



REPORT  
FROM

THE PERSONNEL  
DEPARTMENT

TO: Personnel, Audits, and Animal Welfare Committee	DATE November 12th, 2021
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, Audits and Animal Welfare (PAAW) Committee with specific implementation, benchmarks and hiring goals for the Targeted Local Hiring and Strategic Workforce Development Task Force. During the August 2, 2017, PAAW 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 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.

As part of the Fiscal Year 2021-22 Adopted Budget, the Mayor and Council established a goal of hiring 750 employees through the TLH and **Bridge to Jobs (BRIDGE)** programs (C.F. 21-0600-S35). During the October 6, 2021, PAAW Committee meeting, the Personnel Department offered to expand this report by including a comparison of the employees hired through other civil service processes to the number hired through the BRIDGE program's alternative pathway to civil service in the semi-skilled classifications used by the BRIDGE program in order to track the progress towards the goal of hiring 750 employees through the TLH and BRIDGE programs.

**DISCUSSION:**

The updated appointment information during Quarter 1 of Fiscal Year (FY) 2021-22 indicates that **86% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 1 of FY 21-22 (July 1, 2021 – September 30, 2021)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	21	4	25	84%
2	ANIMAL LICENSE CANVASSER	0	0	0	0%
3	ANIMAL CARE TECHNICIAN	7	0	7	100%
4	CUSTODIAN	5	0	5	100%
5	DELIVERY DRIVER	0	2	2	0%
6	GARAGE ATTENDANT	0	0	0	0%
7	GARDENER CARETAKER	18	5	23	78%
8	MAINTENANCE LABORER	18	0	18	100%
9	TREE SURGEON ASSISTANT	5	0	5	100%
10	STREET SERVICES WORKER	0	0	0	0%
11	WAREHOUSE & TOOLROOM WORKER	0	1	1	0%
TOTAL		74	12	86	86%

The updated appointment information during Quarter 1 of Fiscal Year (FY) 2021-22 indicates that **0% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in Quarter 1 of FY 21-22 (July 1, 2021 – September 30, 2021)					
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE
1	ACCOUNTING CLERK	0	8	8	0%
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	0	0	0	0%
TOTAL		0	8	8	0%

**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

**Attachment D** – BRIDGE Hires vs. Other Civil Service Hires by department

**Attachment E** – BRIDGE Hires vs. Other Civil Service Hires by department and classification.

**Attachment F** – Other Civil Service Hires by department, by month




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WENDY G. MACY  
General Manager

**Attachment A**

**Civil Service Hires compared to TLH Hires (July 1, 2021 - September 30, 2021)  
in the classifications used by TLH**

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	0	0	0	0%
3	ANIMAL SERVICES	7	0	7	100%
4	BUILDING & SAFETY	7	1	8	0%
5	CANNABIS	0	0	0	0%
6	CAO	0	0	0	0%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY CLERK	3	1	4	75%
9	CONTROLLER	0	0	0	0%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	0	0	0	0%
12	DISABILITY	0	0	0	0%
13	DOT	6	0	6	100%
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	0	0	0	0%
20	FIRE CIVILIAN	0	0	0	0%
21	GSD	6	3	9	67%
22	HARBOR	0	0	0	0%
23	HOUSING	0	1	1	0%
24	ITA	0	0	0	0%
25	LACERS	1	0	1	100%
26	LIBRARY	0	0	0	0%
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
28	PENSIONS	0	1	1	0%
29	PERSONNEL	0	0	0	0%
30	PLANNING	4	0	4	100%
31	POLICE CIVILIAN	0	0	0	0%
32	PW BOARD	0	0	0	0%
33	PW CONTRACT ADMIN	0	0	0	0%
34	PW ENGINEERING	0	0	0	0%
35	PW SANITATION	19	0	19	100%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	6	0	6	0%
38	RAP	19	5	24	79%
39	ZOO	0	0	0	0%
<b>TOTAL</b>		<b>78</b>	<b>12</b>	<b>90</b>	<b>87%</b>

## Attachment B

TLH Hires compared to Other Civil Service Hires Q1 of FY 21-22 (July 1, 2021 - September 30, 2021)  
in the classifications used by TLH

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

Attachment C

Other Civil Service Hires into classifications used by TLH by Month

Employees hired **NOT USING TLH** by Department, by Month Q1 of FY 21-22 (July 1, 2021 - September 30, 2021)

DEPARTMENT		JULY	AUGUST	SEPTEMBER	TOTAL
1	AGING				0
2	AIRPORTS				0
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY		1		1
5	CANNABIS				0
6	CAO				0
7	CLA (COUNCIL)				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				0
21	GSD		1	2	3
22	HARBOR				0
23	HOUSING			1	1
24	ITA				0
25	LACERS				0
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS			1	1
29	PERSONNEL				0
30	PLANNING				0
31	POLICE CIVILIAN				0
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		4	1	5
39	ZOO				0
TOTAL		0	7	5	12

Attachment D

Civil Service Hires compared to BRIDGE Hires (July 1, 2021 - September 30, 2021)  
in the classifications used by BRIDGE

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

Attachment E

BRIDGE Hires compared to Other Civil Service Hires Q1 of FY 21-22 (July 1, 2021 - September 30, 2021)  
in the classifications used by BRIDGE

DEPARTMENT		ACCOUNTING CLERK		COMMUNICATION INFORMATION REPRESENTATIVE	
		# BRIDGE Hires	# Other Civil Service Hires	# BRIDGE HIRES	# Other Civil Service Hires
1	AGING				
2	AIRPORTS		1		
3	ANIMAL SERVICES				
4	BUILDING & SAFETY				
5	CANNABIS				
6	CAO				
7	CLA (COUNCIL)				
8	CITY CLERK				
9	CONTROLLER		1		
10	CONVENTION CENTER				
11	CULTURAL AFFAIRS				
12	DISABILITY				
13	DONE				
14	DOT				
15	EWDD				
16	EL PUEBLO				
17	EMERGENCY MANAGEMENT				
18	ERB				
19	ETHICS COMMISSION				
20	FINANCE				
21	FIRE CIVILIAN				
22	GSD		1		
23	HARBOR		1		
24	HOUSING				
25	ITA				
26	LACERS		1		
27	LIBRARY				
28	PENSIONS				
29	PERSONNEL				
30	PLANNING				
31	POLICE CIVILIAN				
32	PW BOARD		1		
33	PW CONTRACT ADMIN				
34	PW ENGINEERING				
35	PW SANITATION		2		
36	PW STREET LIGHTING				
37	PW STREET SERVICES				
38	RAP				
39	ZOO				
TOTAL		0	8	0	0

**Attachment F****Other Civil Service Hires into classifications used by BRIDGE by Month****Employees hired NOT USING BRIDGE by Department, by Month Q1 of FY 21-22 (July 1, 2021 - September 30, 2021)**

DEPARTMENT		JULY	AUGUST	SEPTEMBER	TOTAL
1	AGING				0
2	AIRPORTS			1	1
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
5	CANNABIS				0
6	CAO				0
7	CLA (COUNCIL)				0
8	CITY CLERK				0
9	CONTROLLER			1	1
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			1	1
22	HARBOR			1	1
23	HOUSING				0
24	ITA				0
25	LACERS		1		1
26	LIBRARY				0
27	NEIGHBORHOOD EMPOWERMENT				0
28	PENSIONS				0
29	PERSONNEL				0
30	PLANNING				0
31	POLICE CIVILIAN				0
32	PW BOARD			1	1
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	RAP				0
39	ZOO				0
TOTAL		0	3	5	8