

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 28, 2022

To: The City Council

From:   
Matthew W. Szabo, City Administrative Officer

Subject: **ESTABLISHMENT OF SALARY FOR NEW BRIDGE-TO-JOBS PROGRAM CLASSIFICATIONS – COMMUNITY SERVICES REPRESENTATIVE TRAINEE (CLASS CODE 9055) AND COMMUNITY SERVICES REPRESENTATIVE ASSISTANT (CLASS CODE 9054)**

**RECOMMENDATIONS**

The City Administrative Officer (CAO) recommends that the City Council, subject to approval by the Mayor:

1. Adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule A of the Los Angeles Administrative Code (LAAC) Section 4.61 to establish the salary for the newly created classifications of Community Services Representative Assistant (Class Code 9054) and Community Services Representative Trainee (Class Code 9055) for the Bridge-to-Jobs Hiring Program;
2. Approve the proposed salary range for the newly created classification of Community Services Representative Assistant at Salary Range 1924(2) (\$41,279 - \$60,343);
3. Approve the proposed salary range for the newly created classification of Community Services Representative Trainee at Salary Range 1924(2) (\$41,279 - \$60,343);
4. Authorize the CAO to amend the appropriate Memorandum of Understanding so as to reflect the salaries approved by ordinance if any of the new classes are accreted into a bargaining unit; and,
5. Authorize the CAO and the Controller to correct any clerical errors in or make any technical corrections to the Ordinance.

## **SUMMARY**

At its meeting of November 10, 2021, the Board of Civil Service Commissioners approved the creation of the new classifications of Community Services Representative Assistant and Community Services Representative Trainee for use in the Bridge-to-Jobs Hiring Program (BRIDGE). At its meeting of January 12, 2022, the Executive Employee Relations Committee approved a recommended salary, which aligns with the bridged civil service job classification of Community Services Representative, for these newly created, non-represented classifications as detailed in the accompanying ordinance.

At the request of the CAO, the City Attorney prepared the draft ordinance, transmitted herewith, that will add the newly created classifications and corresponding salaries in the appropriate order to the City's classification listing, Schedule A, Section 4.61 of the LAAC.

## **BACKGROUND**

In 2019, the Personnel Department created BRIDGE, which is similar to the Targeted Local Hire Program (TLHP) designed to reduce barriers to civil service employment for individuals of under-served communities while also addressing City departments' need for semi-skilled workers (Council File No. 19-0600-S61). This program provides a more accessible, alternate pathway to civil service employment in semi-skilled, entry-level classifications that require a higher level of proficiencies than those classifications recommended for the TLHP. The Personnel Department worked with City departments, labor, and community partners to identify semi-skilled, entry-level classifications that fit the BRIDGE framework.

While these recommended classifications will be utilized primarily in the Library Department, all City departments will have access to them, if necessary. Program participants will be hired for temporary, on-the-job training as a Community Services Representative Trainee under Civil Service Commission Rule 5.30 for a maximum duration of 18 months. Upon successful completion of the on-the-job training program and receipt of a letter of recommendation from an employing department, the Community Services Representative Trainee participants will transition into the classification of Community Services Representative Assistant to serve a six-month probationary period before qualifying for regular full time employment in the civil service classification of Community Services Representative. The proposed salaries align with the related bridge classification of Community Services Representative (CSR). The CSR bridge classification is represented by the Engineers and Architects Association labor organization, which concurs with adding the new classes to the BTJP.

## **FISCAL IMPACT**

No additional impact to the General Fund is anticipated. Participating departments will use vacant civil service position authorities to hire into these classifications.

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Attachments