



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel, Audits, and Animal Welfare Committee	DATE November 11, 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 1 of Fiscal Year (FY) 2022-23 indicates that **78% of citywide hires into the classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires in Quarter 4 of FY 21-22 (July 1, 2022 - September 30, 2022)					
CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	41	16	57	72%
2	ANIMAL LICENSE CANVASSER	0	0	0	0%
3	ANIMAL CARE TECHNICIAN	6	0	6	100%
4	CUSTODIAN	15	0	15	100%
5	DELIVERY DRIVER	0	0	0	0%
6	GARAGE ATTENDANT	1	17	18	6%
7	GARDENER CARETAKER	51	0	51	100%
8	MAINTENANCE LABORER	4	0	4	100%
9	TREE SURGEON ASSISTANT	0	0	0	0%
10	STREET SERVICES WORKER	0	0	0	0%
11	WAREHOUSE & TOOLROOM WORKER	0	0	0	0%
TOTAL		118	33	151	78%

The updated appointment information during Quarter 1 of Fiscal Year (FY) 2022-23 indicates that **68% of citywide hires into the classifications used by BRIDGE were hired through BRIDGE.**

BRIDGE Hires compared to other Civil Services Hires in Quarter 1 of FY 22-23 (July 1, 2022 – September 30, 2022)					
CLASSES USED BY BRIDGE		BRIDGE Hires	Civil Service Hires	Total Hires	% Hired by BRIDGE
1	ACCOUNTING CLERK	8	0	8	100%
2	COMMUNICATIONS INFORMATION REPRESENTATIVE	8	4	12	67%
3	ELECTRICAL CRAFT HELPER	0	3	3	0%
4	FIELD ENGINEERING AIDE	2	2	4	50%
5	INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	8	3	11	73%
TOTAL		26	12	38	68%

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



Dana H. Brown
General Manager

Attachment A

Civil Service Hires compared to TLH Hires Q1 of FY 22-23 (July 1, 2022 - September 30, 2022)
in the classifications used by TLH

DEPARTMENT		TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	0	2	2	0%
3	ANIMAL SERVICES	6	0	6	100%
4	BUILDING & SAFETY	2	0	2	100%
5	CANNABIS	1	0	1	100%
6	CAO	0	0	0	0%
7	CIVIL AND HUMAN RIGHTS EQUITY	0	0	0	0%
8	CLA (COUNCIL)	0	0	0	0%
9	CITY CLERK	0	0	0	0%
10	COMMUNITY INVESTMENT FOR FAMILIES	0	0	0	0%
11	CONTROLLER	0	0	0	0%
12	CONVENTION CENTER	0	0	0	0%
13	CULTURAL AFFAIRS	0	0	0	0%
14	DISABILITY	0	0	0	0%
15	DOT	0	0	0	0%
16	ECONOMIC & WORKFORCE DEV.	0	0	0	0%
17	EL PUEBLO	0	0	0	0%
18	EMERGENCY MANAGEMENT	0	0	0	0%
19	EMPLOYEE RELATIONS BOARD	0	0	0	0%
20	ETHICS COMMISSION	0	0	0	0%
21	FINANCE	0	0	0	0%
22	FIRE CIVILIAN	2	0	2	100%
23	GSD	11	15	26	42%
24	HARBOR	3	0	3	100%
25	HOUSING	1	1	2	50%
26	ITA	0	0	0	0%
27	LACERS	0	0	0	0%
28	LIBRARY	8	9	17	47%
29	NEIGHBORHOOD EMPOWERMENT	1	0	1	100%
30	PENSIONS	0	1	1	0%
31	PERSONNEL	4	1	5	80%
32	PLANNING	5	0	5	100%
33	POLICE CIVILIAN	15	0	15	100%
34	PW BOARD	0	0	0	0%
35	PW CONTRACT ADMIN	0	0	0	0%
36	PW ENGINEERING	0	0	0	0%
37	PW SANITATION	3	4	7	43%
38	PW STREET LIGHTING	0	0	0	0%
39	PW STREET SERVICES	1	0	1	100%
40	RAP	53	0	53	100%
41	YOUTH DEVELOPMENT	0	0	0	0%
42	ZOO	2	0	2	100%
TOTAL		118	33	151	78%

Attachment C

Other Civil Service Hires into classifications used by TLH by Month

Employees hired **NOT USING TLH** by Department, by Month Q1 of FY 22-23 (July 1, 2022 - September 30, 2022)

DEPARTMENT		July	August	September	TOTAL
1	AGING	0	0	0	0
2	AIRPORTS	0	1	1	2
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	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	0	0	0
21	GSD	8	4	3	15
22	HARBOR	0	0	0	0
23	HOUSING	0	1	0	1
24	ITA	0	0	0	0
25	LACERS	0	0	0	0
26	LIBRARY	0	7	2	9
27	NEIGHBORHOOD EMPOWERMENT	0	0	0	0
28	PENSIONS	0	0	1	1
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	4	0	0	4
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		13	13	7	33

Attachment B

TLH Hires compared to Other Civil Service Hires Q1 of FY 22-23 (July 1, 2022 - September 30, 2022)
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 WORKER	
		# 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																						
2	AIRPORTS											2											
3	ANIMAL SERVICES			6																			
4	BUILDING & SAFETY	2																					
5	CANNABIS	1																					
6	CAO																						
7	CIVIL AND HUMAN RIGHTS EQUITY																						
8	CLA (COUNCIL)																						
9	CITY CLERK																						
10	COMMUNITY INVESTMENT FOR FAMILIES																						
11	CONTROLLER																						
12	CONVENTION CENTER																						
13	CULTURAL AFFAIRS																						
14	DISABILITY																						
15	DONE	1																					
16	DOT																						
17	EWDD																						
18	EL PUEBLO																						
19	EMERGENCY MANAGEMENT																						
20	ERB																						
21	ETHICS COMMISSION																						
22	FINANCE																						
23	FIRE CIVILIAN	2																					
24	GSD	2						9				15											
25	HARBOR							2				1											
26	HOUSING	1	1																				
27	ITA																						
28	LACERS																						
29	LIBRARY	8	9																				
30	PENSIONS		1																				
31	PERSONNEL	4	1																				
32	PLANNING	5																					
33	POLICE CIVILIAN	13						1								1							
34	PW BOARD																						
35	PW CONTRACT ADMIN																						
36	PW ENGINEERING																						
37	PW SANITATION		4					2								2							
38	PW STREET LIGHTING	2																					
39	PW STREET SERVICES																						
40	RAP												51										
41	YOUTH DEVELOPMENT																						
42	ZOO							1								1							
TOTAL		41	16	6	0	0	0	15	0	0	0	1	17	51	0	4	0	0	0	0	0	0	0

Attachment D

**Civil Service Hires compared to BRIDGE Hires (July 1, 2022 - September 30, 2022)
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	1	1	2	50%
3	ANIMAL SERVICES	0	0	0	0%
4	BUILDING & SAFETY	0	0	0	0%
5	CANNABIS	1	0	1	100%
6	CAO	1	0	1	100%
7	CLA (COUNCIL)	0	0	0	0%
8	CITY CLERK	2	0	2	100%
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	1	1	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	0	0	0%
21	GSD	0	1	1	0%
22	HARBOR	0	0	0	0%
23	HOUSING	0	0	0	0%
24	ITA	0	0	0	0%
25	LACERS	1	0	1	100%
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	1	0	1	100%
31	POLICE CIVILIAN	0	0	0	0%
32	PW BOARD	0	0	0	0%
33	PW CONTRACT ADMIN	8	0	8	100%
34	PW ENGINEERING	0	2	2	0%
35	PW SANITATION	8	0	8	100%
36	PW STREET LIGHTING	0	0	0	0%
37	PW STREET SERVICES	0	0	0	0%
38	RAP	0	0	0	0%
39	ZOO	1	0	1	100%
TOTAL		24	5	29	83%

Attachment E

BRIDGE Hires compared to Other Civil Service Hires Q1 of FY 22-23 (July 1, 2022 - September 30, 2022)
in the classifications used by BRIDGE

DEPARTMENT		ACCOUNTING CLERK		COMMUNICATION INFORMATION REPRESENTATIVE		ELECTRICAL CRAFT HELPER		FIELD ENGINEERING AIDE		INSPECTOR TRAINEE (ASSISTANT INSPECTOR)	
		# BRIDGE Hires	# Other Civil Service Hires	# BRIDGE HIRES	# Other Civil Service Hires	# BRIDGE HIRES	# Other Civil Service Hires	# BRIDGE HIRES	# Other Civil Service Hires	# BRIDGE HIRES	# Other Civil Service Hires
1	AGING										
2	AIRPORTS	1					1				
3	ANIMAL SERVICES										
4	BUILDING & SAFETY										
5	CANNABIS	1									
6	CAO	1									
7	CLA (COUNCIL)										
8	CITY CLERK	2									
9	CONTROLLER										
10	CONVENTION CENTER										
11	CULTURAL AFFAIRS										
12	DISABILITY										
13	DONE										
14	DOT						1				
15	EWDD										
16	EL PUEBLO										
17	EMERGENCY MANAGEMENT										
18	ERB										
19	ETHICS COMMISSION										
20	FINANCE										
21	FIRE CIVILIAN										
22	GSD						1				
23	HARBOR										
24	HOUSING										
25	ITA										
26	LACERS	1									
27	LIBRARY										
28	PENSIONS										
29	PERSONNEL										
30	PLANNING	1									
31	POLICE CIVILIAN										
32	PW BOARD										
33	PW CONTRACT ADMIN									8	
34	PW ENGINEERING										
35	PW SANITATION			8				2			
36	PW STREET LIGHTING										
37	PW STREET SERVICES										
38	RAP										
39	ZOO	1									
TOTAL		8	0	8	0	0	3	0	2	8	0

Attachment F

Other Civil Service Hires into classifications used by BRIDGE by Month

Employees hired NOT USING BRIDGE by Department, by Month Q1 of FY 22-23 (July 1, 2022 - September 30, 2022)

DEPARTMENT		JULY	AUGUST	SEPTEMBER	TOTAL
1	AGING	0	0	0	0
2	AIRPORTS	0	0	1	1
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	1	0	0	1
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	0	0	0
21	GSD	0	1	0	1
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	0	0	0	0
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	2	0	0	2
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		3	1	1	5