



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE February 27, 2018
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 and Animal Welfare (PAW) Committee with specific implementation, benchmarks and hiring goals for the Targeted Local Hiring and Strategic Workforce Development Task Force. During the August 2, 2017, PAW 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 six 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.

DISCUSSION:

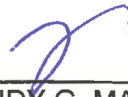
The updated appointment information through January 31, 2018, indicates that **38% of citywide hires into the six classifications used by TLH were hired through TLH.**

TLH Hires compared to other Civil Services Hires from Program Launch (February 2017 – January 31, 2018)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Other Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	164	197	361	45%
2	CUSTODIAN	41	55	96	43%
3	GARAGE ATTENDANT	1	17	18	6%
4	GARDENER CARETAKER	13	55	68	19%
5	MAINTENANCE LABORER	8	43	51	16%
6	TREE SURGEON ASSISTANT	0	11	11	0%
TOTAL		227	378	605	38%

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


WENDY G. MACY
General Manager

Attachment A

**Civil Service Hires compared to TLH Hires from Program Launch (February 2017 - January 31, 2018)
in the six (6) classifications used by TLH**

	DEPARTMENT	TLH Hires	Other Civil Service Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	54	81	135	40%
3	ANIMAL SERVICES	4	5	9	44%
4	BUILDING & SAFETY	10	34	44	23%
5	CAO	0	0	0	0%
6	CLA (COUNCIL)	3	0	3	100%
7	CITY ATTORNEY	0	0	0	0%
8	CITY CLERK	0	0	0	0%
9	CONTROLLER	3	0	3	100%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	0	4	4	0%
12	DISABILITY	0	0	0	0%
13	DOT	12	5	17	71%
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	3	0	3	100%
20	FIRE CIVILIAN	0	6	6	0%
21	GSD	1	14	15	7%
22	HARBOR	3	6	9	33%
23	HOUSING	17	24	41	41%
24	ITA	0	0	0	0%
25	LACERS	7	2	9	78%
26	LIBRARY	26	37	63	41%
27	NEIGHBORHOOD EMPOWERMENT	0	1	1	0%
28	PENSIONS	6	3	9	67%
29	PERSONNEL	10	11	21	48%
30	PLANNING	6	3	9	67%
31	POLICE CIVILIAN	21	21	42	50%
32	PW BOARD	0	1	1	0%
33	PW CONTRACT ADMIN	1	0	1	100%
34	PW ENGINEERING	0	2	2	0%
35	PW SANITATION	5	40	45	11%
36	PW - STREET LIGHTING	2	0	2	100%
37	PW - STREET SERVICES	9	19	28	32%
38	REC PARKS REG FULL TIME	21	55	76	28%
39	ZOO	3	4	7	43%
	TOTAL	227	378	605	38%

Attachment B

TLH Hires compared to Other Civil Service Hires from Program Launch (February 2017 - January 31, 2018)
in the six (6) classifications used by TLH

DEPARTMENT		ADMIN CLERK		CUSTODIAN		GARAGE ATTENDANT		GARDENER CARETAKER		MAINTENANCE LABORER		TREE SURGEON ASST	
		# 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	15	16	39	44		1				20		
3	ANIMAL SERVICES	4	5										
4	BUILDING & SAFETY	10	34										
5	CAO												
6	CLA (COUNCIL)	3											
7	CITY ATTORNEY												
8	CITY CLERK												
9	CONTROLLER	3											
10	CONVENTION CENTER												
11	CULTURAL AFFAIRS		4										
12	DISABILITY												
13	DOT	7	4							5	1		
14	ECONOMIC & WORKFORCE DEV.												
15	EL PUEBLO												
16	EMERGENCY MANAGEMENT												
17	EMPLOYEE RELATIONS BOARD												
18	ETHICS COMMISSION												
19	FINANCE	3											
20	FIRE CIVILIAN		6										
21	GSD	1	2		4		8						
22	HARBOR	2	3		2	1			1				
23	HOUSING	17	24										
24	ITA												
25	LACERS	7	2										
26	LIBRARY	26	37										
27	NEIGHBORHOOD EMPOWERMENT		1										
28	PENSIONS	6	3										
29	PERSONNEL	10	11										
30	PLANNING	6	3										
31	POLICE CIVILIAN	21	13				8						
32	PW BOARD		1										
33	PW CONTRACT ADMIN	1											
34	PW ENGINEERING	5	2										
35	PW SANITATION		21		4				1		14		
36	PW - STREET LIGHTING									2			
37	PW - STREET SERVICES	9	1						5		8		5
38	REC PARKS REG FULL TIME	8	3					13	46				6
39	ZOO		1	2	1				2	1			
TOTAL		164	197	41	55	1	17	13	55	8	43	0	11

Attachment C

Other Civil Service Hires into six classifications used by TLH by Month since launch of TLH (February 2017 - January 31, 2018)

Employees hired **NOT USING TLH** by Department, by Month

DEPARTMENT	February	March	April	May	June	July	August	September	October	November	December	January	TOTAL
1 AGING													0
2 AIRPORTS	6	23	3	1	1	4	3	28	1		11		81
3 ANIMAL SERVICES		3		2									5
4 BUILDING & SAFETY	1	7	11	4	5		5				1		34
5 CAO													0
6 CLA (COUNCIL)													0
7 CITY ATTORNEY													0
8 CITY CLERK													0
9 CONTROLLER													0
10 CONVENTION CENTER													0
11 CULTURAL AFFAIRS	2	1		1									4
12 DISABILITY													0
13 DOT					1			3	1				5
14 ECONOMIC & WORKFORCE DEV.													0
15 EL PUEBLO													0
16 EMERGENCY MANAGEMENT													0
17 EMPLOYEE RELATIONS BOARD													0
18 ETHICS COMMISSION													0
19 FINANCE													0
20 FIRE CIVILIAN			3			1		2					6
21 GSD		1	1	1		7	2				1	1	14
22 HARBOR	1			2	1			2					6
23 HOUSING	9	3	3		5	1	2	1					24
24 ITA													0
25 LACERS	2												2
26 LIBRARY			37										37
27 NEIGHBORHOOD EMPOWERMENT	1												1
28 PENSIONS		3											3
29 PERSONNEL	4	1	3			3							11
30 PLANNING	3												3
31 POLICE CIVILIAN	3	4	3		2		2	2				5	21
32 PW BOARD					1								1
33 PW CONTRACT ADMIN													0
34 PW ENGINEERING			1					1					2
35 PW SANITATION	3		5	5	3	2	7	1	13	1			40
36 PW - STREET LIGHTING													0
37 PW - STREET SERVICES		8		1	10								19
38 REC PARKS REG FULL TIME		24	14	2	1	2			10			2	55
39 ZOO			2					1	1				4
TOTAL	35	78	86	19	30	20	21	41	26	1	13	8	378