

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT relative to steps necessary to achieve a goal of 750 hires a year through the Targeted Local Hire (TLH) Program and the Bridge to Jobs (Bridge) Program.

Recommendation for Council action:

RECEIVE AND FILE the August 27, 2021 Personnel Department report inasmuch as this report is for information only and no Council action is required.

Fiscal Impact Statement: Not applicable

Community Impact Statement: None submitted

Summary:

On October 6, 2021 your Committee considered an August 27, 2021 Personnel Department report relative to steps necessary to achieve a goal of 750 hires a year through the TLH and Bridge Programs. According to the Personnel Department, it currently tracks and reports on the number of individuals that are hired into classifications currently included in the TLH Program on a quarterly basis to the Personnel, Audits, and Animal Welfare Committee. As of August 27, 2021, classifications currently in the TLH Program include:

- Administrative Clerk
- Animal Care Technician
- Animal License Canvasser
- Custodian
- Delivery Driver
- Garage Attendant
- Gardener Caretaker
- Maintenance Laborer
- Street Services Worker
- Tree Surgeon Assistant

- Warehouse and Toolroom Worker

Metrics and statistics about the TLH Program are also reported to members of the TLH Working Group and other interested stakeholders, such as the Application Sites, on a monthly basis. Personnel Department staff generally administers an annual survey to City Departments as part of Executive Directive No. 15 - Equitable Workforce and Service Restoration Equitable Plans to learn about their hiring needs and identify potential new classifications that may be added to the TLH Program or Bridge Program. As of August 27, 2021, classifications currently in, or in the process of being added to the Bridge Program include:

- Accounting Clerk
- Communications Information Representative
- Field Engineering Aide
- Inspector Trainee

The Personnel Department will ensure that all City departments are aware of the classifications that are available through TLH and Bridge Programs by sending a memo to all City Departments and their respective HR/Personnel Directors. The memo will emphasize the benefits of hiring through either Program, which includes but are not limited to an expedited hiring process and potential access to funding in the Unappropriated Balance of the City's budget. The memo will also remind City departments that they may recommend adding new classifications to either program by contacting the Personnel Department at any point during the year.

In order to track the progress towards the goal of hiring 750 individuals through the TLH and Bridge Programs, Personnel Department staff will work closely with the CAO. As part of the Fiscal Year 2021-22 budget process, the CAO surveyed all City departments to obtain the number of anticipated hires through the TLH or BRIDGE Program. According to the survey results obtained by the CAO, City departments anticipated filling 495 positions through TLH and BRIDGE. Additional recommendations from the Budget and Finance Committee increased this number by 89 positions. Therefore, Personnel Department will work closely with the CAO and report the number of hires and Referral Requests made by City Departments and compare them to those reported in the survey results and approved in the budget. The Personnel Department and/or CAO will be able to identify City departments that may be falling behind their anticipated number of hires and follow-up as needed. The Personnel Department will continue to report to PAAW on a quarterly basis; however, the report will be expanded to include the hires made through Bridge Program (Council File No. 17-0600-S45). Such reports will allow City Council to monitor the progress made towards achieving the goal of 750 hires.

A representative from the Personnel Department provided the Committee with an overview of the report. After having provided an opportunity for public comment, the Committee moved to receive and file the Personnel Department report. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee

**COUNCILMEMBER VOTE**

KORETZ: YES

HARRIS-DAWSON: YES

BONIN: ABSENT

ARL

10/6/21

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**