



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE February 22, 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 2 of Fiscal Year (FY) 2018-19 indicates that **63% of citywide hires into the seven classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 2 of FY 18-19 (October 1, 2018 – December 31, 2018)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	29	26	55	53%
2	ANIMAL CARE TECHNICIAN	8	0	8	100%
3	CUSTODIAN	2	0	2	100%
4	GARAGE ATTENDANT	1	1	2	50%
5	GARDENER CARETAKER	10	0	10	100%
6	MAINTENANCE LABORER	0	0	0	0%
7	TREE SURGEON ASSISTANT	0	2	2	0%
TOTAL		50	29	79	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

TLH Hires compared to other Civil Services Hires for FY 18-19 (July 1, 2018 – December 31, 2018)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	74	27	101	73%
2	ANIMAL CARE TECHNICIAN	8	0	8	100%
3	CUSTODIAN	3	3	6	50%
4	GARAGE ATTENDANT	3	6	9	33%
5	GARDENER CARETAKER	17	0	17	100%
6	MAINTENANCE LABORER	3	2	5	60%
7	TREE SURGEON ASSISTANT	0	2	2	0%
TOTAL		108	40	148	73%

**Attachment A**

**Civil Service Hires compared to TLH Hires (October 1, 2018 - December 31, 2018)**

**in the six (6) classifications used by TLH**

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	2	3	5	40%
3	ANIMAL SERVICES	8	0	8	100%
4	BUILDING & SAFETY	5	0	5	100%
5	CANNABIS	0	0	0	0%
6	CAO	1	0	1	100%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY ATTORNEY	0	0	0	0%
9	CITY CLERK	0	1	1	0%
10	CONTROLLER	1	0	1	100%
11	CONVENTION CENTER	0	0	0	0%
12	CULTURAL AFFAIRS	0	0	0	0%
13	DISABILITY	0	0	0	0%
14	DOT	0	0	0	0%
15	ECONOMIC & WORKFORCE DEV.	1	0	1	100%
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	1	2	3	33%
22	GSD	5	2	7	71%
23	HARBOR	3	2	5	60%
24	HOUSING	1	3	4	25%
25	ITA	0	1	1	0%
26	LACERS	2	2	4	50%
27	LIBRARY	1	0	1	100%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	0	1	1	0%
30	PERSONNEL	1	6	7	14%
31	PLANNING	1	0	1	100%
32	POLICE CIVILIAN	6	1	7	86%
33	PW BOARD	0	0	0	0%
34	PW CONTRACT ADMIN	0	0	0	0%
35	PW ENGINEERING	0	1	1	0%
36	PW SANITATION	4	0	4	100%
37	PW STREET LIGHTING	0	0	0	0%
38	PW STREET SERVICES	0	0	0	0%
39	RAP	7	4	11	64%
40	ZOO	0	0	0	0%
TOTAL		50	29	79	63%



## Attachment B

TLH Hires compared to Other Civil Service Hires Quarter 2 of FY 18-19 (October 1 - December 31, 2018)  
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	2	3												
3	ANIMAL SERVICES			8											
4	BUILDING & SAFETY	5													
5	CAO	1													
6	CLA (COUNCIL)														
7	CITY ATTORNEY														
8	CITY CLERK		1												
9	CONTROLLER	1													
10	CONVENTION CENTER														
11	CULTURAL AFFAIRS														
12	DISABILITY														
13	DOT														
14	ECONOMIC & WORKFORCE DEV.	1													
15	EL PUEBLO														
16	EMERGENCY MANAGEMENT														
17	EMPLOYEE RELATIONS BOARD														
18	ETHICS COMMISSION														
19	FINANCE														
20	FIRE CIVILIAN	1	2												
21	GSD	2	1			2		1	1						
22	HARBOR		2							3					
23	HOUSING	1	3												
24	ITA		1												
25	LACERS	2	2												
26	LIBRARY	1													
27	NEIGHBORHOOD EMPOWERMENT														
28	PENSIONS		1												
29	PERSONNEL	1	6												
30	PLANNING	1													
31	POLICE CIVILIAN	6	1												
32	PW BOARD														
33	PW CONTRACT ADMIN														
34	PW ENGINEERING		1												
35	PW SANITATION	4													
36	PW STREET LIGHTING														
37	PW STREET SERVICES														
38	RAP		2							7					2
39	ZOO														
TOTAL		29	26	8	0	2	0	1	1	10	0	0	0	0	2

**Attachment C****Other Civil Service Hires into seven classifications used by TLH by Month****Employees hired NOT USING TLH by Department, by Month Q2 of FY 18-19 (Oct 1 - Dec 31, 2018)**

DEPARTMENT		October	November	December	TOTAL
1	AGING				0
2	AIRPORTS		3		3
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
5	CAO				0
6	CLA (COUNCIL)				0
7	CITY ATTORNEY				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		2		2
21	GSD	1	1		2
22	HARBOR	1	1		2
23	HOUSING		2	1	3
24	ITA			1	1
25	LACERS		2		2
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS	1			1
29	PERSONNEL	1	2	3	6
30	PLANNING				0
31	POLICE CIVILIAN			1	1
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING		1		1
35	PW SANITATION				0
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES				0
38	RAP	3	1		4
39	ZOO				0
TOTAL		8	15	6	29