

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to establishing 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.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE dated January 26, 2022, approved as to form and legality by the City Attorney, amending Schedule A of Los Angeles Administrative Code (LAAC) Section 4.61 to establish the salary for the following newly created classifications for the Bridge-to-Jobs Hiring Program:
 - a. Community Services Representative Assistant (Class Code 9054)
 - b. Community Services Representative Trainee (Class Code 9055)
2. APPROVE the proposed salary ranges for the newly created classifications of:
 - a. Community Services Representative Assistant at Salary Range 1924(2) (\$41,279 - \$60,343)
 - b. Community Services Representative Trainee at Salary Range 1924(2) (\$41,279 - \$60,343)
3. AUTHORIZE the City Administrative Officer (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.
4. AUTHORIZE the CAO and the Controller to correct any clerical errors in or make any technical corrections to the Ordinance.

Fiscal Impact Statement: The CAO reports that no additional impact to the General Fund is anticipated. Participating Departments will use vacant civil service position authorities to hire into these classifications.

Community Impact Statement: None submitted.

Summary:

On April 6, 2022, your Committee considered January 28, 2022 CAO and January 26, 2022 City Attorney reports and Ordinance relative to establishing 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. According to the CAO, 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 has 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the CAO's recommendations as detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee

COUNCILMEMBER	VOTE
KORETZ:	YES
HARRIS-DAWSON:	YES
BONIN:	ABSENT

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4/6/22

-NOT OFFICIAL UNTIL COUNCIL ACTS-