

MINUTES-FULL COMMITTEE

January 25, 2016-11 a.m.

1. Jackie provided a brief update where we currently are.

- a. There are two groups
 - i. Targeted Local Hiring Group-Mostly all the members of the full committee will be participating in this group.
 - ii. Strategic Workforce Task Group-Some of the members of the full committee will be participating in this group.
- b. Tasks that require a follow-up
 - i. Jackie had a meeting with the President and Vice President of Los Angeles Trade Tech recently.
 1. There were 100 students who were interested. This number was reduced down to 15.
 2. Street Services was conducting interviews with the students.

2. Results of survey of Departments

- a. Jenny Yau stated that they sent out a memo to all the General Managers on January 8, 2016. As of this morning, we got 19 responses and are still awaiting 17. Later today a follow-up e-mail will be sent to the 17 departments who have not responded later today. Data will be compiled soon and departments will have until the end of the week to respond and complete.
- b. A question that is being asked on the survey is, "What positions should be trainees and which ones should not?"
- c. Jackie stated that she is available to contact any of the remaining 17 departments if needed.
- d. A request of the names of the 17 departments who have not responded was made.

3. Report on LIST

- a. Compile a list of any placement problems of vocational workers. Danny Yoshimura is compiling a list which may contain between 5 to 6 individuals at GSD. Resumes will be gathered to determine where they can be moved. The other individuals are on track to transition to another classification. These positions are located at Airports, Public Works and GSD. Jackie asked how many out of 133 individuals have been moved to regular positions. Out of these individuals, what is the number we have a problem with? Jackie stated that this information would be helpful for the Mayor's office report on February 1st.

4. Presentation of proposed criteria development for using current hiring process vs. trainees for vacant funded positions and reviewing what worked/didn't work in the past.

- a. Raul Lemus provided a document to the group that provided an overview of the steps for the Trainee hiring process.
- b. Raul stated that there is flexibility to create a class, which may take around 3 months including salary setting.
- c. Jackie asked if the salary ranges of the identified trainee classifications are parallel to determine if they flow or are the same.
- d. Bulletin requirements need to be reviewed. Some of the trainee classifications have multiple promotional opportunities.

- e. Matt Szabo said we need to have flexibility with on-the-job training since some of the candidates may have a criminal past (e.g., ex-gang members, ex-felons, etc.). It may take 18 months or longer. Additionally, the City will need Workforce Center support through a supervisor and Workforce Center connection. It is very important that they know each other and work together.
- f. Jackie stated that the felonies issue came up with LA Trade Tech and we will need to deal with it on a case-by-case basis. However, there should be some discussion within the hiring groups to generate some categories or areas where it would be inappropriate to place ex-criminals. Additionally, it will be important to communicate the criteria, training and supervision these individuals are receiving.

5. Next Time

- a. Jenny/Jody will provide as much info as possible from the Survey.
- b. Vince/Raul will flesh out the identified trainee classification requirements including bulletins and recommendations.

6. Strategic Workforce Development Task Force

- a. What kinds of materials should they look at? There is nothing for the group to currently look at. Union Representatives need to be added to the list.
- b. Matt Szabo recommended that the group use the presentation that will be given to the Mayor's cabinet on February 1st as a roadmap. It provides long term financial and workforce restoration goals and plans. He would like the committee to lay out a plan based on the presentation and provide input. He stated that nothing is needed beyond the presentation for the first meeting with this group. He stated that the presentation will lay out what they expect departments to do in order to work with ITA and Personnel. We will use all this information to hire based on revenues. There will be a memo from the Mayor's office to departments sometime after the presentation reiterating this information. The meeting on February 1st will include the following departments; LAFD, Public Works, DWP, DOT, Personnel, ITA, Rec and Parks, Harbor, EWDD, LAWA, Planning, and Building and Safety. Wendy stated that she would like to include Library as well.
- c. Teresa shared a report on Lessons from a Career-first program that works. She stated that the skeletal components can still be relevant. She also stated that this program had a very good retention rate. Teresa stated that she will e-mail a copy out. Jackie reiterated that we should learn from what happened.

7. Meeting Adjourned