

**MINUTES-MEETING OF THE
TARGETED LOCAL HIRE WORKING GROUP**

Wednesday, March 16, 2016

11:00 a.m.

**Personnel Department Medical Services
520 E Temple St. Training Rooms A and B
Los Angeles, CA 90012**

Please Note: The minutes below are a summary of the proceedings. The minutes are not verbatim statements by the speakers.

Public Comment – No public comments were offered before the first item on the agenda.

1. Introduction

Ms. Jackie Goldberg called the meeting to order at approximately 11:04 a.m. on Wednesday, March 16, 2016. Ms. Goldberg pointed out that the Targeted Local Hire Working Group (TLHWG) has various objectives, including identifying the number of positions that can be filled with trainee classifications in each department and determining whether this decision should be universal to all departments, on a case-by-case basis, or based on the individual needs of each department.

Ms. Goldberg stated that the current 2015/2016 fiscal year (FY) has been labeled as “year zero”, during which the budget will be announced for FY 2016/2017, which has been labeled as “year one”. After the budget for FY 2016/2017 is available, the TLHWG will be able to work with departments to determine the number of positions available to fill with trainee positions. Ms. Goldberg further stated that, although it is anticipated that the bulk of hiring will take place in FY 2017/2018, there may be hiring of trainee classifications in FY 2015/2016 and FY 2017/2018.

Ms. Goldberg finalized the introduction by summarizing the goals of the TLHWG, as set forth by the Mayor’s Office and the City Council, is to identify a candidate pool from low income neighborhoods, veterans, disabled individuals, formerly homeless, and formerly incarcerated. Identifying these pools and creating jobs pathways will make the City of Los Angeles reflect a much larger diversity base of City Employees.

2. 2016 Strategic Workforce Development Task Force and Targeted Local Hire Working Group Survey Results

Ms. Jenny M. Yau stated that in January 2016, a memo was released to all City Department Heads asking them to complete the Strategic Workforce Development Task Force and Targeted Local Hire Working Group Survey, which identified all current, authorized, vacant and as-needed positions, regardless of the funding source and whether or not the positions were funded or unfunded during the current fiscal year. Additionally, the survey requested departments to complete a short questionnaire comprised of four (4) questions aimed to gain insight on how departments have used trainee classifications in the past and how they would use trainee classifications in the

future. Departments were also asked to provide comments related to the targeted local hiring efforts.

Ms. Yau summarized the survey results submitted by thirty-seven (37) City Departments. Ms. Yau reviewed the “Vacant, Funded, Full-Time Positions that could be filled in-lieu by Trainee Classifications identified by City Departments (by classification)”, which was distributed during the meeting. Ms. Yau pointed out that the handout was filtered by hiring status; hence, the total number of classifications that could be filled in-lieu by trainee classifications was 613. According to the hiring status, departments have requested emergency appointments for 10 of the 613 classifications; 48 of the 613 classifications are being held vacant for a variety of reasons; 380 are in the process of being filled; 36 are pending an eligible list; 77 are pending an exam; and 62 are unknown.

Ms. Yau noted that the information presented was only a “snapshot” but some of the positions may have already been filled since the departments reported this information between January 11, 2016 and February 16, 2016. Ms. Yau stated that staff will need to follow-up with departments in order to clarify the current hiring needs.

Mr. Vincent Cordero summarized the narrative responses that the departments provided to four (4) open-ended questions that were at the end of the survey. Mr. Cordero noted that no responses to these open-ended questions were received by the Departments of Recreation and Parks or Police.

Mr. Cordero summarized the departments’ responses to the four questions and highlighted the following information: 38% of the departments responded that they will be using trainee classifications to fill clerical positions only; 6% of the departments responded that they will be using trainees to fill unskilled labor positions only; 41% of the departments that responded will be using trainees to fill positions with both clerical and unskilled labor trainees; 32% of the departments that responded will be using clerical positions to hire trainees in-lieu.

Mr. Cordero stated that the information collected from this survey will guide staff on how to obtain more detailed information about the departments’ hiring needs, including the departments that are using existing trainee classifications or those who expressed an interest in developing new trainee classifications based on their needs.

Ms. Teresa Sanchez, AFSCME made a public comment about her concern with the use of the terms “skilled” or “unskilled”. Additionally, she commented that in the past there were discussions with the user departments to develop an apprenticeship program for Assistant Inspectors.

Ms. Cheryl Parisi, AFSCME, made a public comment that the Mayor’s budget will be made public soon. At that point, staff should make an assessment to determine the number of full-time funded positions that are vacant.

Ms. Goldberg made a public comment that staff should follow-up with the departments to obtain more information on their current, full-time, funded positions to determine if they could be filled with trainee positions.

Ms. Molly Rhodes, SEIU, made a public comment that Public Works/Bureau of Street Services (PW/BOSS) recently hired approximately fifteen (15) Vocational Workers.

Ms. Goldberg made a public comment to ask staff to follow-up with PW/BOSS to obtain information on their experience and process hiring Vocational Workers.

Mr. David Hersch, Council District 5, made a public comment that some General Managers may not be aware of how to use trainee classifications.

Ms. Goldberg made a public comment to state that it may be a good idea to conduct a training session for General Managers to provide them with additional information on how to use trainee classifications.

Mr. Matt Szabo, Office of the Mayor, made a public comment to note that the Office of the Mayor is in the process of formulating a global directive asking General Managers to utilize trainee classifications to the greatest extent possible.

3. 900-Hour Employee Information

Ms. Cinthia Ramirez stated that during the previous Special Joint Meeting of the Strategic Workforce Development Task Force and Targeted Local Hire Work Group, Personnel Department staff was asked to research and report the total number of part-time, 900-hour City employees.

Ms. Ramirez stated that Personnel Department staff utilized the PaySr system; therefore, the information presented was not 100% accurate because the PaySr system only provided the information that the departments reported in their payroll system. Therefore, there was the possibility that some of the individuals in the PaySr system were no longer actually working but still in the department's payroll system.

Ms. Ramirez stated that the report entitled Agenda Item 3: Part-Time Employees (900-hours), which was distributed during the meeting, included positions that are limited to a maximum of 1,040 working hours per calendar year per Charter Section 1001 (d)(3). Individuals on PaySr records may not be currently accruing hours and receive no benefits.

Ms. Ramirez noted that according to PaySr records, there were 7,168 part-time, 900-hour City employees working in approximately 111 classifications across 33 City Departments. Ms. Ramirez noted that the following classifications will be part of the Targeted Local Hiring Work Program: Administrative Clerk, which has approximately 341 part-time positions across the City; Clerk, which has approximately 47 part-time positions; and Maintenance Laborer, which has approximately 157 part-time positions across the City. Ms. Ramirez further noted that the number of part-time, 900-hour City employees was a snapshot of the PaySr records as of March 8, 2016, when the data was extracted.

Ms. Gloria Sosa, Personnel Department, made a public comment to clarify that PaySr provides information on individuals who were employed on a 900-hour, part-time basis

but they may not be currently working, such as seasonal Election Assistants. There are other cases where the individuals may no longer be working but the departments have not removed the individuals from the payroll. Ms. Sosa further stated that in order to determine the accurate number of 900-hour City employees, staff would have to either ask the departments directly or work with the Controller's Office in order to determine the number of part-time, 900-hour City employees who were actually paid by the City in the last pay period.

Ms. Goldberg made a public comment to ask if there are positions that were limited to 900 hours due to the difficult economic times but the nature of the classifications are not truly seasonal. Ms. Goldberg stated that a subcommittee should be created in order to further investigate these issues.

Mr. Szabo made a public comment to ask Labor to review the list of part-time classifications and make a recommendation on which classifications they believe should be full-time.

Mr. Raul Lemus, Personnel Department, made a public comment to clarify that there may be individuals included in the report that may be in the process of being appointed to a full-time position. Mr. Lemus noted that the last administration of Administrative Clerk was open to City employees only; therefore, some of the individuals working on a part-time, 900-hour basis as Administrative Clerk may have the opportunity to be appointed to a regular, full-time position.

Ms. Carmen Hayes Walker, AFSCME, made a public comment to note that some departments hire two (2) part-time employees instead of one (1) full-time employee. Ms. Hayes Walker inquired how the group would deal with such situation.

Ms. Goldberg stated that the subcommittee and Labor would identify the types of classifications with part-time employees that should actually be full-time. Once this identification is made, a recommendation can be made to the Mayor's Office for consideration in the budget.

4. Update on the revisions to the bulletins for the various Assistants and Trainees which includes salaries, requirements, duties, notes, and selection process.

Mr. Cordero stated that staff is in the process of updating the bulletins for various assistant and trainee classifications. Mr. Cordero noted that the Maintenance Assistant and Garage Assistant have successfully been updated. Mr. Cordero noted that the Duties are being revised only to remove reference to old programs, such as SNAP, the salary information has been updated in accordance with new MOUs, the Notes are being updated per standard language. Additionally, Mr. Cordero stated that the selection process is being updated to be Application Review.

Mr. Cordero stated that the competency models for Administrative Clerk, Tree Surgeon Assistant and the Gardener Caretaker have been completed. Staff is in the process of completing competency models for the additional assistant and trainee classifications. Mr. Cordero stated that the competency model will be used to provide information to community groups on the competencies that are required for successful performance in

the assistant and trainee classifications. Mr. Cordero also noted that this information may lead to a performance management system.

Ms. Parisi made a public comment to note that the labor unions made an agreement that they would meet and confer on the requirements for the assistant and trainee classifications. Ms. Rhodes stated that labor unions do not intend to act as a barrier but rather to ensure that all parties are in agreement.

Ms. Sosa stated that Personnel Department staff has begun to work on the bulletins and the standard procedures for distribution will be followed.

5. Responsibilities and Assignments

Ms. Goldberg established a subcommittee on Governance of the Targeted Local Hire Work Group, comprised of the following individuals: Bernard Dory, Council District 8; David Sanders, SEIU; David Hersch, Council District 5; Cheryl Parisi, AFSCME; Jenny Yau, CAO; and Vincent Cordero, Personnel Department.

Ms. Goldberg asked Mr. Cordero to state the six (6) Pilot Departments, which included Los Angeles World Airports, Public Works/Bureau of Sanitation, Public Works/Bureau of Street Services, Department of General Services, Harbor and Recreation and Parks.

Ms. Goldberg established a subcommittee to work on the Funded Vacant Positions and 900-Hour Employees, comprised of the following individuals: Teresa Sanchez, AFSCME; Molly Rhodes, SEIU; Bernard Dory, Council District 8; Cinthia Ramirez, Personnel Department; Vincent Cordero, Personnel Department; Jenny Yau, CAO; Dan Yoshimura, Personnel Department; Rafael Porter, Personnel Department; and Carmen Hayes Walker, AFSCME.

Ms. Goldberg stated that the Funded Vacant Positions and 900-Hour Employees Subcommittee is tasked with identifying the number of vacant funded positions, how many vacant positions are in the process of being filled, and how many positions are the departments filling with trainee positions in the six (6) pilot departments. Additionally, the aforementioned subcommittee is tasked with identifying the part-time, 900-hour employees in the six (6) pilot departments that are not seasonal positions and formulating a recommendation for how the TLHWG will move forward in using training positions. Finally, Ms. Goldberg stated that the subcommittee should also identify any existing trainees in these six (6) pilot departments that are ready to go into a regular classification.

Mr. Szabo made a public comment to note that the subcommittee should determine how many funded, current full-time positions exist now, how many funded full-time positions will be vacant in the next fiscal year, how many of those positions could be filled with trainee classifications.

Mr. Szabo also noted that converting part-time positions into full-time positions needs to be approved in the budget; however, he stated that the budget for the upcoming fiscal year is too far along. Ms. Szabo further directed the subcommittee to identify the number of the current part-time employees that can move into full-time positions that are

already funded, as well as the number of full-time vacancies that can be filled with trainee positions.

Ms. Goldberg asked Personnel Department staff to continue to update bulletins following standard procedures. Additionally, she asked staff to meet with representatives of labor to review four to five bulletins before sending them out to the regular distribution list. Ms. Goldberg asked the labor representatives who wanted to be invited to the bulletin review meeting to identify themselves. Cheryl Parisi, AFSCME, Ms. Teresa Sanchez, AFSCME, and Molly Rhodes, SEIU stated that they would like to be invited to the meeting to review the bulletins.

Ms. Goldberg established an Outreach Subcommittee, which was comprised of the following individuals: Cinthia Ramirez, Personnel Department; Vincent Cordero, Personnel Department; Teresa Sanchez, AFSCME; Solomon Rivera, Council District 8; David Sanders, SEIU; and Jackie Goldberg, Representative of the Mayor's Office.

Finally, Ms. Goldberg announced the next meeting of the Targeted Local Hire Working Group would be scheduled on Wednesday, April 6, 2016 at the Personnel Department.

6. Adjournment

Ms. Goldberg adjourned the meeting at approximately 12:12 p.m.