



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE September 4, 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 FY17-18 (July 1, 2017 through June 30, 2018) indicates that **59% of citywide hires into the six classifications used by TLH were hired through TLH.**

Civil Service Hires compared to TLH Hires for FY 17-18 (July 1, 2017 – June 30, 2018)					
SIX (6) CLASSES USED BY TLH		TLH Hires	Civil Service Hires	Total Hires	% Hired by TLH
1	ADMINISTRATIVE CLERK	228	63	291	78%
2	CUSTODIAN	32	71	103	31%
3	GARAGE ATTENDANT	3	13	16	19%
4	GARDENER CARETAKER	20	13	33	61%
5	MAINTENANCE LABORER	11	43	54	20%
6	TREE SURGEON ASSISTANT	1	3	4	25%
TOTAL		295	206	501	59%

During the August 1, 2017, PAW Committee meeting, the Personnel Department was instructed to include the number of retirements in the six (6) classifications that are part of the TLH Program in its next update. It should be noted that the Personnel Department has requested retirement data from LACERS for FY 17-18; however, the request is pending. Therefore, the Personnel Department analyzed the most recent LACERS retirement data available, which is for FY 16-17 for the six (6) TLH classifications that are part of the data.

The analysis indicates that a total of 67 individuals retired from the six (6) classifications used by the TLH Program and 49 individuals were hired from the TLH Program during FY 16-17.

Citywide Retirement Data for TLH Classifications for FY 16-17									
SOURCE: LACERS Eligibility run date Aug 2016, Retirement run date Aug 2017									
SIX (6) CLASSES USED BY TLH		EARLY		NORMAL		TOTAL (EARLY + NORMAL)			TLH Hires (Feb 2017 - Aug 2017)
		Eligible #	Retired #	Eligible #	Retired #	Eligible #	Retired #	% Actual Retired	
1	ADMINISTRATIVE CLERK	135	8	225	19	360	27	8%	25
2	CUSTODIAN	128	5	221	15	349	20	6%	15
3	GARAGE ATTENDANT	11	0	9	2	20	2	10%	0
4	GARDENER CARETAKER	79	2	124	10	203	12	6%	7
5	MAINTENANCE LABORER	51	1	56	5	107	6	6%	2
6	TREE SURGEON ASSISTANT	1	0	3	0	4	0	0%	0
TOTAL		405	16	638	51	1043	67	6%	49

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 1, 2017 - June 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	46	68	114	40%
3	ANIMAL SERVICES	4	0	4	100%
4	BUILDING & SAFETY	19	7	26	73%
5	CANNABIS	2	0	2	100%
6	CAO	2	0	2	100%
7	CLA (COUNCIL)	1	0	1	100%
8	CITY ATTORNEY	0	0	0	0%
9	CITY CLERK	0	0	0	0%
10	CONTROLLER	3	0	3	100%
11	CONVENTION CENTER	0	0	0	0%
12	CULTURAL AFFAIRS	0	1	1	0%
13	DISABILITY	0	0	0	0%
14	DOT	21	5	26	81%
15	ECONOMIC & WORKFORCE DEV.	3	0	3	100%
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	2	0	2	100%
21	FIRE CIVILIAN	4	4	8	50%
22	GSD	4	21	25	16%
23	HARBOR	6	7	13	46%
24	HOUSING	19	5	24	79%
25	ITA	0	0	0	0%
26	LACERS	3	0	3	100%
27	LIBRARY	32	0	32	100%
28	NEIGHBORHOOD EMPOWERMENT	0	0	0	0%
29	PENSIONS	6	0	6	100%
30	PERSONNEL	21	5	26	81%
31	PLANNING	5	1	6	83%
32	POLICE CIVILIAN	32	15	47	68%
33	PW BOARD	0	0	0	0%
34	PW CONTRACT ADMIN	3	0	3	100%
35	PW ENGINEERING	1	1	2	50%
36	PW SANITATION	9	32	41	22%
37	PW - STREET LIGHTING	3	0	3	100%
38	PW - STREET SERVICES	13	16	29	45%
39	RAP	28	16	44	64%
40	ZOO	3	2	5	60%
TOTAL		295	206	501	59%

Attachment B

TLH Hires compared to Other Civil Service Hires for FY 17-18 (July 1, 2017 - June 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	19	11	27	57								
3	ANIMAL SERVICES	4											
4	BUILDING & SAFETY	19	7										
5	CANNABIS	2											
6	CAO	2											
7	CLA (COUNCIL)	1											
8	CITY ATTORNEY												
9	CITY CLERK												
10	CONTROLLER	3											
11	CONVENTION CENTER												
12	CULTURAL AFFAIRS		1										
13	DISABILITY												
14	DOT	16	4							5	1		
15	ECONOMIC & WORKFORCE DEV.	3											
16	EL PUEBLO												
17	EMERGENCY MANAGEMENT												
18	EMPLOYEE RELATIONS BOARD												
19	ETHICS COMMISSION												
20	FINANCE	2											
21	FIRE CIVILIAN	4	4										
22	GSD	4	1		12		8						
23	HARBOR	3			2	1		1			5	1	
24	HOUSING	19	5										
25	ITA												
26	LACERS	3											
27	LIBRARY	32											
28	NEIGHBORHOOD EMPOWERMENT												
29	PENSIONS	6											
30	PERSONNEL	21	5										
31	PLANNING	5	1										
32	POLICE CIVILIAN	30	10			2	5						
33	PW BOARD												
34	PW CONTRACT ADMIN	3											
35	PW ENGINEERING	1	1										
36	PW SANITATION	6	10	3					1		21		
37	PW - STREET LIGHTING									3			
38	PW - STREET SERVICES	11								2	16		
39	RAP	9	2					19	11				3
40	ZOO		1	2			0		1	1			
TOTAL		228	63	32	71	3	13	20	13	11	43	1	3

Attachment C

Other Civil Service Hires into six classifications used by TLH by Month for FY 17-18 (July 1, 2017 - June 30, 2018)

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

DEPARTMENT	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
1 AGING													0
2 AIRPORTS	4	3	28	2		11		16		3	1		68
3 ANIMAL SERVICES													0
4 BUILDING & SAFETY		5		1		1							7
5 CANNABIS													0
6 CAO													0
7 CLA (COUNCIL)													0
8 CITY ATTORNEY													0
9 CITY CLERK													0
10 CONTROLLER													0
11 CONVENTION CENTER													0
12 CULTURAL AFFAIRS											1		1
13 DISABILITY													0
14 DOT			3	1				1					5
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	1	1	2										4
22 GSD	4	2				1	1			12		1	21
23 HARBOR			2	5									7
24 HOUSING	1	2	1		1								5
25 ITA													0
26 LACERS													0
27 LIBRARY													0
28 NEIGHBORHOOD EMPOWERMENT													0
29 PENSIONS													0
30 PERSONNEL	3									2			5
31 PLANNING												1	1
32 POLICE CIVILIAN		2	2				5	2		2	2		15
33 PW BOARD													0
34 PW CONTRACT ADMIN													0
35 PW ENGINEERING			1										1
36 PW SANITATION	2	7	1	13	1		2		6				32
37 PW - STREET LIGHTING													0
38 PW - STREET SERVICES				16									16
39 RAP	3			11			2						16
40 ZOO			1	1									2
TOTAL	18	22	41	50	2	13	10	19	6	19	4	2	206