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June 14, 2018

Council File 18-0600-S13
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Honorable Members of the
Los Angeles City Council
c/o Office of the City Clerk
200 North Spring Street, Room 395
Los Angeles, CA 90012

SUBJECT: COMMITTEE TRANSMITTAL: REPORT BACK ON THE OFFICE OF THE CITY CLERK'S PARTICIPATION IN THE TARGETED LOCAL HIRE PROGRAM

RECOMMENDATION

The City Clerk, or designee, respectfully requests that the City Council:

1. RECEIVE and FILE this report dated June 13, 2018, as it is provided for informational purposes only and no Council action is necessary.

SUMMARY

As part of the Fiscal Year 2018-19 budget, the City Council, through an Adopted Budget Recommendation (ARB), instructed the Office of the City Clerk to report to the Personnel and Animal Welfare Committee on the Office's ability to fill election-related positions through the Targeted Local Hire Program (TLH) (C.F. 18-0600-S13).

The Office of the City Clerk will continue to utilize the TLH to fill entry level positions whenever feasible. However, the majority of the positions available to utilize this option are with our Election Division, which are not civil service and are temporary in nature. While recruitment from the WorkSource Centers to hire candidates can be utilized, the positions being filled do not meet the overall mission of the TLH as they do not lead to permanent City employment.

BACKGROUND

The TLH is a Citywide effort to assist under-served and under-employed populations in Los Angeles find alternative pathways to civil service careers in the City. Candidates participating in the TLH will receive on-the-job training and complete an assessment

period before transitioning to civil service employment. The agreement between the City of Los Angeles and the Bargaining Units specifies the term of the training, probationary period, and classifications available in the TLH. While the terms of the current agreement do not preclude the City Clerk from hiring candidates from the TLH, it does preclude our Election Division candidates from participating in the program as stipulated in the agreement. Election positions are temporary in nature and are exempt from civil service (Charter Sec. 1001(18)(19)).

This Office has filled election-positions through the WorkSource Centers to assist with Neighborhood Council Subdivision Elections, but is unable to select candidates from the TLH for the election-related positions because they are not civil service authorities, thus preventing the Office from fully participating in the program to employ candidates and transition them into civil service authorities.

The Office of the City Clerk will continue to partner with WorkSource Centers when possible to fill election-related positions to assist candidates in obtaining work skills and becoming employment-ready. The Office of the City Clerk will continue to certify WorkSource Center candidates for Office Trainee readiness, attesting to their ability to provide entry-level administrative services.

In addition to election-related positions, as part of its Gender Equity Action Plan, this Office is also looking forward to a summer youth internship program being developed for our Systems Division to encourage young women to participate in otherwise non-traditional roles related to information systems and technology. We are working through the City's WorkSource system. Phase Two of this project is to explore the possibility of adding a systems related entry-level position to the list of available TLH classifications to give our interns a path to City employment through an amendment or extension of this program.

We will continue to explore the possibility of participating in the TLH to fill entry level positions for all of our regular authorities as vacancies become available. This includes two positions that were vacated just last week. We are hopeful the TLH will provide us with viable candidates to fill these vacancies.

FISCAL IMPACT STATEMENT

Utilizing WorkSource Centers to fill election-related position will have no impact on the General Fund as the funds necessary to pay the as-needed salaries are already included in the City Clerk's operating budget for Fiscal Year 2018-19.

Respectfully submitted,

Holly L. Wolcott
City Clerk