



# Targeted Local Hire Working Group REPORT 16-01 REVISED

Date: September 14, 2016

To: Targeted Local Hire Working Group

From: Personnel Department Staff

Subject: Staff Report – CLASSIFICATIONS FOR THE TARGETED LOCAL HIRE PROGRAM

## **Recommendation:**

That the Targeted Local Hire Working Group approve the use of entry-level classifications in the Targeted Local Hire Program, including but not limited to: Vocational Worker (3113), Office Trainee (1101), Assistant Gardener (3142), Assistant Tree Surgeon (3150), Custodial Services Assistant (3149), Garage Assistant (3528), Maintenance Assistant (3108), Office Services Assistant (1360), Administrative Clerk (1358), Custodian (3156), Garage Attendant (3531), Gardener Caretaker (3141), Maintenance Laborer (3112), and Tree Surgeon Assistant (3151).

## **Background:**

On December 8, 2015, the City of Los Angeles (“City”) and the Coalition of City Unions signed a letter of agreement (LOA) wherein a commitment was made to develop workforce development strategies to meet the needs of City residents and stakeholders by creating alternative job pathways into Civil Service careers through the Targeted Local Hire Program (“Program”). Furthermore, Mayor Garcetti’s Executive Directive No. 15 mandates that the Program focuses on hiring, managing, and retaining local Angelenos from under-served communities such as foster youth, veterans, formerly homeless, formerly incarcerated, and individuals with criminal records. In order to accomplish such goals, staff originally recommended adopting the use of the proposed classifications in order to provide individuals from under-served communities an opportunity to obtain a Civil Service career through alternative job pathways.

The Targeted Local Hire Working Group (“Working Group”) reviewed Staff Report 16-01 during the meeting held on August 2, 2016; however, concerns were raised about receiving, approving, and filing Staff Report 16-01 because there appeared to be a conflict with the LOA. As a result, a Subcommittee was formed comprised of Ms. Cheryl Parisi, American Federation of State, County, and Municipal Employees, Mr. David Sanders, Service Employees International Union, Local 721, Ms. Maritta Aspen, Office of the City Administrative Officer, and Mr. Vincent Cordero, Personnel Department. The goal of the Subcommittee was to further review the proposal set forth in the Staff Report 16-01 dated August 2, 2016 to ensure it fulfilled all aspects of the LOA. The Subcommittee met on August 9, 2016. During the meeting, discussions took place on the best use of the classifications for the Targeted Local Hire Program; thus, the

Subcommittee recommends using the classifications listed in this report and recommends adding additional classifications in the future, if needed.

**Discussion:**

This report provides the basis for the recommendation to use the above noted classifications in the Targeted Local Hire Program:

**A. CIVIL SERVICE EXAMINATIONS**

The City of Los Angeles City Charter Section 1005 requires that all vacancies in classified civil service classifications are filled through a Civil Service examination. Per Charter Section 1008, all individuals who achieve a passing score on a Civil Service examination are to be placed on an eligible list, which is approved and promulgated by the General Manager of the Personnel Department. Operating departments that have a vacancy may utilize the promulgated eligible list to fill vacancies in the Civil Service classification in accordance with the rules set forth in Charter Section 1010.

**B. ALTERNATIVE JOB PATHWAYS INTO CIVIL SERVICE CLASSIFICATIONS**

Alternative job pathways have been created into Civil Service classifications through the use of entry-level classifications such as Vocational Worker (3113) and Office Trainee (1101), which have been historically used by the City (See Attachment A). The Vocational Worker and Office Trainee classifications were created by the Civil Service Commission in coordination with Union negotiations, and used only by mutual consent of the City and the Unions. In the past, consent was granted by Departmental MOUs with the affected Union. These classifications have proven to be an effective mechanism to allow departments to provide on-the-job training to individuals who lack technical skills and experience. On February 25, 2016 the City Council approved the request from the Personnel Department to exempt all positions of Vocational Worker based on Charter Section 1001(d) (1) and the “unskilled” nature of the work performed. This exemption provides an entry for individuals to be hired in-lieu of a targeted Civil Service classification as exempt Vocational Workers in accordance with all provisions and salary ranges set forth in its respective, active Memorandum of Understanding (MOU).

In accordance with Charter Section 1007, a bulletin or job announcement will be created for Vocational Worker and Office Trainee, which will list the general duties of the classifications and the requirements. In accordance with Charter Section 1013, individuals hired as Office Trainees will be placed on an emergency appointment. Vocational Workers and Office Trainees hired through the Program must successfully complete the working period known as on-the-job training, which will be the Civil Service examination. In accordance with Charter Section 1005, during the working period/on-the-job training, the job performance of individuals hired into the Vocational Worker or Office Trainee classification will be examined to ensure that they can successfully perform the duties of the targeted “Assistant” Civil Service classification. It should be noted that the working period will not exceed the employment timelines established and approved by the Targeted Local Hire Working Group (“Working Group”). Upon successful completion of the Civil Service examination, which will be comprised of the working period/on-the-job training, individuals who meet the requirements of the job

bulletins for the “Assistant” Civil Service classification will be placed on an eligible list in accordance with Charter Section 1008. Per Charter Section 1010, the General Manager of the Personnel Department will certify the eligible list for the “Assistant” Civil Service classification to the operating departments. Individuals will be appointed to the targeted “Assistant” Civil Service classification in accordance with the Civil Service Rules in compliance with Charter Section 1004.

Upon appointment to the targeted “Assistant” Civil Service classification, individuals will serve a probationary period in compliance with Charter Section 1011. The targeted “Assistant” Civil Service classifications are defined as classifications with duties and salary steps that are parallel to the targeted Civil Service classification. Employees will be appointed to the “Assistant” classifications, at step one (1) of the salary range in accordance with the provisions set forth in the applicable MOUs. It is important to note that in accordance with Charter Section 1005, a civil service examination will be implemented in order to appoint Vocational Workers and/or Office Trainees into one of the Civil Service “Assistant” classifications. The Civil Service examination for the Civil Service “Assistant” classifications will be comprised of an “Application Review” wherein candidates will be expected to fulfill the requirement of successful performance in the Civil Service exempt classification of Vocational Worker or Office Trainee during the working period/on-the-training described above.

Upon successful performance in one of the “Assistant” classifications for the duration of the time set forth in the applicable MOUs and approved by the Working Group, employees will be appointed to step two (2) of the salary range of one of the targeted civil service classifications in accordance to Charter Section 1014. It is important to note that through the proposed mechanism, an eligible list would not be produced for any of the targeted Civil Service classifications; therefore, the City may continue to administer traditional Civil Service examinations without hindering employment for the general public who may not wish to participate in the Targeted Local Hire Program or promotional opportunities for existing City employees who may wish to promote into any of the aforementioned Civil Service classifications or who may be on an existing and active eligible list. Therefore, the proposed alternative job pathways do not circumvent the civil service process but rather, it complies with all applicable provisions set forth in the City Charter.

**Conclusion:**

The Personnel Department recommends the use of entry-level classifications, including but not limited to those classifications noted in the above report. Additionally, The Personnel Department shall comply with the provisions set forth in the MOUs applicable to each of the classifications.

Submitted by: \_\_\_\_\_  
Cinthia Ramirez

Approved by: \_\_\_\_\_  
Vincent Cordero



# Targeted Local Hire Working Group REPORT 16-01 – ATTACHMENT A

## “ASSISTANT” CLASSIFICATIONS - HIRING PROCESS

