



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE January 11, 2018
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 through November 30, 2017, indicates that **33% of citywide hires into the six classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires from Program Launch (February 2017 – November 30, 2017)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	113	189	302	37%
2	CUSTODIAN	41	44	85	48%
3	GARAGE ATTENDANT	1	11	12	8%
4	GARDENER CARETAKER	7	56	63	11%
5	MAINTENANCE LABORER	8	35	43	19%
6	TREE SURGEON ASSISTANT	0	10	10	0%
TOTAL		170	345	515	33%

**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

TLH Hires compared to other Civil Service Hires from Program Launch (February 2017 - November 30, 2017)  
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	50	69	119	42%
3	ANIMAL SERVICES	4	5	9	44%
4	BUILDING & SAFETY	7	32	39	18%
5	CAO	0	0	0	0%
6	CLA (COUNCIL)	3	0	3	100%
7	CITY ATTORNEY	0	0	0	0%
8	CITY CLERK	0	0	0	0%
9	CONTROLLER	3	0	3	100%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	0	4	4	0%
12	DISABILITY	0	0	0	0%
13	DOT	12	5	17	71%
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	3	0	3	100%
20	FIRE CIVILIAN	0	5	5	0%
21	GSD	1	12	13	8%
22	HARBOR	3	6	9	33%
23	HOUSING	9	23	32	28%
24	ITA	0	0	0	0%
25	LACERS	7	2	9	78%
26	LIBRARY	11	36	47	23%
27	NEIGHBORHOOD EMPOWERMENT	0	1	1	0%
28	PENSIONS	6	2	8	75%
29	PERSONNEL	7	11	18	39%
30	PLANNING	5	3	8	63%
31	POLICE CIVILIAN	13	16	29	45%
32	PW BOARD	0	1	1	0%
33	PW CONTRACT ADMIN	1	0	1	100%
34	PW ENGINEERING	0	2	2	0%
35	PW SANITATION	0	33	33	0%
36	PW - STREET LIGHTING	2	0	2	100%
37	PW - STREET SERVICES	6	19	25	24%
38	REC PARKS REG FULL TIME	14	54	68	21%
39	ZOO	3	4	7	43%
<b>TOTAL</b>		<b>170</b>	<b>345</b>	<b>515</b>	<b>33%</b>

## Attachment B

TLH Hires compared to Other Civil Service Hires from Program Launch (February 2017 - November 30, 2017)  
in the six (6) classifications used by TLH

	DEPARTMENT	ADMIN CLERK		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
1	AGING												
2	AIRPORTS	11	16	39	33		1				19		
3	ANIMAL SERVICES	4	5										
4	BUILDING & SAFETY	7	32										
5	CAO												
6	CLA (COUNCIL)	3											
7	CITY ATTORNEY												
8	CITY CLERK												
9	CONTROLLER	3											
10	CONVENTION CENTER												
11	CULTURAL AFFAIRS		4										
12	DISABILITY												
13	DOT	7	4							5	1		
14	ECONOMIC & WORKFORCE DEV.												
15	EL PUEBLO												
16	EMERGENCY MANAGEMENT												
17	EMPLOYEE RELATIONS BOARD												
18	ETHICS COMMISSION												
19	FINANCE	3											
20	FIRE CIVILIAN		5										
21	GSD	1	2		4		6						
22	HARBOR	2	3		2	1			1				
23	HOUSING	9	23										
24	ITA												
25	LACERS	7	2										
26	LIBRARY	11	36										
27	NEIGHBORHOOD EMPOWERMENT		1										
28	PENSIONS	6	2										
29	PERSONNEL	7	11										
30	PLANNING	5	3										
31	POLICE CIVILIAN	13	12				4						
32	PW BOARD		1										
33	PW CONTRACT ADMIN	1											
34	PW ENGINEERING		2										
35	PW SANITATION		21		4				1		7		
36	PW - STREET LIGHTING									2			
37	PW - STREET SERVICES	6	1						5		8		5
38	REC PARKS REG FULL TIME	7	2					7	47				5
39	ZOO		1	2	1				2	1			
TOTAL		113	189	41	44	1	11	7	56	8	35	0	10

Attachment C

Other Civil Service Hires into six classifications used by TLH by Month since launch of TLH (February 2017 - November 30, 2017)

Employees hired NOT USING TLH by Department, by Month

DEPARTMENT	February	March	April	May	June	July	August	September	October	November	TOTAL
1 AGING											0
2 AIRPORTS	6	22	3	1	1	4	3	28	1		69
3 ANIMAL SERVICES		3		2							5
4 BUILDING & SAFETY		7	11	4	5		5				32
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	2	1		1							4
12 DISABILITY											0
13 DOT					1			3	1		5
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			3					2			5
21 GSD		1	1	1		7	2				12
22 HARBOR	1			2	1			2			6
23 HOUSING	9	3	2		5	1	2	1			23
24 ITA											0
25 LACERS	2										2
26 LIBRARY			36								36
27 NEIGHBORHOOD EMPOWERMENT	1										1
28 PENSIONS		2									2
29 PERSONNEL	4	1	3			3					11
30 PLANNING	3										3
31 POLICE CIVILIAN	3	4	3		2		2	2			16
32 PW BOARD					1						1
33 PW CONTRACT ADMIN											0
34 PW ENGINEERING			1					1			2
35 PW SANITATION	3		5	5	3	2	7	1	6	1	33
36 PW - STREET LIGHTING											0
37 PW - STREET SERVICES		8		1	10						19
38 REC PARKS REG FULL TIME		24	14	2	1	2			11		54
39 ZOO			2					1	1		4
<b>TOTAL</b>	<b>34</b>	<b>76</b>	<b>84</b>	<b>19</b>	<b>30</b>	<b>19</b>	<b>21</b>	<b>41</b>	<b>20</b>	<b>1</b>	<b>345</b>