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December 30, 2022

The Honorable Karen Bass
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

Attention: Ms. Heleen Ramirez, Office of the Mayor

**RE: REPORT TO THE CITY COUNCIL REGARDING THE INCORPORATION OF TARGETED
LOCAL HIRE TRAINEES INTO SHELTER OPERATIONS**

Recommendation for Council Action, subject to the approval of the Mayor:

NOTE AND FILE this Memorandum as this Memorandum is for informational purposes only

Discussion:

This report is provided in response to the October 7, 2022 Council Motion (CF# 22-1183) that requested the Department of Animal Services (Department), to report back on its program to incorporate Targeted Local Hire trainees into its shelter operations, including training and mentoring.

To supplement the Department's hiring needs in various classifications, the Department has selected and hired eligible candidates using the City's Targeted Local Hiring Program (TLH). Over the past four years, the Department has filled over seventy vacancies through TLH in various positions such as License Canvasser, Administrative Clerk and Animal Care Technician. The Department has had a positive experience with employees hired through this program and plans to continue utilizing the program for future hiring needs.

When selecting candidates through TLH, the Department works closely with the Personnel Department to coordinate the interview and selection processes. Staff hired through TLH are trained and treated the same as other staff in their equivalent/respective positions. Those candidates selected to become Animal Care Technicians are provided six weeks of classroom training and then rotated through each shelter location for one week per location before receiving their permanent assignments. Animal Care Technicians selected from the civil service examination eligible list are provided the exact same

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training. Of those candidates hired, all become members of the Department of Animal Services team for as long as they remain with the Department.

If there are interpersonal problems between staff hired through TLH and other Department employees, supervisors intervene as necessary and we work with our Personnel Department liaisons to investigate issues, administer discipline as required and monitor each situation to ensure successful resolution.

Fiscal Impact:

This report is for informational purposes only. As presented, there is no impact on the City's General Fund.

If you have any questions on this matter, please contact Curtis Watts, Assistant General Manager via e-mail at curtis.watts@lacity.org.

Respectfully submitted,



Annette G. Ramirez
Interim General Manager