



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE November 9, 2018
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) 2018-19 indicates that **84% of citywide hires into the seven classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 1 of FY 18-19 (July 1, 2018 – September 30, 2018)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	45	1	46	98%
2	ANIMAL CARE TECHNICIAN	0	0	0	0%
3	CUSTODIAN	1	3	4	25%
4	GARAGE ATTENDANT	2	5	7	29%
5	GARDENER CARETAKER	7	0	7	100%
6	MAINTENANCE LABORER	3	2	5	60%
7	TREE SURGEON ASSISTANT	0	0	0	0%
TOTAL		58	11	69	84%

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 during Quarter 1 of FY 18-19

(July 1, 2018 - September 30, 2018) 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	3	2	5	60%
3	ANIMAL SERVICES	0	0	0	0%
4	BUILDING & SAFETY	2	0	2	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	1	0	1	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	1	0	1	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	1	0	1	100%
21	FIRE CIVILIAN	2	0	2	100%
22	GSD	1	5	6	17%
23	HARBOR	2	0	2	100%
24	HOUSING	2	0	2	100%
25	ITA	0	0	0	0%
26	LACERS	0	0	0	0%
27	LIBRARY	6	0	6	100%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	0	0	0	0%
30	PERSONNEL	3	0	3	100%
31	PLANNING	1	0	1	100%
32	POLICE CIVILIAN	12	1	13	92%
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	5	2	7	71%
37	PW - STREET LIGHTING	1	0	1	100%
38	PW - STREET SERVICES	6	0	6	100%
39	RAP	5	0	5	100%
40	ZOO	4	1	5	80%
TOTAL		58	11	69	84%

Attachment B

Civil Service Hires compared to TLH Hires during Quarter 1 of FY 18-19 (July 1, 2018 - September 30, 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	3													
2	AIRPORTS						2								
3	ANIMAL SERVICES														
4	BUILDING & SAFETY	2													
5	CAO														
6	CLA (COUNCIL)														
7	CITY ATTORNEY														
8	CITY CLERK	1													
9	CONTROLLER														
10	CONVENTION CENTER														
11	CULTURAL AFFAIRS														
12	DISABILITY														
13	DOT	1													
14	ECONOMIC & WORKFORCE DEV.														
15	EL PUEBLO														
16	EMERGENCY MANAGEMENT														
17	EMPLOYEE RELATIONS BOARD														
18	ETHICS COMMISSION														
19	FINANCE	1													
20	FIRE CIVILIAN	2													
21	GSD	1							5						
22	HARBOR									2					
23	HOUSING	2													
24	ITA														
25	LACERS														
26	LIBRARY	6													
27	NEIGHBORHOOD EMPOWERMENT														
28	PENSIONS														
29	PERSONNEL	3													
30	PLANNING	1													
31	POLICE CIVILIAN	10	1					2							
32	PW BOARD														
33	PW CONTRACT ADMIN														
34	PW ENGINEERING														
35	PW SANITATION	4				1						2			
36	PW - STREET LIGHTING	1													
37	PW - STREET SERVICES	4										2			
38	RAP	2								3					
39	ZOO	1					1			2		1			
TOTAL		45	1	0	0	1	3	2	5	7	0	3	2	0	0

Attachment C

**Other Civil Service Hires into the seven (7) classifications used by TLH
by Month during Quarter 1 of FY 18-19 (July 1, 2018 - September 30, 2018)
Employees hired **NOT USING TLH** by Department, by Month**

DEPARTMENT		July	August	September	TOTAL
1	AGING				0
2	AIRPORTS	2			2
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
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	3		2	5
22	HARBOR				0
23	HOUSING				0
24	ITA				0
25	LACERS				0
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL				0
30	PLANNING				0
31	POLICE CIVILIAN	1			1
32	PW BOARD				0
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING				0
35	PW SANITATION	2			2
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES				0
38	REC PARKS REG FULL TIME				0
39	ZOO	1			1
TOTAL		9	0	2	11