

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER


Date: November 16, 2021

CAO File No. 0220-05386-0006

Council File No. New

Council District: All

To: The Mayor
Budget and Finance Committee
Personnel, Audits, and Animal Welfare Committee

From: Matthew W. Szabo, City Administrative Officer 

Reference: 2021-22 Adopted Budget

Subject: **TARGETED LOCAL HIRE AND BRIDGE TO JOBS FUNDING AND POSITION REQUESTS**

RECOMMENDATION

That the Council, subject to the approval of the Mayor:

1. Authorize by resolution, subject to allocation by the Board of Civil Service Commissioners, the following positions, to be employed in the departments indicated, to further the City's goal of hiring 750 employees through the Targeted Local Hire and Bridge to Jobs programs for the period January 2, 2022 through June 30, 2022:

<u>Department</u>	<u>Quantity</u>	<u>Class Code</u>	<u>Classification</u>
City Administrative Officer	1	1358	Administrative Clerk
City Administrative Officer	1	1223	Accounting Clerk
Community Investment for Families	3	1358	Administrative Clerk
City Clerk	1	1358	Administrative Clerk
City Clerk	1	1223	Accounting Clerk
El Pueblo	1	1223	Accounting Clerk
Personnel	3	1358	Administrative Clerk
Police	2	3531	Garage Attendant
Police	1	3141	Gardener Caretaker
Police	2	3112	Maintenance Laborer
Police	1	3156	Custodian
Public Works, Board	1	1358	Administrative Clerk
Public Works, Contract Administration	1	1223	Accounting Clerk
Public Works, Street Lighting	4	3112	Maintenance Laborer
Zoo	2	3112	Maintenance Laborer
Zoo	1	3156	Custodian
Zoo	1	1223	Accounting Clerk
	<u>27</u>		

27 Total Positions

2. Transfer \$572,304 from the Unappropriated Balance No. 58, General Fund No. 100, Account No. 580340 entitled Targeted Local Hire to the following departmental accounts:

<u>Department No. and Name</u>	<u>Fund</u>	<u>Account</u>	<u>Amount</u>
10 - City Administrative Officer	100	001010, Salaries General	\$ 45,236
21 - Community Investment for Families	100	001010, Salaries General	19,345
14 – City Clerk	100	001010, Salaries General	71,127
33 – El Pueblo	100	001010, Salaries General	25,891
70 – Police	100	001010, Salaries General	193,837
74 – Board of Public Works	100	001010, Salaries General	19,345
84 – Street Lighting	100	001010, Salaries General	77,088
87 – Zoo	100	001010, Salaries General	<u>120,435</u>
Total:			\$572,304

SUMMARY

As part of the 2021-22 Adopted Budget, the Mayor and Council established a goal of hiring 750 employees through the Targeted Local Hire (TLH) and Bridge to Jobs (BRIDGE) programs (C.F. 21-0600). The Council also directed all departments to use the TLH Program for the hiring of all eligible classifications. Additionally, the Personnel Department and the City Administrative Officer (CAO) were instructed to identify the steps necessary to achieve the hiring target (C.F. 21-0600-S35). Funding was included in the 2021-22 Unappropriated Balance (UB) to facilitate this goal. The current balance of available UB funds is \$10.1 million.

The TLH and BRIDGE programs provide an alternative pathway to City Civil Service employment for individuals from under-served and under-employed populations. The TLH Program connects individuals to entry-level civil service careers in the following classifications:

- Administrative Clerk
- Animal Care Technician
- Animal License Canvasser
- Custodian
- Delivery Driver
- Garage Attendant
- Gardener Caretaker
- Maintenance Laborer
- Street Services Worker
- Tree Surgeon Assistant
- Warehouse and Toolroom Worker

The BRIDGE Program builds on the success of the TLH Program and affords individuals from the same communities an opportunity to gain employment in semi-skilled/paraprofessional civil service careers in the following classifications:

- Accounting Clerk
- Communications Information Representative

- Field Engineering Aide
- Inspector Trainee

The majority of the anticipated hires towards the goal of hiring 750 TLH/BRIDGE employees in 2021-22 are expected to come from funded vacant positions authorized as part of the 2021-22 Adopted Budget. During the Council's consideration of the 2021-22 Budget in May 2021, the CAO surveyed all City departments to determine the estimated number of TLH and BRIDGE employees that departments anticipated hiring into existing vacant authorized positions. Departments reported a combined estimate of 495 hires into existing position authorities using the TLH and BRIDGE programs. During the adoption of the 2021-22 Budget, the Council added an additional 89 position authorities that could be hired using TLH and BRIDGE, bringing the total number of anticipated TLH/BRIDGE hires to 584.

From July 1, 2021 through October 31, 2021 the City has actually hired 103 employees through the TLH Program and two employees through the BRIDGE Program, for a total of 105 employees hired through these programs in the first four months of the Fiscal Year. Departments are currently working with the Personnel Department to hire an additional 193 employees through the TLH Program and 28 employees through the BRIDGE Program, for a total of 221 employees in the hiring process. Therefore, a total of 326 employees have already been hired or are in the process of being hired as of October 31, 2021.

While 105 hires may appear as limited progress toward the 750 goal, TLH/BRIDGE hiring has significantly increased recently, as demonstrated by the 221 positions currently in the hiring process. See the Attachment for a breakdown of the TLH/BRIDGE hires in the current Fiscal Year provided by the Personnel Department.

Some departments have indicated a desire to hire more TLH and BRIDGE employees, but have suggested the department has insufficient salary funding or insufficient vacant position authorities to hire more employees through these programs. The CAO has worked with departments to collect requests for UB funding and new resolution position authorities to facilitate hiring more employees through the TLH and BRIDGE programs. The Findings section of this report details each department's request and the CAO's recommendations regarding UB transfers and authorization of new positions. This Office recommends that 27 total positions be authorized Citywide in 10 different departments, and that \$572,304 in funding be transferred to eight different departments, to further the Mayor and Council's goal of hiring 750 positions this Fiscal Year through the TLH and BRIDGE programs.

In accordance with the Mayor's 2022-23 Budget Policy Letter, new or expanded programs that were added in the 2021-22 Adopted Budget with one-time funding will require submission of an offset proposal if they are requested for continuation in 2022-23. The TLH/BRIDGE UB funding was an item funded with one-time funding in 2021-22, and therefore requests to continue new positions funded with these funds will require submission of an offset proposal. Therefore, departments that receive new TLH or BRIDGE resolution authority positions as part of the Recommendations of this report will be required to submit a proposal to reduce a different departmental priority in order to continue the positions in 2022-23.

FINDINGS

To help facilitate the Mayor and Council's shared goal of reaching 750 total TLH/BRIDGE hires this Fiscal Year, the CAO provided an opportunity for departments to submit requests for UB funding and new interim resolution position authorities to facilitate hiring more employees through the TLH and BRIDGE programs. The requests were due from departments to the CAO on October 15, 2021. All requests for UB funding or new resolution authority positions are detailed in the following sections. Departments not listed below did not submit a request to the CAO by the October 15, 2021 deadline. This Office intends to continue to collect requests from departments and to submit them to the Mayor and Council on a bi-monthly basis.

Departments were provided the opportunity to submit the following three types of requests:

- 1) Funding only - Transfers of appropriations to the department's salary account from the UB funding for TLH/BRIDGE. This category enables departments who have existing vacant positions, but insufficient salary funding, to hire TLH/BRIDGE employees into the existing, vacant positions.
- 2) Position authority only - New interim resolution authority positions in TLH and BRIDGE classifications to hire through these programs using existing department salary funding. This category enables departments who having existing funding, but do not have any vacant positions, to add new positions to the department in order to hire new TLH/BRIDGE employees using existing salary funding.
- 3) Funding and position authority - Both transfers of appropriations and new interim resolution authority positions. This category enables departments to request funding and positions if they have insufficient salary funding and do not have any vacant positions in TLH or BRIDGE classifications.

I. City Administrative Officer

The CAO requests funding in the amount of \$45,236 and two new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested consist of one Administrative Clerk and one Accounting Clerk. The Administrative Clerk would provide Office-wide support for records retention and provide back-up support for various clerical duties that currently do not have coverage if an employee is out sick or on vacation. The Accounting Clerk would support the Risk Management Division with accounting duties for the Attorney Conflict Panel (ACP) Fund, Contractor Development and Bonding Program, and Insurance and Bonds Premiums Fund, which have increased in recent years due to an increased number of cases referred to the ACP. The CAO has no vacant positions in these classifications. The CAO's current salary projection indicates the Office has insufficient existing available funding to hire TLH and BRIDGE candidates into these new positions and therefore a transfer from the UB is recommended.

II. Community Investment for Families Department

The Community Investment for Families Department (CIFD) requests funding in the amount of \$43,069 and five new position authorities in order to hire additional employees through the TLH program. The new positions requested consist of five Administrative Clerks. The duties of the five

requested new positions are as follows:

- Two of the five Administrative Clerks would provide administrative and clerical support for the CIFD's Domestic Violence/Human Trafficking (DV/HT) Shelter Operations and FamilySource (FSC) programs.
- One Administrative Clerk would support the Basic Income Guaranteed: Los Angeles Economic Assistance Pilot (BIG:LEAP) program.
- One Administrative Clerk would support the Children's Savings Account program, Opportunity LA.
- One Administrative Clerk would support the Office of Traffic Safety (OTS) Grant programs, the Commission on Community and Family Services (CCFS), and the Community Action Board (CAB).

This Office has reviewed the CIFD's request for new positions and recommends that only three new resolution authority Administrative Clerk positions be approved at this time. This Office's recommendation differs from the Department's request and recommends two fewer positions. The CIFD currently has one employee providing clerical support to the DV/HT Shelter Operations and FSC programs and it does not appear that the workload for this program is sufficient to justify tripling the assigned staff, as requested by the CIFD. Instead, one new Administrative Clerk is recommended to support this function and to allow the CIFD to gauge the clerical workload after two positions are assigned to the programs. In addition, this Office does not recommend authorizing the addition of one Administrative Clerk to support the OTS grant programs and the CCFS and CAB. The OTS Child Passenger Safety program currently has one vacancy that should be filled prior to authorizing new positions for this program. The CIFD also requested two as-needed Student Professional Worker positions that are pending the Mayor and Council's approval (C.F. 14-0065-S1) that would be funded by the OTS grant funds and would provide clerical support for the program. In addition, the workload described for the CCFS and CAB appears to be intermittent in nature and may also be more appropriate for a non-clerical classification.

This Office also recommends a transfer of \$19,345 from the UB to fund one of the three recommended new Administrative Clerk positions. The current salary projection indicates the Department has insufficient existing available funding to hire one of the TLH candidates into these new positions since the projected salary savings are within restricted funding sources that cannot support the work associated with the BIG:LEAP Program. Therefore, a transfer from the UB is recommended.

III. City Clerk

The Office of the City Clerk requests funding in the amount of \$89,436 and three new position authorities in order to hire a total of four employees through the TLH and BRIDGE programs. The new position authorities requested consist of two new Administrative Clerk authorities to be hired through the TLH Program and one Accounting Clerk to be hired through the BRIDGE Program. The Department also requested funding to hire into one existing Accounting Clerk position through the BRIDGE Program. The duties of the three requested new positions are as follows:

- One Administrative Clerk would support the Council and Public Services Division by administering Public Records Act requests and the Public Comment Portal and overseeing the general Departmental email account.

- One Administrative Clerk would assist the Department's Human Resources team by arranging new hire, exit, and family medical leave orientations; scheduling medical, badging and fingerprint appointments; and gathering and assembling required documents into personnel/medical folders.
- One Accounting Clerk would assist the Neighborhood Council Funding Section by monitoring, reviewing, and validating Neighborhood Council expenditures.

This Office has reviewed the Office of the City Clerk's request for new positions and recommends that only two new resolution authority positions be approved at this time, consisting of one Administrative Clerk in the Council and Public Services Division and one Accounting Clerk in the Neighborhood Council Funding Section. While the Council and Public Services Division has vacant Principal Clerk and Senior Administrative Clerk positions, the Department plans to fill both positions by the end of November, and the Department states that the workload is sufficient to justify an additional Administrative Clerk position. The Neighborhood Council Funding section currently has one vacant Accounting Clerk position, which the Department is requesting to fill with a Substitute Authority Management Assistant, due to the more complex analytic duties that the workload requires. Once this position is filled, the Department will still have a need for an additional Accounting Clerk to support the volume of work required in this section. This Office does not recommend authorizing the Administrative Clerk position requested for the Human Resources section as that section currently has a vacant supervisory position and a vacant Senior Administrative Clerk position, which are recommended to be filled before additional positions are provided for this function.

This Office also recommends a transfer of \$71,127 from the UB for a total of three positions, including the recommended two new position authorities and for the one existing Accounting Clerk authority in the Accounting Section. The current salary projection indicates the Department has insufficient existing available funding to hire TLH and BRIDGE candidates into these new and existing positions and therefore a transfer from the UB is recommended.

IV. Controller

The Controller requests funding in the amount of \$58,036 to fill three existing position authorities. The existing position authorities consist of three Administrative Clerks. This Office has reviewed the Controller's request and recommends that no additional funding be provided to the Department at this time. The current salary projection indicates the Department has sufficient existing salary funding available to hire these TLH candidates and therefore a transfer from the UB is not necessary. The Department is therefore encouraged to hire TLH candidates into these existing vacant positions, and if an unanticipated salary deficit materializes later in the Fiscal Year, this Office will work with the Department to address it as part of a subsequent TLH funding report or a Financial Status Report (FSR).

V. El Pueblo

The El Pueblo de Los Angeles Historical Monument Authority requests funding in the amount of \$71,456 and three new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested consist of one Administrative Clerk, one

Accounting Clerk, and one Communications Information Representative. The duties of the three requested new positions are as follows:

- The Administrative Clerk would provide administrative assistance in support of the General Manager, Assistant General Manager, and assist managing of the nine person Board of Commissioner meetings.
- The Accounting Clerk would serve to support the revenue collecting needs of the Department while assuring proper financial reporting.
- The Communications Information Representative would directly oversee and manage two-way radio telephone consoles and cell phones that El Pueblo currently uses to monitor communications between on-site museum guides, security personnel, supervisors, and executive team members.

This Office has reviewed the Department's request for new positions and recommends that only one new resolution authority position be approved at this time, consisting of an Accounting Clerk. Currently there is one Accountant in the Department. There is also a part-time employee who is assisting with accounting and personnel function, and one vacant Senior Accountant II that the Department plans to fill in January 2021. However, even with two accounting staff members, the Department requires additional support with financial reporting, parking revenue collection, merchant rent collection, and payroll and personnel functions. As the Monument reopens to full capacity, these functions are critical to the Department's operations and revenue collection. Given the resource needs, additional accounting staff is recommended. This Office's recommendation differs from the Department's request in that two fewer positions are recommended. As required by the Mayor's Budget Letter, the Department is limited in its ability to identify an offset in the 2022-23 Budget without negatively impacting other services. Therefore, only one position is recommended at this time to help address the Department's most critical needs.

This Office also recommends a transfer of \$25,891 from the UB for the recommended new position authority. The current salary projection indicates the Department has insufficient existing available funding to hire a TLH candidate and therefore a transfer from the UB is recommended.

VI. Economic and Workforce Development

The Economic and Workforce Development Department requests four new position authorities in order to hire additional employees through the TLH Program. The new positions requested consist of four Administrative Clerks. Three of the requested new positions would be assigned to support the Department's Economic Development Division by providing general office support and assistance currently being performed by professional staff of the Division. The remaining one position would be assigned to the Procurement and Contract Development Unit which administers contracts for the Department's service providers and currently has no full-time clerical staff. This Office has reviewed the Department's request and recommends that no new positions be provided to the Department at this time. The Department currently has 48 vacant positions, including seven vacancies in classifications that could be appropriately filled through the TLH or BRIDGE programs. This Office recommends that the Department fill these existing vacant positions, through the TLH and BRIDGE programs as applicable, before any new positions are authorized. This Office will work with the Department to monitor TLH and BRIDGE hires and will potentially recommend adding additional position authorities as part of a subsequent TLH funding report if the Department's

vacancy rate decreases.

VII. Neighborhood Empowerment

The Department of Neighborhood Empowerment requests funding in the amount of \$177,792, including \$151,692 in Salaries General funding and \$26,100 in expense account funds for nine new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested consist of eight Administrative Clerks and one Accounting Clerk. The duties of the nine requested new positions are as follows:

- Four of the requested Administrative Clerk positions would support the Department's four Neighborhood Council Division Directors as well as the Neighborhood Empowerment Advocates by performing administrative and clerical duties, posting Neighborhood Council agendas to the City's Early Notification System for the respective Neighborhood Councils, and making database entries to ensure that records and case notes are up to date.
- One Administrative Clerk would support the Department's Public Information Officer by tracking and responding to requests for assistance and information.
- One Administrative Clerk would support the Management Analyst (position currently vacant) responsible for the preparation, monitoring, and reporting functions related to the Department's budget and contracts.
- One Administrative Clerk would support the Management Analyst (position currently vacant) responsible for Personnel Services by assisting in the processing of investigations and complaints related to MyVoiceLA and the Fraud, Waste, and Abuse tip line, as well as scheduling meetings, responding to communications, and preparing training packets.
- One Administrative Clerk would support the Executive Office by sharing the responsibilities with an existing Administrative Clerk for staffing the Department's front desk, as well as helping to ensure that timely responses are provided by phone and email regarding the Department's operations and events.
- One Accounting Clerk to provide general accounting support as part of the Accounting Services Section.

This Office has reviewed the Department's request for new positions and funding and recommends that no new positions or funding be provided to the Department at this time. As the Department currently has a 30 percent vacancy rate, this Office recommends that the Department fill its existing vacant positions, through the TLH and BRIDGE programs as applicable, before any new positions are authorized. The Department is currently working to fill an existing Accounting Clerk position using budgeted funds through the BRIDGE Program. It is also unclear if the Department would have sufficient offsets to request to continue the requested new positions in the 2022-23 Budget. Lastly, this request is not recommended as the Department is attempting to resolve a departmental structural issue through this exercise, which would be better addressed through the budget process. This Office will work with the Department to monitor TLH and BRIDGE hires and will potentially recommend additional position authorities as part of a subsequent TLH funding report if the Department's vacancy rate decreases.

VIII. Personnel

The Personnel Department requests funding in the amount of \$216,108 and nine new position

authorities in order to hire additional employees through the TLH program. The new positions requested consist of nine Administrative Clerks supporting the Workforce Development (WFD) section (three positions), Civilian Examining section (four positions), and Candidate and Employment Record Services (CERS) section (two positions). The duties of the nine requested new positions are as follows:

- Three Administrative Clerks would support WFD by reviewing and processing applications in various hiring programs, including the TLH and BRIDGE programs, and corresponding with candidates, employees, WorkSource Centers, community based organizations, and hiring departments. Currently, there are 13 positions supporting WFD.
- Four Administrative Clerks would support Civilian Examining by administering examinations, scheduling remote interviews, and managing exam materials and score data. Currently, there are 38 positions supporting Civilian Examining.
- Two Administrative Clerks would support CERS by processing criminal background reviews performed through the California Department of Justice (DOJ) when a candidate submits their fingerprints for City employment. There is currently one Administrative Clerk assigned to fingerprint an average of 150 candidates per month and to process the results of approximately 500 DOJ background reviews each month.

This Office has reviewed the Department's request for new positions and recommends that only three new resolution authority positions be approved at this time, consisting of two Administrative Clerks in the WFD section and one Administrative Clerk in the CERS section. The Department currently has six vacant Administrative Clerk positions and seven Senior Administrative Clerk positions in the Selection Division, which includes WFD, Civilian Examining, and CERS. While the Department is in various stages of filling its vacant positions, this Office recommends that these vacant Administrative Clerk and Senior Administrative Clerk positions be filled before additional positions are provided for these sections. The Department is further encouraged to hire TLH candidates into these existing vacant positions.

Personnel's current salary projection indicates the Department has sufficient existing available funding to hire three TLH candidates into these new positions and therefore a transfer from the UB is not recommended at this time. If an unanticipated salary deficit materializes later in the Fiscal Year, this Office will work with the Department to address it as part of a subsequent TLH funding report or a FSR.

IX. Police

The Police Department requests funding in the amount of \$274,509 and six new position authorities in order to hire additional employees through the TLH Program. The new positions requested consist of two Garage Attendants, one Gardener Caretaker, two Maintenance Laborers, and one Custodian. The requested funding would support the requested six new positions as well as four existing Garage Attendants, for a total of ten positions. The duties of the six requested new positions are as follows:

- The two Garage Attendants, in addition to the four Garage Attendants that are scheduled to be restored in January 2022, would support the Motor Transit Division by reducing the fleet's out-of-service rate, processing new and salvaged vehicles, and potentially restoring off-hours operations.

- The Gardener Caretaker and the two Maintenance Laborers would provide maintenance and upkeep of the historic Elysian Park facility for the Training Division.
- The Custodian would provide dedicated cleaning services to the Valley Property Section, property rooms at all geographic Area Stations, and the new evidence warehouse scheduled for completion in October 2021.

This Office has reviewed the Department's request for new positions and concurs with the request and recommends approval of six new resolution authority positions. This Office also recommends a transfer of \$193,837 from the UB for ten positions, including the recommended six new position authorities and the four Garage Attendant authorities that are to be restored in January 2022 as part of the 2021-22 Adopted Budget. The CAO's recommended amount differs from the Department's requested amount as the CAO's amount reflects the actual salaries of new hires into the TLH Program. The current salary projection indicates the Department has insufficient existing available funding to hire TLH candidates into these new and existing positions and therefore a transfer from the UB is recommended.

X. Board of Public Works

The Board of Public Works (Board) requests funding in the amount of \$67,696 and three new position authorities in order to hire a total of four additional employees through the TLH Program. The new positions requested consist of three Administrative Clerks, and funding is also requested for an existing authority of Administrative Clerk that is currently being held vacant to meet the Board's salary savings rate. The new positions would provide clerical support the Board's Secretariat, Office of Community Beautification, and the Office of Petroleum and Natural Gas. This Office has reviewed the Board's request for new positions and recommends that one new resolution authority Administrative Clerk position be approved at this time. This position would support the Office of Petroleum and Natural Gas, as it is a new section that has no clerical support assigned. This Office's recommendation differs from the Board's request because the Board has three vacant Administrative Clerk positions that should be filled before the Board can gauge the clerical workload and ensure there is sufficient existing staff available to train and support the TLH hire. This Office will work with the Board to monitor TLH hires and will potentially recommend additional position authorities as part of a subsequent TLH funding report if the Board's vacancy rate decreases. This Office also recommends a transfer of \$19,345 from the UB for the recommended new position authority. The current salary projection indicates the Board has sufficient funding to hire into its existing vacant Administrative Clerk positions, but insufficient existing available funding to hire a TLH candidate into the new position and therefore a transfer from the UB is recommended.

XI. Public Works, Bureau of Contract Administration

The Bureau of Contract Administration requests three new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested consist of one Administrative Clerk and two Accounting Clerks. The duties of the three requested new positions are as follows:

- The Administrative Clerk will provide administrative support to the Certifications, Outreach Regulations and Enforcement (CORE) Section by responding to emails, preparing correspondences, answering calls, and maintaining records related to the Local Business

Preference Program (LBPP).

- One Accounting Clerk will be responsible for reviewing invoices related to the Emergency Sewer and Storm Drain (ESSD) Program, tracking payment status, and addressing inquiries from the contractors.
- One Accounting Clerk will be responsible for reconciling invalid work orders on a biweekly basis, tracking and monitoring revenue collections, and processing employee's reimbursement requests for provisions provided in the MOU.

This Office has reviewed the Bureau's request and recommends that only one Accounting Clerk, which will be responsible for processing ESSD related invoices, be approved at this time. This work is currently performed by a full-time Construction Inspector and an as-needed Accounting Clerk. Since the Bureau determined that the scope of duties could be performed by an Accounting Clerk, this new position is recommended to enable the Bureau to shift some or all of the work of the Construction Inspector back to performing inspection services. This Office's recommendation differs from the Bureau's request and recommends two fewer positions. The Bureau indicates that an Administrative Clerk may be needed to address the anticipated increase in workload resulting from the addition of the Local Transitional Employer certification to the City's LBPP. This Office does not recommend the Administrative Clerk to support the LBPP at this time since this Office would need to determine whether the increased workload justifies a full-time position and if it does require a full-time position, determining the appropriate classification that would be better suited to support the LBPP. The Accounting Clerk for revenue recovery is not recommended since the workload may not justify a full-time position. The Bureau has authority to hire as-needed Accounting Clerks, as well as Administrative Clerks, to assist with any workload increases and thus, the Bureau could hire as-needed positions, if necessary.

The current salary projection indicates the Bureau has sufficient existing salary funding available to hire a BRIDGE candidate into the recommended new position authority and therefore a transfer from the UB is not necessary. If an unanticipated deficit materializes later in the Fiscal Year, this Office will work with the Bureau to address it as part of a subsequent TLH funding report or a FSR.

XII. Public Works, Bureau of Sanitation

The Bureau of Sanitation requests funding in the amount of \$2,098,307 and 71 new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested consist of seven Accounting Clerks, 12 Administrative Clerks, 10 Custodians, four Gardener Caretakers, 37 Maintenance Laborers, and one Warehouse and Toolroom Worker. The new positions would provide support across various divisions. This Office has reviewed the Bureau's request for new positions and recommends that no new positions be provided to the Bureau at this time. The Bureau previously indicated an aggressive hiring plan as part of the FSR in September but hiring has not been as robust. This Office recommends that the Bureau fill its existing vacant positions, through the TLH and BRIDGE programs as applicable, before any new positions are authorized. This Office will work with the Bureau to monitor TLH and BRIDGE hires and will potentially recommend adding additional position authorities as part of a subsequent TLH funding report if the Bureau's vacancy rate decreases.

XIII. Public Works, Bureau of Street Lighting

The Bureau of Street Lighting requests funding in the amount of \$101,020 and four new position authorities in order to hire additional employees through the TLH Program. The new positions requested consist of four Maintenance Laborers. The new positions would provide construction and warehouse-related duties in the Warehouse Services and Field Support Section. The Bureau has no full-time Maintenance Laborer authorities, and adding the positions would provide the Bureau support for programs that have increased over the last five years. This Office has reviewed the Bureau's request for new positions and concurs with the Bureau's request and recommends approval of four new resolution authority positions. This Office also recommends a transfer of \$77,088 from the UB for the recommended new position authorities. The CAO's recommended amount differs from the Bureau's requested amount as the CAO's amount reflects the actual salaries of new hires into the TLH Program. The current salary projection indicates the Bureau has insufficient existing available funding to hire TLH candidates into these new positions and therefore a transfer from the UB is recommended.

XIV. Zoo

The Zoo Department requests funding in the amount of \$217,329 and eight new position authorities in order to hire a total of 11 employees through the TLH and BRIDGE programs. The new position authorities consist of one Administrative Clerk, two Gardener Caretakers, two Maintenance Laborers, two Custodians, and one Accounting Clerk. The Department also requested funding to hire into three existing vacant positions through the TLH Program, including two Administrative Clerks and one Gardener Caretaker. The duties of the eight requested new positions are as follows:

- The Administrative Clerk would support either the equity or learning management division and perform various clerical duties.
- The two Gardener Caretakers would support the landscape maintenance efforts of the Zoo's 133 acres, as well as animal exhibit maintenance.
- The two Maintenance Laborers would assist and support the semiskilled construction crew who are responsible for the maintenance and upkeep of Zoo property.
- The two Custodians would assist with the daily workload demands of regular and COVID-19 cleaning protocols.
- The Accounting Clerk would support various finance and accounting operations for the Department.

This Office recommends only four of the eight requested new positions, consisting of two Maintenance Laborers, one Custodian, and one Accounting Clerk. The Department currently has existing vacancies in the Administrative Clerk, Gardner Caretaker, and Custodian classifications, and this Office recommends that the Department fill these existing vacancies prior to authorizing all of the new positions requested by the Department.

This Office also recommends a transfer of \$120,435 from the UB for a total of six positions, including the four recommended new position authorities as well as two of the three existing vacant positions. The current salary projection indicates the Department has sufficient funding to hire one of the existing Administrative Clerk positions, but has insufficient funding to hire TLH and BRIDGE

candidates into the remaining six positions, two existing positions and four recommended new positions, and therefore a transfer from the UB is recommended.

FISCAL IMPACT STATEMENT

Approval of the recommendations of this report will result in a transfer of \$572,304 from the Unappropriated Balance to various City departments to hire employees through the Targeted Local Hire and Bridge to Jobs Programs in 2021-22. Estimated expenditures for the 27 new positions authorized as part of this report are anticipated to exceed \$1.1 million in 2022-23. In order to continue these positions in 2022-23, offsetting reductions or increased revenue will need to be identified.

FINANCIAL POLICIES STATEMENT

As budgeted funding is available in the current Fiscal Year for anticipated expenditures, the recommendations of this report are in compliance with the City's Financial Policies.

MWS:MAV:11220041c

Attachment: Targeted Local Hire and Bridge to Jobs Hires by Department

Targeted Local Hire and Bridge to Jobs Hires by Department July 1, 2021 to October 31, 2021

Department	Targeted Local Hire			Bridge to Jobs			Both Programs		
	Hires	Active Referrals	Hires + Active Referrals	Hires	Active Referrals	Hires + Active Referrals	Total Hires	Total Active Referrals	Total Hires + Active Referrals
Aging	-	1	1	-	-	-	-	1	1
Airports	-	10	10	-	-	-	-	10	10
Animal Services	7	-	7	-	-	-	7	-	7
Building and Safety	7	4	11	-	-	-	7	4	11
Cannabis Regulation	-	-	-	-	-	-	-	-	-
City Administrative Officer	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
City Clerk	3	-	3	-	-	-	3	-	3
City Employees' Retirement System	1	1	2	-	-	-	1	1	2
Civil, Human Rights and Equity	-	1	1	-	-	-	-	1	1
Community Investment for Families	-	2	2	-	-	-	-	2	2
Controller	-	3	3	-	-	-	-	3	3
Convention and Tourism Development	-	-	-	-	-	-	-	-	-
Council	-	-	-	-	-	-	-	-	-
Cultural Affairs	-	-	-	-	1	1	-	1	1
Disability	-	-	-	-	-	-	-	-	-
Economic and Workforce Development	-	-	-	-	-	-	-	-	-
El Pueblo de Los Angeles	-	-	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-	-	-
Employee Relations Board	-	-	-	-	-	-	-	-	-
Ethics Commission	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-	-
Fire and Police Pensions	-	-	-	-	-	-	-	-	-
General Services	7	3	10	-	-	-	7	3	10
Harbor	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	1	1	-	1	1
Information Technology Agency	-	-	-	1	-	1	1	-	1
Library	-	-	-	-	-	-	-	-	-
Mayor	-	-	-	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-	-	-
Personnel	2	5	7	-	-	-	2	5	7
Planning	4	3	7	-	-	-	4	3	7
Police	9	41	50	1	5	6	10	46	56
Public Accountability	-	-	-	-	-	-	-	-	-
Public Works, Board	-	-	-	-	-	-	-	-	-
Public Works, Contract Administration	-	-	-	-	-	-	-	-	-
Public Works, Engineering	-	-	-	-	-	-	-	-	-
Public Works, Sanitation	19	47	66	-	19	19	19	66	85
Public Works, Street Lighting	-	-	-	-	-	-	-	-	-
Public Works, Street Services	6	-	6	-	2	2	6	2	8
Recreation and Parks	38	66	104	-	-	-	38	66	104
Transportation	-	-	-	-	-	-	-	-	-
Youth Development	-	1	1	-	-	-	-	1	1
Zoo	-	5	5	-	-	-	-	5	5
TOTAL	103	193	296	2	28	30	105	221	326