



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE February 11th, 2022
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, 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 2 of Fiscal Year (FY) 2021-22 indicates that **81% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 2 of FY 21-22 (October 1, 2021 – December 31, 2021)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	36	4	40	90%
2	ANIMAL LICENSE CANVASSER	0	0	0	0%
3	ANIMAL CARE TECHNICIAN	0	0	0	0%
4	CUSTODIAN	2	10	12	17%
5	DELIVERY DRIVER	0	0	0	0%
6	GARAGE ATTENDANT	0	0	0	0%
7	GARDENER CARETAKER	11	0	11	100%
8	MAINTENANCE LABORER	18	0	18	100%
9	TREE SURGEON ASSISTANT	3	0	3	100%
10	STREET SERVICES WORKER	0	0	0	0%
11	WAREHOUSE & TOOLROOM WORKER	0	2	2	0%
TOTAL		70	16	86	81%

The updated appointment information during Quarter 2 of Fiscal Year (FY) 2021-22 indicates that **63% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in Quarter 2 of FY 21-22 (October 1, 2021 – December 31, 2021)					
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE
1	ACCOUNTING CLERK	1	9	10	10%
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	16	1	17	94%
TOTAL		17	10	27	63%

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



WENDY G. MACY
General Manager

Attachment A

Civil Service Hires compared to TLH Hires (October 1, 2021 - December 31, 2021)

in the classifications used by TLH

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	1	0	1	100%
2	AIRPORTS	0	10	10	0%
3	ANIMAL SERVICES	0	0	0	0%
4	BUILDING & SAFETY	3	2	5	60%
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	COMMUNITY INVESTMENT FOR FAMILIES	3	0	3	100%
10	CONTROLLER	2	0	2	100%
11	CONVENTION CENTER	0	0	0	0%
12	CULTURAL AFFAIRS	0	0	0	0%
13	DISABILITY	0	0	0	0%
14	DOT	0	0	0	0%
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	0	0	0	0%
21	FIRE CIVILIAN	0	1	1	0%
22	GSD	3	2	5	60%
23	HARBOR	0	0	0	0%
24	HOUSING	0	0	0	0%
25	ITA	0	0	0	0%
26	LACERS	0	0	0	0%
27	LIBRARY	0	0	0	0%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	0	0	0	0%
30	PERSONNEL	5	1	6	83%
31	PLANNING	3	0	3	100%
32	POLICE CIVILIAN	14	0	14	100%
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	17	0	17	100%
37	PW STREET LIGHTING	0	0	0	0%
38	PW STREET SERVICES	5	0	5	100%
39	RAP	9	0	9	100%
40	YOUTH DEVELOPMENT	1	0	1	100%
41	ZOO	4	0	4	100%
TOTAL		70	16	86	81%

Attachment B

TLH Hires compared to Other Civil Service Hires Q2 of FY 21-22 October 1, 2021 - December 31, 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	
	# 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	1																					
2 AIRPORTS								10														
3 ANIMAL SERVICES																						
4 BUILDING & SAFETY	3	2																				
5 CANNABIS																						
6 CAO																						
7 CLA (COUNCIL)																						
8 CITY CLERK																						
9 COMMUNITY INVESTMENT FOR FAMILIES	3																					
10 CONTROLLER	2																					
11 CONVENTION CENTER																						
12 CULTURAL AFFAIRS																						
13 DISABILITY																						
14 DONE																						
15 DOT																						
16 EWDD																						
17 EL PUEBLO																						
18 EMERGENCY MANAGEMENT																						
19 ERB																						
20 ETHICS COMMISSION																						
21 FINANCE																						
22 FIRE CIVILIAN																						1
23 GSD	2	1						1														1
24 HARBOR																						
25 HOUSING																						
26 ITA																						
27 LACERS																						
28 LIBRARY																						
29 PENSIONS																						
30 PERSONNEL	5	1																				
31 PLANNING	3																					
32 POLICE CIVILIAN	14																					
33 PW BOARD																						
34 PW CONTRACT ADMIN																						
35 PW ENGINEERING																						
36 PW SANITATION															17							
37 PW STREET LIGHTING																						
38 PW STREET SERVICES	2																		3			
39 RAP													9									
40 YOUTH EVELOPMENT	1																					
41 ZOO								1														
TOTAL	36	4	0	0	0	0	2	10	0	0	0	0	11	0	18	0	0	0	3	0	0	2

Attachment C**Other Civil Service Hires into classifications used by TLH by Month****Employees hired NOT USING TLH by Department, by Month Q2 of FY 21-22 (Oct 1, 2021 - De 31, 2021)**

DEPARTMENT		October	November	December	TOTAL
1	AGING	0	0	0	0
2	AIRPORTS	8	0	2	10
3	ANIMAL SERVICES	0	0	0	0
4	BUILDING & SAFETY	0	0	2	2
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	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	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	1	0	1
21	GSD	1	0	1	2
22	HARBOR	0	0	0	0
23	HOUSING	0	0	0	0
24	ITA	0	0	0	0
25	LACERS	0	0	0	0
26	LIBRARY	0	0	0	0
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0
28	PENSIONS	0	0	0	0
29	PERSONNEL	1	0	0	1
30	PLANNING	0	0	0	0
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	0	0	0	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		10	1	5	16

Attachment D

**Civil Service Hires compared to BRIDGE Hires Q2 of FY 21-22 (October 1, 2021 - December 31, 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	0	0	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	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	0	0	0	0%
14	ECONOMIC & WORKFORCE DEV.	0	1	1	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	1	1	0%
20	FIRE CIVILIAN	0	1	1	0%
21	GSD	0	0	0	0%
22	HARBOR	0	2	2	0%
23	HOUSING	0	1	1	0%
24	ITA	1	0	1	100%
25	LACERS	0	0	0	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	1	0	1	100%
32	PW BOARD	0	1	1	0%
33	PW CONTRACT ADMIN	0	0	0	0%
34	PW ENGINEERING	0	1	1	0%
35	PW SANITATION	15	2	17	88%
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		17	10	27	63%

Attachment E

BRIDGE Hires compared to Other Civil Service Hires Q2 of FY 21-22 (October 1, 2021 - December 31, 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				
3	ANIMAL SERVICES				
4	BUILDING & SAFETY				
5	CANNABIS				
6	CAO				
7	CLA (COUNCIL)				
8	CITY CLERK				
9	CONTROLLER				
10	CONVENTION CENTER				
11	CULTURAL AFFAIRS				
12	DISABILITY				
13	DONE				
14	DOT				
15	EWDD		1		
16	EL PUEBLO				
17	EMERGENCY MANAGEMENT				
18	ERB				
19	ETHICS COMMISSION				
20	FINANCE		1		
21	FIRE CIVILIAN		1		
22	GSD				
23	HARBOR		1		1
24	HOUSING		1		
25	ITA			1	
26	LACERS				
27	LIBRARY				
28	PENSIONS				
29	PERSONNEL				
30	PLANNING				
31	POLICE CIVILIAN	1			
32	PW BOARD		1		
33	PW CONTRACT ADMIN				
34	PW ENGINEERING		1		
35	PW SANITATION		2	15	
36	PW STREET LIGHTING				
37	PW STREET SERVICES				
38	RAP				
39	ZOO				
TOTAL		1	9	16	1

Attachment F

Other Civil Service Hires into classifications used by BRIDGE by Month

Employees hired NOT USING BRIDGE by Department, by Month Q2 of FY 21-22 (October 1, 2021 - December 31, 2021)

DEPARTMENT		October	November	December	TOTAL
1	AGING				0
2	AIRPORTS				0
3	ANIMAL SERVICES				0
4	BUILDING & SAFETY				0
5	CANNABIS				0
6	CAO				0
7	CLA (COUNCIL)				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.		1		1
15	EL PUEBLO				0
16	EMERGENCY MANAGEMENT				0
17	EMPLOYEE RELATIONS BOARD				0
18	ETHICS COMMISSION				0
19	FINANCE		1		1
20	FIRE CIVILIAN		1		1
21	GSD				0
22	HARBOR			2	2
23	HOUSING		1		1
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				0
32	PW BOARD	1			1
33	PW CONTRACT ADMIN				0
34	PW ENGINEERING			1	1
35	PW SANITATION	1	1		2
36	PW - STREET LIGHTING				0
37	PW - STREET SERVICES				0
38	RAP				0
39	ZOO				0
TOTAL		2	5	3	10