



REPORT
FROM

THE PERSONNEL
DEPARTMENT

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

TLH Hires compared to other Civil Services Hires in Quarter 1 of FY 19-20 (July 1, 2019 – September 30, 2019)					
SEVEN (7) CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	49	36	85	58%
2	ANIMAL CARE TECHNICIAN	0	0	0	0%
3	CUSTODIAN	15	3	18	83%
4	GARAGE ATTENDANT	0	0	0	0%
5	GARDENER CARETAKER	11	12	23	48%
6	MAINTENANCE LABORER	10	0	10	100%
7	TREE SURGEON ASSISTANT	0	0	0	0%
TOTAL		85	51	136	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 (July 1, 2019 - September 30, 2019)

in the seven (7) classifications used by TLH

	DEPARTMENT	TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	1	0	0	100%
2	AIRPORTS	17	3	20	85%
3	ANIMAL SERVICES	0	2	2	0%
4	BUILDING & SAFETY	0	7	7	0%
5	CANNABIS	2	0	2	100%
6	CAO	0	0	0	0%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY ATTORNEY	0	0	0	0%
9	CITY CLERK	3	0	3	100%
10	CONTROLLER	0	0	0	0%
11	CONVENTION CENTER	0	0	0	0%
12	CULTURAL AFFAIRS	0	0	0	0%
13	DISABILITY	0	0	0	0%
14	DOT	8	0	8	100%
15	ECONOMIC & WORKFORCE DEV.	0	0	0	0%
16	EL PUEBLO	0	0	0	0%
17	EMERGENCY MANAGEMENT	0	0	0	0%
18	EMPLOYEE RELATIONS BOARD	0	0	0	0%
19	ETHICS COMMISSION	0	0	0	0%
20	FINANCE	0	0	0	0%
21	FIRE CIVILIAN	4	0	4	100%
22	GSD	3	2	5	60%
23	HARBOR	2	1	3	67%
24	HOUSING	3	9	12	25%
25	ITA	0	0	0	0%
26	LACERS	0	3	3	0%
27	LIBRARY	0	0	0	0%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	1	0	1	100%
30	PERSONNEL	5	6	11	45%
31	PLANNING	3	0	3	100%
32	POLICE CIVILIAN	3	4	7	43%
33	PW BOARD	0	0	0	0%
34	PW CONTRACT ADMIN	0	0	0	0%
35	PW ENGINEERING	1	0	1	100%
36	PW SANITATION	18	0	18	100%
37	PW STREET LIGHTING	1	0	1	100%
38	PW STREET SERVICES	0	0	0	0%
39	RAP	10	12	22	45%
40	ZOO	0	2	2	0%
TOTAL		85	51	136	63%

Attachment B

TLH Hires compared to Other Civil Service Hires Quarter 1 of FY 19-20 (July 1, 2019 - September 30, 2019)
in the seven (7) classifications used by TLH

DEPARTMENT		ADMIN CLERK		ANIMAL CARE TECH		CUSTODIAN		GARAGE ATTENDANT		GARDENER CARETAKER		MAINTENANCE LABORER		TREE SURGEON ASST	
		# 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	1													
2	AIRPORTS	3	2			14					1				
3	ANIMAL SERVICES		2												
4	BUILDING & SAFETY		7												
5	CANNABIS	2													
6	CAO														
7	CLA (COUNCIL)														
8	CITY ATTORNEY														
9	CITY CLERK	3													
10	CONTROLLER														
11	CONVENTION CENTER														
12	CULTURAL AFFAIRS														
13	DISABILITY														
14	DOT	8													
15	ECONOMIC & WORKFORCE DEV.														
16	EL PUEBLO														
17	EMERGENCY MANAGEMENT														
18	EMPLOYEE RELATIONS BOARD														
19	ETHICS COMMISSION														
20	FINANCE														
21	FIRE CIVILIAN	4													
22	GSD	2			2							1			
23	HARBOR		1			1				1					
24	HOUSING	3	9												
25	ITA														
26	LACERS		3												
27	LIBRARY														
28	NEIGHBORHOOD EMPOWERMENT														
29	PENSIONS	1													
30	PERSONNEL	5	6												
31	PLANNING	3													
32	POLICE CIVILIAN	3	4												
33	PW BOARD														
34	PW CONTRACT ADMIN														
35	PW ENGINEERING	1										9			
36	PW SANITATION	8								1					
37	PW STREET LIGHTING	1													
38	PW STREET SERVICES														
39	RAP	1	2							9	10				
40	ZOO				1						1				
TOTAL		49	36	0	3	15	0	0	0	11	12	10	0	0	0

Attachment C

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

Employees hired NOT USING TLH by Department, by Month Q1 of FY 19-20 (July 1, 2019 - September 30, 2019)

	DEPARTMENT	JULY	AUGUST	SEPTEMBER	TOTAL
1	AGING				0
2	AIRPORTS			3	3
3	ANIMAL SERVICES		1	1	2
4	BUILDING & SAFETY		7		7
5	CAO				0
6	CLA (COUNCIL)				0
7	CITY ATTORNEY				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			2
22	HARBOR	1			1
23	HOUSING	3	2	4	9
24	ITA				0
25	LACERS		1	2	3
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL	1	3	2	6
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				0
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES				0
38	RAP			12	12
39	ZOO			2	2
	TOTAL	7	17	27	51