



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE September 12, 2017
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 the civil service examination process to the number hired through the TLH program's alternative pathway to civil service in the six entry-level classifications utilized by the TLH program.

DISCUSSION:

On December 8, 2015, the Coalition of City Unions (the "Coalition") and the City of Los Angeles (the "City") signed a Letter of Agreement (LOA) wherein a mutual commitment was made to develop innovative workforce development strategies to meet the needs of City residents and stakeholders, strengthen delivery of City services, and provide career opportunities to local residents.

The Personnel Department has met implementation objectives and is on track to meet benchmarks and goals, as provided in the LOA, as follows:

Implementation Goal: *Establish a Strategic Workforce Development Task Force (Task Force) and Targeted Local Hire Working Group (Working Group) to develop a plan to provide job opportunities to the residents of the City of Los Angeles in under-served communities or groups.*

- On January 25, 2016, the Working Group held its first meeting.
- On February 6, 2016, the Task Force, chaired by the Office of the City Administrative Officer (CAO), held its first meeting. The Task Force convened on June 29, 2016 and November 17, 2016. The Personnel Department is awaiting a subsequent meeting to be scheduled.
- On January 11, 2017, the Targeted Local Hire (TLH) Program was adopted by City Council.
- On January 30, 2017, a test-phase of the TLH program was launched.
- June 6, 2017 marked the full launch of the TLH Program.

Hiring Goal: *Per the LOA, "the City commits to a goal of hiring 5,000 civilian employees by the end of fiscal year 2017-2018."*

- For the period starting July 1, 2015 and ending July 31, 2017, a total of 4,547 civilian employees have been hired of the 5,000 goal. This number reflects new employees enrolled in the LAwell Civilian Benefits Program as reported by the City's third party administrator, Mercer Human Resources Services, LLC. **Targeted Local Hire (TLH) Program hires are included within this number.**

Comparison of Civil Service Hires vs. Targeted Local Hire Program Hires:

In an effort to gauge the use of the TLH program, staff gathered appointment information from the time TLH has been launched (February 2017 – July 31, 2017). As noted below, this information indicates that **25% of citywide hires into the six classifications used by TLH were hired through TLH.**

SIX (6) CLASSES USED BY TLH		Civil Service Hires	TLH hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	165	43	208	21%
2	CUSTODIAN	27	35	62	56%
3	GARAGE ATTENDANT	10	0	10	0%
4	GARDENER CARETAKER	43	7	50	14%
5	MAINTENANCE LABORER	1	2	3	67%
6	TREE SURGEON ASSISTANT	10	0	10	0%
TOTAL		256	87	343	25%

- **Attachment A** – Regular Civil Service Hires compared to TLH Hires from Program Launch Citywide by department and by classification since the launch of the TLH program.
- **Attachment B** – Regular Civil Service hires by department, by month, since the launch of the TLH program.

CONCLUSION:

The implementation benchmarks provided in this report were approved by the Working Group, PAW, and City Council. The Personnel Department will continue to provide updates regarding TLH Program hires and Citywide utilization of the program.



WENDY G. MACY
General Manager

Attachment A

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

	DEPARTMENT	Civil Service Hires	TLH Hires	TOTAL	Hired thru TLH
1	AGING	0	0	0	0%
2	AIRPORTS	36	34	70	49%
3	ANIMAL SERVICES	5	2	7	29%
4	BUILDING & SAFETY	28	0	28	0%
5	CAO	0	0	0	0%
6	CLA (COUNCIL)		2	2	100%
7	CITY ATTORNEY	0	0	0	0%
8	CITY CLERK	0	0	0	0%
9	CONTROLLER		3	3	100%
10	CONVENTION CENTER	0	0	0	0%
11	CULTURAL AFFAIRS	4	0	4	0%
12	DISABILITY	0	0	0	0%
13	DOT	1	0	1	0%
14	DWP - JXXX	1	0	1	0%
15	ECONOMIC & WORKFORCE DEV.	0	0	0	0%
16	EL PUEBLO	0	0	0	0%
17	EMERGENCY MANAGEMENT	0	0	0	0%
18	EMPLOYEE RELATIONS BOARD	0	0	0	0%
19	ETHICS COMMISSION	0	0	0	0%
20	FINANCE	0	3	3	100%
21	FIRE CIVILIAN	3	0	3	0%
22	GSD	8	1	9	11%
23	HARBOR	4	0	4	0%
24	HOUSING	20	4	24	17%
25	ITA	0	0	0	0%
26	LACERS	2	4	6	67%
27	LIBRARY	37	8	45	18%
28	NEIGHBORHOOD EMPOWERMENT	1	0	1	0%
29	PENSIONS	3	2	5	40%
30	PERSONNEL	12	3	15	20%
31	PLANNING	3	2	5	40%
32	POLICE CIVILIAN	12	0	12	0%
33	PW BOARD	1	0	1	0%
34	PW CONTRACT ADMIN	0	1	1	100%
35	PW ENGINEERING	1	0	1	0%
36	PW SANITATION	17	0	17	0%
37	PW - STREET LIGHTING	0	2	2	100%
38	PW - STREET SERVICES	11	5	16	31%
39	REC PARKS REG FULL TIME	44	9	53	17%
40	ZOO	2	2	4	50%
	TOTAL	256	87	343	25%

Attachment A (continued)

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

SIX (6) CLASSES USED BY TLH		Civil Service Hires	TLH hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	165	43	208	21%
2	CUSTODIAN	27	35	62	56%
3	GARAGE ATTENDANT	10	0	10	0%
4	GARDENER CARETAKER	43	7	50	14%
5	MAINTENANCE LABORER	1	2	3	67%
6	TREE SURGEON ASSISTANT	10	0	10	0%
TOTAL		256	87	343	25%

Summary: 25% of Citywide hires into the six (6) classes used by TLH were hired through TLH

Attachment A (continued)

Civil Service Hires compared to TLH Hires from Program Launch (February 2017 - July 31, 2017)

in the six (6) classifications used by TLH

	DEPARTMENT	ADMIN CLERK		CUSTODIAN		GARAGE ATTENDANT		GARDENER CARETAKER		MAINTENANCE LABORER		TREE SURGEON ASST	
		# HIRES	# TLH HIRES	# HIRES	# TLH HIRES	# HIRES	# TLH HIRES	# HIRES	# TLH HIRES	# HIRES	# TLH HIRES	# HIRES	# TLH HIRES
1	AGING												
2	AIRPORTS	14	1	21	33	1							
3	ANIMAL SERVICES	5	2										
4	BUILDING & SAFETY	28											
5	CAO												
6	CLA (COUNCIL)		2										
7	CITY ATTORNEY												
8	CITY CLERK												
9	CONTROLLER		3										
10	CONVENTION CENTER												
11	CULTURAL AFFAIRS	4											
12	DISABILITY												
13	DOT	1											
14	DWP - JXXX	1											
15	ECONOMIC & WORKFORCE DEV.												
16	EL PUEBLO												
17	EMERGENCY MANAGEMENT												
18	EMPLOYEE RELATIONS BOARD												
19	ETHICS COMMISSION												
20	FINANCE		3										
21	FIRE CIVILIAN	3											
22	GSD	1	1	1		6							
23	HARBOR	3						1					
24	HOUSING	20	4										
25	ITA												
26	LACERS	2	4										
27	LIBRARY	37	8										
28	NEIGHBORHOOD EMPOWERMENT	1											
29	PENSIONS	3	2										
30	PERSONNEL	12	3										
31	PLANNING	3	2										
32	POLICE CIVILIAN	9				3							
33	PW BOARD	1											
34	PW CONTRACT ADMIN		1										
35	PW ENGINEERING	1											
36	PW SANITATION	12		4						1			
37	PW - STREET LIGHTING										2		
38	PW - STREET SERVICES	1	5					5				5	
39	REC PARKS REG FULL TIME	3	2					36	7			5	
40	ZOO			1	2			1					
TOTAL		165	43	27	35	10	0	43	7	1	2	10	0

Attachment B

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

Employees hired NOT USING TLH by Department, by Month

	DEPARTMENT	February	March	April	May	June	July	TOTAL
1	AGING							0
2	AIRPORTS	3	3	3	1	20	6	36
3	ANIMAL SERVICES		3		2			5
4	BUILDING & SAFETY	2	7	11	3	5		28
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		1
14	DWP - JXXX			1				1
15	ECONOMIC & WORKFORCE DEV.							0
16	EL PUEBLO							0
17	EMERGENCY MANAGEMENT							0
18	EMPLOYEE RELATIONS BOARD							0
19	ETHICS COMMISSION							0
20	FINANCE							0
21	FIRE CIVILIAN			2	1			3
22	GSD		1	2	1		4	8
23	HARBOR	1			2	1		4
24	HOUSING	8	3	3		5	1	20
25	ITA							0
26	LACERS	2						2
27	LIBRARY	1		36				37
28	NEIGHBORHOOD EMPOWERMENT	1						1
29	PENSIONS		3					3
30	PERSONNEL	4	2	2	1		3	12
31	PLANNING	3						3
32	POLICE CIVILIAN	3	4	2		2	1	12
33	PW BOARD					1		1
34	PW CONTRACT ADMIN							0
35	PW ENGINEERING			1				1
36	PW SANITATION	4		6	3	3	1	17
37	PW - STREET LIGHTING				1	10		11
38	PW - STREET SERVICES							0
39	REC PARKS REG FULL TIME		24	14	2		4	44
40	ZOO			2				2
	TOTAL	34	51	85	18	48	20	256