



REPORT
FROM

THE PERSONNEL
DEPARTMENT

| | |
|---|--------------------------------|
| TO: Personnel and Animal Welfare Committee | DATE June 1, 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:


Updated appointment information for the current FY17-18 (July 2017 through April 30, 2018) indicates that **59% of citywide hires into the six classifications used by TLH were hired through TLH.**

| TLH Hires compared to other Civil Services Hires for FY 17-18 (July 2017 – April 30, 2018) | | | | | |
|--|------------------------|-----------|---------------------------|-------------|----------------|
| SIX (6) CLASSES USED BY TLH | | TLH Hires | Other Civil Service Hires | Total Hires | % Hired by TLH |
| 1 | ADMINISTRATIVE CLERK | 182 | 53 | 235 | 77% |
| 2 | CUSTODIAN | 21 | 57 | 78 | 27% |
| 3 | GARAGE ATTENDANT | 1 | 12 | 13 | 8% |
| 4 | GARDENER CARETAKER | 20 | 13 | 33 | 61% |
| 5 | MAINTENANCE LABORER | 11 | 26 | 37 | 30% |
| 6 | TREE SURGEON ASSISTANT | 1 | 3 | 4 | 25% |
| TOTAL | | 236 | 164 | 400 | 59% |

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 for FY 17-18 (July 2017 - April 30, 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 | 34 | 63 | 97 | 35% |
| 3 | ANIMAL SERVICES | 4 | 0 | 4 | 100% |
| 4 | BUILDING & SAFETY | 19 | 7 | 26 | 73% |
| 5 | CAO | 2 | 0 | 2 | 100% |
| 6 | CLA (COUNCIL) | 1 | 0 | 1 | 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 | 0 | 0 | 0% |
| 12 | DISABILITY | 0 | 0 | 0 | 0% |
| 13 | DOT | 12 | 5 | 17 | 71% |
| 14 | ECONOMIC & WORKFORCE DEV. | 3 | 0 | 3 | 100% |
| 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 | 1 | 3 | 4 | 25% |
| 21 | GSD | 3 | 9 | 12 | 25% |
| 22 | HARBOR | 5 | 6 | 11 | 45% |
| 23 | HOUSING | 15 | 4 | 19 | 79% |
| 24 | ITA | 0 | 0 | 0 | 0% |
| 25 | LACERS | 3 | 0 | 3 | 100% |
| 26 | LIBRARY | 32 | 0 | 32 | 100% |
| 27 | NEIGHBORHOOD EMPOWERMENT | 0 | 0 | 0 | 0% |
| 28 | PENSIONS | 5 | 0 | 5 | 100% |
| 29 | PERSONNEL | 12 | 5 | 17 | 71% |
| 30 | PLANNING | 5 | 0 | 5 | 100% |
| 31 | POLICE CIVILIAN | 20 | 12 | 32 | 63% |
| 32 | PW BOARD | 0 | 0 | 0 | 0% |
| 33 | PW CONTRACT ADMIN | 3 | 0 | 3 | 100% |
| 34 | PW ENGINEERING | 0 | 1 | 1 | 0% |
| 35 | PW SANITATION | 7 | 32 | 39 | 18% |
| 36 | PW - STREET LIGHTING | 3 | 0 | 3 | 100% |
| 37 | PW - STREET SERVICES | 13 | 0 | 13 | 100% |
| 38 | RAP | 28 | 15 | 43 | 65% |
| 39 | ZOO | 3 | 2 | 5 | 60% |
| TOTAL | | 236 | 164 | 400 | 59% |

Attachment B

TLH Hires compared to Other Civil Service Hires for FY 17-18 (July 2017 - April 30, 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 | 16 | 9 | 18 | 54 | | | | | | | | |
| 3 | ANIMAL SERVICES | 4 | | | | | | | | | | | |
| 4 | BUILDING & SAFETY | 19 | 7 | | | | | | | | | | |
| 5 | CAO | 2 | | | | | | | | | | | |
| 6 | CLA (COUNCIL) | 1 | | | | | | | | | | | |
| 7 | CITY ATTORNEY | | | | | | | | | | | | |
| 8 | CITY CLERK | | | | | | | | | | | | |
| 9 | CONTROLLER | 3 | | | | | | | | | | | |
| 10 | CONVENTION CENTER | | | | | | | | | | | | |
| 11 | CULTURAL AFFAIRS | | | | | | | | | | | | |
| 12 | DISABILITY | | | | | | | | | | | | |
| 13 | DOT | 7 | 4 | | | | | | | 5 | 1 | | |
| 14 | ECONOMIC & WORKFORCE DEV. | 3 | | | | | | | | | | | |
| 15 | EL PUEBLO | | | | | | | | | | | | |
| 16 | EMERGENCY MANAGEMENT | | | | | | | | | | | | |
| 17 | EMPLOYEE RELATIONS BOARD | | | | | | | | | | | | |
| 18 | ETHICS COMMISSION | | | | | | | | | | | | |
| 19 | FINANCE | | | | | | | | | | | | |
| 20 | FIRE CIVILIAN | 1 | 3 | | | | | | | | | | |
| 21 | GSD | 3 | 1 | | 1 | | 7 | | | | | | |
| 22 | HARBOR | 2 | | | 2 | 1 | | 1 | | | 4 | 1 | |
| 23 | HOUSING | 15 | 4 | | | | | | | | | | |
| 24 | ITA | | | | | | | | | | | | |
| 25 | LACERS | 3 | | | | | | | | | | | |
| 26 | LIBRARY | 32 | | | | | | | | | | | |
| 27 | NEIGHBORHOOD EMPOWERMENT | | | | | | | | | | | | |
| 28 | PENSIONS | 5 | | | | | | | | | | | |
| 29 | PERSONNEL | 12 | 5 | | | | | | | | | | |
| 30 | PLANNING | 5 | | | | | | | | | | | |
| 31 | POLICE CIVILIAN | 20 | 7 | | | | 5 | | | | | | |
| 32 | PW BOARD | | | | | | | | | | | | |
| 33 | PW CONTRACT ADMIN | 3 | | | | | | | | | | | |
| 34 | PW ENGINEERING | | 1 | | | | | | | | | | |
| 35 | PW SANITATION | 6 | 10 | 1 | | | | | 1 | | 21 | | |
| 36 | PW - STREET LIGHTING | | | | | | | | | 3 | | | |
| 37 | PW - STREET SERVICES | 11 | | | | | | | | 2 | | | |
| 38 | RAP | 9 | 1 | | | | | 19 | 11 | | | | 3 |
| 39 | ZOO | | 1 | 2 | | | | | 1 | 1 | | | |
| TOTAL | | 182 | 53 | 21 | 57 | 1 | 12 | 20 | 13 | 11 | 26 | 1 | 3 |

Attachment C

Other Civil Service Hires into six classifications used by TLH by Month for FY 17-18 (July 2017 - April 30, 2018)

Employees hired NOT USING TLH by Department, by Month

| | DEPARTMENT | July | August | September | October | November | December | January | February | March | April | TOTAL |
|----|---------------------------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|----------|----------|------------|
| 1 | AGING | | | | | | | | | | | 0 |
| 2 | AIRPORTS | 4 | 3 | 28 | 1 | | 11 | | 15 | | 1 | 63 |
| 3 | ANIMAL SERVICES | | | | | | | | | | | 0 |
| 4 | BUILDING & SAFETY | | 5 | | 1 | | 1 | | | | | 7 |
| 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 | | | | | | | | | | | 0 |
| 12 | DISABILITY | | | | | | | | | | | 0 |
| 13 | DOT | | | 3 | 1 | | | | 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 | 1 | | 2 | | | | | | | | 3 |
| 21 | GSD | 4 | 2 | | | | 1 | 1 | | | 1 | 9 |
| 22 | HARBOR | | | 2 | 4 | | | | | | | 6 |
| 23 | HOUSING | 1 | 2 | 1 | | | | | | | | 4 |
| 24 | ITA | | | | | | | | | | | 0 |
| 25 | LACERS | | | | | | | | | | | 0 |
| 26 | LIBRARY | | | | | | | | | | | 0 |
| 27 | NEIGHBORHOOD EMPOWERMENT | | | | | | | | | | | 0 |
| 28 | PENSIONS | | | | | | | | | | | 0 |
| 29 | PERSONNEL | 3 | | | | | | | | | 2 | 5 |
| 30 | PLANNING | | | | | | | | | | | 0 |
| 31 | POLICE CIVILIAN | | 2 | 2 | | | | 5 | 2 | | 1 | 12 |
| 32 | PW BOARD | | | | | | | | | | | 0 |
| 33 | PW CONTRACT ADMIN | | | | | | | | | | | 0 |
| 34 | PW ENGINEERING | | | 1 | | | | | | | | 1 |
| 35 | PW SANITATION | 2 | 7 | 1 | 13 | 1 | | 2 | | 6 | | 32 |
| 36 | PW - STREET LIGHTING | | | | | | | | | | | 0 |
| 37 | PW - STREET SERVICES | | | | | | | | | | | 0 |
| 38 | REC PARKS REG FULL TIME | 2 | | | 11 | | | 2 | | | | 15 |
| 39 | ZOO | | | 1 | 1 | | | | | | | 2 |
| | TOTAL | 17 | 21 | 41 | 32 | 1 | 13 | 10 | 18 | 6 | 5 | 164 |