



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE May 10, 2019
REFERENCE: Mayor's 2017-18 Adopted Budget Recommendation	COUNCIL FILE CF 17-0600-S45
SUBJECT: <b>PERSONNEL DEPARTMENT'S REPORT BACK REGARDING IMPLEMENTATION, BENCHMARKS AND HIRING GOALS FOR THE TARGETED LOCAL HIRING AND STRATEGIC WORKFORCE DEVELOPMENT TASK FORCE</b>	

**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 3 of Fiscal Year (FY) 2018-19 indicates that **41% of citywide hires into the seven classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 3 of FY 18-19 (January 1, 2019 – March 31, 2019)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	18	46	64	28%
2	ANIMAL CARE TECHNICIAN	0	0	0	0%
3	CUSTODIAN	4	1	5	80%
4	GARAGE ATTENDANT	0	6	6	0%
5	GARDENER CARETAKER	17	0	17	100%
6	MAINTENANCE LABORER	3	8	11	46%
7	TREE SURGEON ASSISTANT	6	7	13	46%
TOTAL		48	68	116	41%

**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, 2019 - March 31, 2019)  
in the seven (7) classifications used by TLH**

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	0	11	11	0%
3	ANIMAL SERVICES	0	0	0	0%
4	BUILDING & SAFETY	3	0	3	100%
5	CANNABIS	0	0	0	0%
6	CAO	0	0	0	0%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY ATTORNEY	0	0	0	0%
9	CITY CLERK	0	2	2	0%
10	CONTROLLER	0	3	3	0%
11	CONVENTION CENTER	0	0	0	0%
12	CULTURAL AFFAIRS	0	1	1	0%
13	DISABILITY	0	0	0	0%
14	DOT	0	0	0	0%
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	0	2	2	0%
22	GSD	6	6	12	50%
23	HARBOR	0	2	2	0%
24	HOUSING	0	3	3	0%
25	ITA	0	1	1	0%
26	LACERS	0	1	1	0%
27	LIBRARY	0	10	10	0%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	0	1	1	0%
30	PERSONNEL	0	2	2	0%
31	PLANNING	4	0	4	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	0	0	0	0%
36	PW SANITATION	4	8	12	33%
37	PW STREET LIGHTING	0	0	0	0%
38	PW STREET SERVICES	12	6	18	67%
39	RAP	13	3	16	81%
40	ZOO	3	2	5	60%
<b>TOTAL</b>		<b>48</b>	<b>68</b>	<b>116</b>	<b>41%</b>

## Attachment B

TLH Hires compared to Other Civil Service Hires Quarter 3 of FY 18-19 (January 1, 2019 - March 31, 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														
2	AIRPORTS		10						1						
3	ANIMAL SERVICES														
4	BUILDING & SAFETY	3													
5	CAO														
6	CLA (COUNCIL)														
7	CITY ATTORNEY														
8	CITY CLERK		2												
9	CONTROLLER		3												
10	CONVENTION CENTER														
11	CULTURAL AFFAIRS		1												
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		2												
21	GSD	2				4			5				1		
22	HARBOR		2												
23	HOUSING		3												
24	ITA		1												
25	LACERS		1												
26	LIBRARY		10												
27	NEIGHBORHOOD EMPOWERMENT														
28	PENSIONS		1												
29	PERSONNEL		2												
30	PLANNING	4													
31	POLICE CIVILIAN	3	4												
32	PW BOARD														
33	PW CONTRACT ADMIN														
34	PW ENGINEERING														
35	PW SANITATION	4					1						7		
36	PW STREET LIGHTING														
37	PW STREET SERVICES	2								1		3		6	6
38	RAP		2							13					1
39	ZOO		2							3					
TOTAL		18	46	0	0	4	1	0	6	17	0	3	8	6	7



Attachment C

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

Employees hired **NOT USING TLH** by Department, by Month Q3 of FY 18-19 (January 1, 2019 - March 31, 2019)

	DEPARTMENT	January	February	March	TOTAL
1	AGING				0
2	AIRPORTS	2	7	2	11
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
5	CAO				0
6	CLA (COUNCIL)				0
7	CITY ATTORNEY				0
8	CITY CLERK	1		1	2
9	CONTROLLER		3		3
10	CONVENTION CENTER				0
11	CULTURAL AFFAIRS	1			1
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			2	2
21	GSD	1	1	4	6
22	HARBOR	1	1		2
23	HOUSING		1	2	3
24	ITA	1			1
25	LACERS	1			1
26	LIBRARY	10			10
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS	1			1
29	PERSONNEL			2	2
30	PLANNING				0
31	POLICE CIVILIAN	1	3		4
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING				0
35	PW SANITATION	2		6	8
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES		1	5	6
38	RAP	1	1	1	3
39	ZOO	1	1		2
	<b>TOTAL</b>	<b>24</b>	<b>19</b>	<b>25</b>	<b>68</b>