

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 9, 2022

CAO File No. 0220-05386-0007
Council File No. 21-1362
Council District: All

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

From: Matthew W. Szabo, City Administrative Officer 

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

RECOMMENDATION

That the Council authorize by resolution, subject to allocation by the Board of Civil Service Commissioners, the following positions, to be employed in the Fire Department for the period February 27, 2022 through June 30, 2022, to further the City's goal of hiring 750 employees through the Targeted Local Hire and Bridge to Jobs programs:

<u>Department</u>	<u>Quantity</u>	<u>Class Code</u>	<u>Classification</u>
Fire	1	1358	Administrative Clerk
Fire	1	1223	Accounting Clerk
	<u>2</u>	Total Positions	

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) and included \$10.3 million in funding in the Unappropriated Balance (UB) in support of this goal. 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 2021-22 Budget process, the total of funded vacant positions in departments that could be funded with TLH/BRIDGE hires was estimated at 584 positions.

From July 1, 2021 through January 31, 2022 the City has actually hired 188 employees through the TLH Program and 17 employees through the BRIDGE Program, for a total of 205 employees hired through these programs in the first seven months of the Fiscal Year. Departments are currently working with the Personnel Department to hire an additional 210 employees through the TLH Program and 18 employees through the BRIDGE Program, for a total of 228 employees in the

hiring process. Therefore, a total of 433 employees have already been hired or are in the process of being hired as of January 31, 2022. The detail of hires by department is provided in the Attachment.

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. This Office released a report dated November 16, 2021 (Round One Report; C.F. 21-1362) which provided a summary of departments hiring efforts toward this goal through the end of October 2021. In preparation for the Round One Report, the City Administrative Officer (CAO) 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. In the Round One Report, this Office recommended adding 27 new positions Citywide in 10 different departments, and transferring \$572,304 in funding 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.

Similar to the effort completed in advance of the Round One Report, the CAO has again worked with City departments to collect and analyze requests for new interim resolution authority positions and funding to hire more TLH/BRIDGE positions. These new requests are submitted for Council's consideration as part of this Round Two Report. This Office recommends adding two additional positions in the Fire Department in support of the TLH/BRIDGE hiring goal. The Findings section of this report details specific department requests and the CAO's recommendations.

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. Departments were provided a deadline of December 23, 2021 to submit requests for positions and funding as part of this Round Two Report. Departments not listed below did not submit new requests by the December 23, 2021 deadline.

I. Fire Department

The Fire Department requests three new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The requested positions consist of one Administrative Clerk and two Accounting Clerks. The Department has experienced staffing reductions as a result of the Separation Incentive Program. The loss of accounting staff has impacted the Department's ability to properly reconcile emergency medical services invoices, brush clearance billing, inspection permits, fines, invoices, and payroll in various Department operations. The duties of the three requested new positions are as follows:

- One Administrative Clerk in the Brush Clearance Unit would provide customer service duties, answer high call volumes for brush clearance appeals, track invoice processing, and meet ongoing workload demands.
- One Accounting Clerk in the Fire Prevention Bureau, Accounting Services Section would prepare invoices, process refunds, and manage delinquent accounts for referral to collection agencies. This position would also provide support in payroll, accounts payable, emergency medical services billing, and customer service for billing assistance.
- One Accounting Clerk in the Emergency Medical Services would manage the daily deposit of ambulance billings, permits, fines, and other receipts. This position provides similar support to the other requested Accounting Clerk position and also supports the Brush Clearance Unit and assists with customer service.

This Office has reviewed the Department's request and recommends the approval of two new resolution authority positions consisting of one Administrative Clerk in the Brush Clearance Unit and one Accounting Clerk in the Fire Prevention Bureau, Accounting Services Section. This recommendation differs from the Department's request and recommends one less position. The Department has recently been able to fill vacancies that have provided increased support within these units, and at this time it is unclear if additional accounting support beyond the recommended one Accounting Clerk position is necessary. This Office will work with the Department and recommend additional resources through the 2022-23 Budget development process if increased workload is demonstrated.

The Department's current salary projection indicates that the Department will end the year with a salary deficit. However, it is anticipated that existing vacancies and off-budget funds may be sufficient to offset the projected deficit, and therefore a transfer of funding from the UB is currently not recommended. This Office will work with the Department to monitor and report on its fiscal condition in subsequent Financial Status Reports (FSRs).

II. Housing Department

The Housing Department requests three new position authorities and funding in the amount of \$116,396 to hire additional employees through the TLH and BRIDGE programs. The requested positions consist of one Administrative Clerk and two Accounting Clerks. The duties of the three requested positions are as follows:

- The Administrative Clerk will enter data pertaining to the HOME Investment Partnerships Program and Community Development Block Grant programs into various databases and review and collect eligible tenant data once properties are fully leased. One Management Analyst currently performs this work.
- One Accounting Clerk will support the Department's payroll section by reviewing and processing timesheets and mileage reimbursements. Two Accounting Clerks are currently supporting this work.
- One Accounting Clerk will assist with processing Rent Stabilization Program and Systematic Code Enforcement Program receipts. Three Accounting Clerks currently perform this work.

This Office has reviewed the Housing Department's request for new positions and does not recommend any new positions for the Department at this time. The Department currently has 14 Administrative Clerk vacancies and one Accounting Clerk vacancy. 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. In addition, the Department has authority to hire as-needed Accounting Clerks, as well as Administrative Clerks, to assist with increased workload. The Department may hire as-needed positions, if necessary, to support the existing Accounting Clerk authorities and better assess whether they require additional positions. This Office will work with the Department to monitor TLH and BRIDGE hires and consider additional positions in the 2022-23 Budget development process.

III. Department of Transportation

The Department of Transportation (DOT) requests 30 new position authorities in order to hire additional employees through the TLH and BRIDGE programs. The new positions requested for the TLH Program consist of eight Warehouse Toolroom Workers, nine Administrative Clerks, and six Maintenance Laborers. The new positions requested for the BRIDGE program consist of three Transportation Engineering Aides, two Accounting Clerks, and two Communication Information Representatives. DOT states that the new positions would perform the following work:

- The eight Warehouse Toolroom Workers would perform equipment inventory, management, and distribution in five parking enforcement offices.
- The nine Administrative Clerks would conduct an initial review of contested parking citations, support important personnel tasks, and provide customer service at public counters.
- The six Maintenance Laborers would support the Field Operations Division in the posting of parking and traffic signs.
- The three Transportation Engineering Aides would address a backlog of constituent requests and support Transportation Engineers in the field.
- The two Accounting Clerks would process grant compliance and reimbursement, vendor billing, and employee payroll.
- The two Communication Information Representatives would provide public information at DOT's Communications Center in the Parking Enforcement and Traffic Control program.

This Office has reviewed DOT's request and recommends that no new positions be provided to the Department at this time. The Department's vacancy rate as of January 1, 2022 is 21 percent, including the following vacancies: five Administrative Clerks, six Accounting Clerks, eight Transportation Engineering Aide Is, three Transportation Engineering Aide IIs, and eight Communication Information Representative IIIs. Moreover, the current salary of the entry BRIDGE class of Field Engineering Aide is higher than that of the Transportation Engineering Aide class. Consequently, the BRIDGE program does not currently provide a competitive path to Transportation Engineering Aide. The Department projected year-end Special Fund surpluses in the Second FSR (C.F. 21-0600-S110) due to its sustained high vacancy rate and is in the process of filling its large number of vacancies. Our Office recommends that DOT fill its current vacancies and utilize the TLH and BRIDGE programs to hire for relevant positions. Requests for positions to address additional workload will be addressed in the 2022-23 Budget development process.

IV. Update on Round One Department Requests

Various departments submitted requests for positions and funding as part of the Round One Report released by this Office on November 17, 2021. While the CAO recommended 27 new positions Citywide and the transfer of \$572,304 in funding, the CAO did not recommend various other requests from departments. If positions were not recommended by the CAO as part of the Round One Report, it was typically because the department had high vacancy rates and it was recommended the department existing vacancies before authorizing new positions. If funding was not recommended, it was typically because the CAO's salary projections showed the department had sufficient funding to hire existing or recommended positions.

Departments that requested positions and/or funding that were not recommended in the Round One Report included: City Clerk, Community Investment for Families, Controller, Economic and Workforce Development, El Pueblo, Neighborhood Empowerment, Personnel, Board of Public Works, Bureau of Contract Administration, Bureau of Sanitation, and Zoo. As part of this Round Two Report, this Office has again reviewed these department's original requests submitted for Round One, to determine if circumstances have changed sufficient to submit a revised recommendation. After review, this Office concurs with its original recommendations and does not recommend adding additional authorities or funding to these departments at this time.

FISCAL IMPACT STATEMENT

Approval of the recommendations of this report will result in authorization of two new positions to hire employees through the Targeted Local Hire and Bridge to Jobs Programs in 2021-22. 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:11220077

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 January 31, 2022

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	10	17	-	-	-	7	10	17
Building and Safety	11	-	11	-	-	-	11	-	11
Cannabis Regulation	-	-	-	-	-	-	-	-	-
City Administrative Officer	-	1	1	-	1	1	-	2	2
City Attorney	-	-	-	-	-	-	-	-	-
City Clerk	3	-	3	-	-	-	3	-	3
City Employees' Retirement System	3	2	5	-	2	2	3	4	7
Civil and Human Rights and Equity Development	-	2	2	-	-	-	-	2	2
Community Investment for Families	3	4	7	-	-	-	3	4	7
Controller	3	-	3	-	-	-	3	-	3
Convention and Tourism Development	-	-	-	-	-	-	-	-	-
Council	-	-	-	-	-	-	-	-	-
Cultural Affairs	-	-	-	-	1	1	-	1	1
Disability	-	-	-	-	-	-	-	-	-
Economic and Workforce Development	-	6	6	-	-	-	-	6	6
El Pueblo de Los Angeles	-	-	-	-	-	-	-	-	-
Emergency Management	-	-	-	-	-	-	-	-	-
Employee Relations Board	-	-	-	-	-	-	-	-	-
Ethics Commission	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Fire	-	5	5	-	-	-	-	5	5
Fire and Police Pensions	-	-	-	-	-	-	-	-	-
General Services	9	4	13	-	-	-	9	4	13
Harbor	-	5	5	-	-	-	-	5	5
Housing	5	-	5	-	-	-	5	-	5
Information Technology Agency	-	2	2	1	3	4	1	5	6
Library	-	1	1	-	-	-	-	1	1
Mayor	-	-	-	-	-	-	-	-	-
Neighborhood Empowerment	-	-	-	-	-	-	-	-	-
Personnel	5	4	9	-	-	-	5	4	9
Planning	8	5	13	-	-	-	8	5	13
Police	23	30	53	1	7	8	24	37	61
Public Accountability	-	-	-	-	-	-	-	-	-
Public Works, Board	-	-	-	-	-	-	-	-	-
Public Works, Bureau of Contract Administration	-	-	-	-	-	-	-	-	-
Public Works, Bureau of Engineering	-	-	-	-	-	-	-	-	-
Public Works, Bureau of Sanitation	47	22	69	15	-	15	62	22	84
Public Works, Bureau of Street Lighting	-	-	-	-	-	-	-	-	-
Public Works, Bureau of Street Services	14	-	14	-	4	4	14	4	18
Recreation and Parks	40	96	136	-	-	-	40	96	136
Transportation	-	-	-	-	-	-	-	-	-
Youth Development	1	-	1	-	-	-	1	-	1
Zoo	5	1	6	-	-	-	5	1	6
TOTAL	188	210	398	17	18	35	205	228	433