LACERS	2	1	3	67%
26	LIBRARY	2	8	10	20%
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
28	PENSIONS	0	0	0	0%
29	PERSONNEL	3	3	6	50%
30	PLANNING	2	0	2	100%
31	POLICE CIVILIAN	18	4	22	82%
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	17	5	22	77%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	4	3	7	57%
38	RAP	11	17	28	39%
39	ZOO	0	4	4	0%
TOTAL		107	87	194	55%

Attachment B

TLH Hires compared to Other Civil Service Hires Q2 of FY 19-20 (Oct 1, 2019 - December 31, 2019)

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					17			1												
3 ANIMAL SERVICES																						
4 BUILDING & SAFETY	8	2																				
5 CANNABIS																						
6 CAO																						
7 CLA (COUNCIL)																						
8 CITY CLERK		1																				
9 CONTROLLER																						
10 CONVENTION CENTER																						
11 CULTURAL AFFAIRS																						
12 DISABILITY	1																					
13 DOT	8																					
14 ECONOMIC & WORKFORCE DEV.																						
15 EL PUEBLO																						
16 EMERGENCY MANAGEMENT																						
17 EMPLOYEE RELATIONS BOARD																						
18 ETHICS COMMISSION																						
19 FINANCE	4																					
20 FIRE CIVILIAN																					1	
21 GSD	5	2						17		4	1	4			2							3
22 HARBOR										1			1									
23 HOUSING	1	3											1									
24 ITA																						
25 LACERS	2	1																				
26 LIBRARY	2	8																				
27 NEIGHBORHOOD EMPOWERMENT																						
28 PENSIONS																						
29 PERSONNEL	3	3																				
30 PLANNING	2																					
31 POLICE CIVILIAN	18	4																				
32 PW BOARD																						
33 PW CONTRACT ADMIN																						
34 PW ENGINEERING																						
35 PW SANITATION	9														8	5						
36 PW STREET LIGHTING																						
37 PW STREET SERVICES																		4	3			
38 RAP	1	2											10	14						1		
39 ZOO		1												3								
TOTAL	64	30	0	0	0	0	17	17	0	6	1	4	11	17	10	5	0	0	4	4	0	4

Attachment C

Other Civil Service Hires into classifications used by TLH by Month

Employees hired **NOT USING TLH** by Department, by Month Q2 of FY 19-20 (Oct 1, 2019 - December 31, 2019)

DEPARTMENT		OCTOBER	NOVEMBER	DECEMBER	TOTAL
1	AGING				0
2	AIRPORTS	1	2	1	4
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY			2	2
5	CANNABIS				0
6	CAO				0
7	CLA (COUNCIL)				0
8	CITY CLERK		1		1
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		1		1
21	GSD	20	9	1	30
22	HARBOR			1	1
23	HOUSING	1	2		3
24	ITA				0
25	LACERS			1	1
26	LIBRARY			8	8
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL			3	3
30	PLANNING				0
31	POLICE CIVILIAN		3	1	4
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING				0
35	PW SANITATION	5			5
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES	3			3
38	RAP	4	1	12	17
39	ZOO	2		2	4
TOTAL		36	19	32	87