



Targeted Local Hire Working Group

REPORT 16-03

REVISED

Date: September 14, 2016

To: Targeted Local Hire Working Group

From: Personnel Department Staff

Subject: Staff Report – REFERRAL TO DEPARTMENTS PROCEDURES

Recommendation:

That the Targeted Local Hire Working Group approve that candidates for the Targeted Local Hire Program (“Program”) are referred to the hiring departments through the procedures proposed in this report, which include:

- (a) partnering with designated WorkSource Centers, community-based organizations (CBOs) and educational institutions in order to provide interested individuals with pre-employment training opportunities;
- (b) partnering with designated WorkSource Centers and CBOs that will screen interested individuals to determine their Program readiness and assist Program viable individuals complete and submit the online application for the Program;
- (c) use the Local Hire Application and Departmental Needs Form as part of the referral procedures for the Program;
- (d) use the agreed upon tiers and filters to randomly select candidates who will be referred to the hiring departments based on operational needs, as well as the candidates’ work preferences as stated on their application.

Background:

On May 16, 2016, the Targeted Local Hire Working Group created the Referral to Departments Procedures Subcommittee (“Subcommittee”). The Subcommittee met on June 10, 2016, June 17, 2016, June 29, 2016, and July 7, 2016 in order to develop the procedures proposed in this report. The Subcommittee worked with the Economic and Workforce Development Department (EWDD), community-based organizations, including Community Coalition, Strategic Concepts in Organizing and Policy Education (SCOPE), and Fix LA, and educational institutions to develop procedures that would provide under-served populations with a fair and impartial opportunity to be referred to operational departments for hiring considerations, while still taking into account each operational department’s staffing needs.

The Staff Report 16-03 dated August 2, 2016 was originally submitted to the Targeted Local Hire Working Group (“Working Group”) with a recommendation to review, approve and file. However, the Working Group recommended that Staff Report 16-03

be held from consideration until the classifications that would be used in the Targeted Local Hire Program were determined. During such time, the Outreach Subcommittee continued its work to establish partnerships with WorkSource Centers and CBOs. As a result, the Outreach Subcommittee found it critical to include Pacific Asian Consortium in Employment (PACE) as a sixth (6th) designated WorkSource Center to serve the downtown/Pico Union area of Los Angeles.

Discussion:

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

A. PREPARATION AND APPLICATIONS FOR THE TARGETED LOCAL HIRE PROGRAM

The candidate pool for the Program will come from WorkSource Centers/YouthSource Centers, Los Angeles Unified School District Division of Adult and Career Education (LAUSD DACE), Los Angeles Community College District (LACCD), community-based organizations (CBOs), and the general public. All interested individuals will be referred to a designated WorkSource Center in the City of Los Angeles. The initial six (6) designated WorkSource Centers include:

- (1) El Proyecto del Barrio, Inc. to serve the valley area of Los Angeles;
- (2) Goodwill Southern California to serve the northeast of Los Angeles;
- (3) Harbor Gateway to serve the Harbor and San Pedro area of Los Angeles;
- (4) Jewish Vocational Services (JVS) WorkSource Center to serve the west of Los Angeles;
- (5) Pacific Asian Consortium in Employment (PACE) to serve the downtown/Pico Union area of Los Angeles;
- (6) UAW-Labor Employment and Training Corporation to serve the south of Los Angeles.

The WorkSource Centers will provide a standardized Targeted Local Hire Program orientation, during which the application, referral procedures, and training opportunities will be explained to all interested individuals. The Targeted Local Hire Program orientation will be submitted for approval by the Working Group and may be updated as necessary. If interested individuals have been referred by a CBO that has been approved by the Working Group, has a valid referral form, and does not wish to enroll in the Workforce Innovation and Opportunity Act (WIOA) system, the WorkSource Center will provide the Program orientation to the individuals and help them submit the application. If the individual wishes to utilize training opportunities and support services offered by the WorkSource Centers through enrollment in WIOA, then the WorkSource Centers will screen interested individuals using their expertise and standard procedures to determine if the interested individuals demonstrate readiness to be successful in the Program. If the interested individuals demonstrate readiness to be successful, the WorkSource Center will assist the individuals with completing and submitting the online application; however, if the individuals do not demonstrate readiness, the WorkSource

Centers will provide them with options on how to prepare for the Program, including but not limited to:

- (a) directly providing them with job readiness training opportunities under WIOA;
- (b) providing them a list of CBOs approved by the Working Group; or
- (c) referring them to LAUSD for job readiness training opportunities.

The list of WorkSource Centers, CBOs, and educational partners may be revised if future needs require (see Attachment A).

As part of the application process, the WorkSource Centers will assign each applicant a referral code which will note the WorkSource Center's location, the applicant's designated under-served population, applicant's gender, applicant's ethnicity, and the applicant's assigned identification number in chronological order (see Attachment B). The WorkSource Centers will assist candidates with creating an e-mail address, if necessary, and completing and submitting the online application. Applicants will be able to provide their preferences on the application, including their preferred geographic area for work location, work environment, job interests, and preferred work shift. The preferences indicated by the applicants will be used as filters during the referral process. As part of the application process, the WorkSource Centers will also submit a list of the approved applicants to the Personnel Department.

Personnel Department staff will review the applications submitted for the Program to ensure:

- (a) that all mandatory sections of the applications were completed, including a valid referral code; and
- (b) that the applicant's name is on the list of approved applicants submitted by the WorkSource Centers.

Applications will be returned if they are incomplete and/or if the applicant's name is not on the list of approved applicants submitted by the WorkSource Centers. The applicants will receive a notification informing them of the issue and providing them information on the designated WorkSource Centers if their application is returned. All applications that are successfully completed and appear on the approved list of applicants submitted by the WorkSource Centers will be accepted and eligible for referral. It should be noted that if applicants wish to update their application, they may submit a new application at any time. The latest or most current application will be eligible for referral opportunities while the previous application(s) will be archived.

Personnel Department staff will enter the candidates' information into the Targeted Local Hire Program's candidate pool, including the tier that is most appropriate for the candidates based on the referral code entered by the WorkSource Center. There will be two (2) tiers for the candidate pool. Tier 1 of the candidate pool will include the following under-served populations: former gang members, formerly incarcerated individuals, foster youth, formerly homeless individuals, veterans, LGBTQ community, individuals with disabilities, older workers protected under the Age Discrimination in Employment

Act of 1967 (ADEA), and individuals from under-served zip codes. The identified zip codes are designated by the Public Works/Bureau of Contract Administration as part of Project Labor Agreements (PLAs). The currently identified under-served zip codes refer to zip codes within the City, where the rate of unemployment is equal to or higher than the unemployment rate in the County of Los Angeles and/or, where the median annual household income is less than \$62,627, which was the median poverty rate in the County of Los Angeles according to the 2008 - 2012 Census as reported by the American Community Survey. It should be noted that the Public Works/Bureau of Contract Administration updates the zip codes every five (5) years when PLAs are renegotiated. The bureau also works with the City Attorney and Planning Office to finalize the zip codes and collect data. Tier 2 of the candidate pool will include individuals who are not in one of the identified under-served populations in Tier 1, such as under-employed individuals or the general public. Candidates will remain in the candidate pool for up to one (1) year or until they are hired by an operating department. At the time of application, individuals will be advised that their application will be maintained for one (1) year. If after one (1) year candidates have not yet received employment and wish to still participate in the Program, they may submit a new application. The designated WorkSource Centers will also notify the candidates that they may update their application and re-submit it after one (1) year of the date of application if they have not been hired and wish to continue to be part of the candidate pool and eligible for referral opportunities.

B. REFERRAL TO HIRING DEPARTMENTS

Operating departments will complete a Local Hire Departmental Needs Form when they have a funded, full-time vacancy that they wish to fill in-lieu with an entry-level Trainee or Assistant classification (see Attachment C). On the Departmental Needs Form, operating departments will indicate the number of vacancies, type of classification(s) that will be used, the geographic location of the position(s), the work environment and shifts, as well as any laws, rules, or regulations that are applicable to the funded, vacant, full-time position(s) that they wish to fill.

Personnel Department staff will filter candidates in the candidate pool within tiers and based on the needs of the operating department, as well as the preferences that the candidates stated on their online application. A list of candidates whose preferences fulfill the needs of the operating department will be populated. Personnel Department staff will randomly select five (5) candidates plus the number of vacancies to refer to the hiring department. For example, if the hiring department has two (2) vacancies, a total of seven (7) candidates will be referred to the hiring department for consideration (i.e., $5 + 2$ vacancies = 7 candidates). Eighty percent (80%) of the referred candidates will be randomly selected from Tier 1 and twenty percent (20%) of the referred candidates will be randomly selected from Tier 2. It should be noted that the referred number of candidates from Tier 1 will be rounded up if the percentage does not yield a whole number. For example, if an operating department has two (2) vacancies, six (6) candidates would be referred from Tier 1 (i.e., $7 \times 80\% = 5.6$), and one (1) candidate would be referred from Tier 2.

The Personnel Department staff will provide the hiring departments with the referred candidates' contact information and application. The hiring department will contact the candidates to schedule a selection assessment, which will be determined by the hiring authority. The hiring department will make a hiring selection and notify the Personnel Department of:

- (a) the name(s) of the candidate(s) who was selected; and
- (b) the reasons why the other candidates were not selected.

For example, if a hiring department did not select a referred candidate because they did not demonstrate the ability to work well with others in a work crew or lacked communication skills, the hiring department will report such feedback. If necessary, Personnel Department staff will provide the WorkSource Centers feedback from the departments in order to address the areas of improvement in the job readiness training program. Candidates who are not selected will remain in the candidate pool and will be eligible for all future referral opportunities for one (1) year or unless the candidate asks to be removed from the candidate pool or is hired sooner. The designated WorkSource Centers will also notify the candidates that they may update their application and re-submit it after one (1) year if they have not been hired and wish to continue to be part of the candidate pool and eligible for referral opportunities. It should be noted that there is no limit as to the number of times that a candidate may reapply if they have not received an offer of employment and wish to continue to be part of the candidate pool.

Conclusion:

The Referral to Departments Procedures Subcommittee and Personnel Department staff recommend the approval and adoption of the procedures, application, and Departmental Needs Form recommended in this report for preparing and referring individuals to hiring departments as part of the Targeted Local Hire Program.

Submitted by: _____
Cinthia Ramirez

Approved by: _____
Vincent Cordero

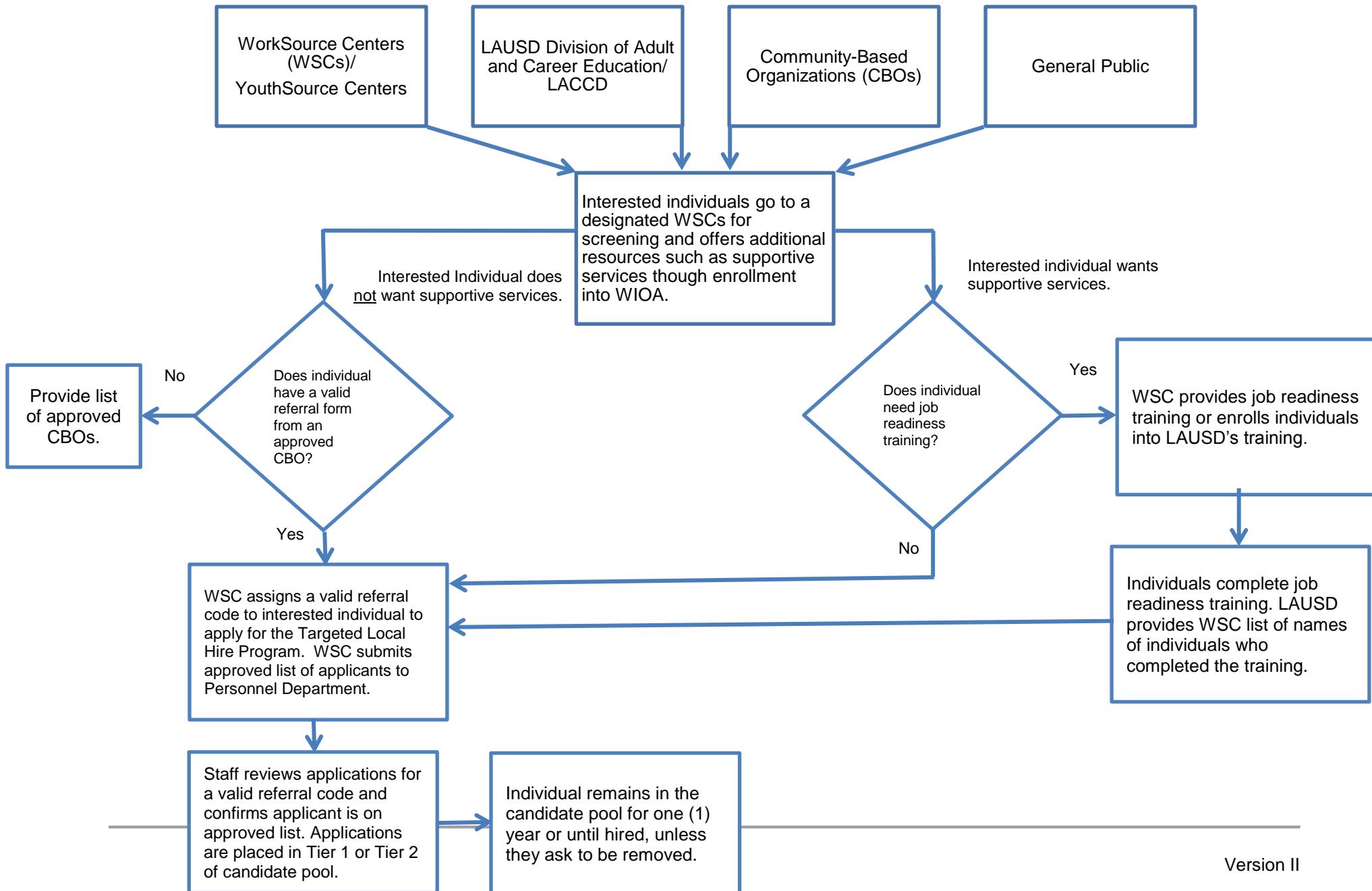


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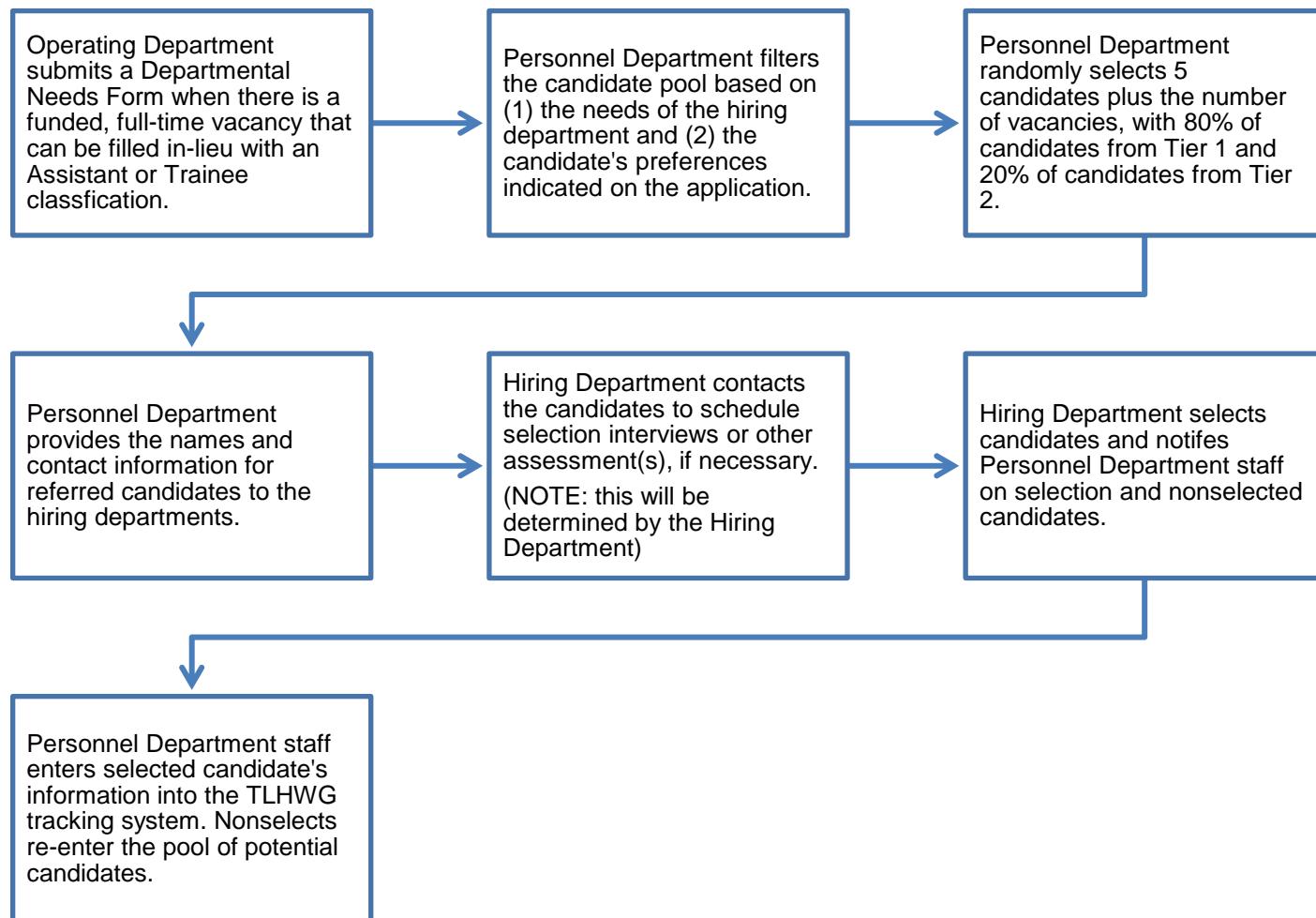
REPORT 16-03 – ATTACHMENT A

REVISED

I. Targeted Local Hire Program Application Procedures



II. Targeted Local Hire Program Referral to Hiring Department Procedures





Targeted Local Hire Working Group

REPORT 16-03 – ATTACHMENT B

REVISED

CITY OF LOS ANGELES TARGETED LOCAL HIRE PROGRAM (2016-17) APPLICATION

This application will be used to refer candidates for hiring consideration to fill vacancies as a Vocational Worker or Office Trainee in operating departments of the City of Los Angeles.

1. Applicant Information

Last Name	First Name	Middle Initial	Phone Number
Street Address		City, State	Zip Code
E-mail Address (if any)		Date Completed	

2. WorkSource Center Information

Referring Agency:	WorkSource Center Name & Identification No. :	
Case Manager Name:	Case Manager Identification, if any: Phone number:	E-mail Address:

3. A). Geographic Area Preferences

Please select ALL geographic areas in which you are interested.

- Downtown Harbor/San Pedro San Fernando Valley LAX/ Westchester
 East Los Angeles South/Central Los Angeles

Note: Consideration will be given to each preference; however, there is no guarantee that applicant will be placed in area of preference.

B.) Work Environment Preferences

Please select ALL work environments in which you prefer to work.

- I prefer to work indoors. I prefer to work outdoors. I prefer physical labor.
 I prefer to operate a vehicle and I have a valid driver's license.

4. Employment /Job Interests:

Please select ALL employment areas in which you are interested

- Clerical/Customer Service Gardening and Landscape
 Custodial Services Mechanical
 Maintenance and Construction

5. Work Shift Preference:

Please select ALL work shifts in which you are interested.

- Day Evening Late Night Weekends

6. Experience and Training (OPTIONAL. Note: You may choose to leave this section blank.)

Please select any areas in which you have previous experience or training. Please note that this section is OPTIONAL and will not affect your possibilities of being referred to a hiring department.

- Clerical/Customer Service Gardening and landscape
 Custodial Services Mechanical
 Maintenance and Construction

You may briefly describe your experience and training in the areas you selected above. Please note that this section of the application is OPTIONAL. You may choose to leave this section blank.

Applicants – Do not use the space below – For WorkSource Center Staff Only

Referral Code LD – U02, U04, U05 – G00 – E21 – 103



Targeted Local Hire Working Group
REPORT 16-03 – ATTACHMENT C
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CITY OF LOS ANGELES
TARGETED LOCAL HIRE PROGRAM (2016-17)
DEPARTMENTAL NEEDS FORM

- **DEPARTMENT TITLE:** _____
- **DEPARTMENT CODE:** _____
- **DEPARTMENT CONTACT:** _____

1. Vacancy Information

A. Total Number of Vacancies: _____

B. Please select the entry-level classification that you wish to use.

Office Trainee

Number of Vacancies to fill in-lieu with Office Trainee: _____

(Note: Office Trainee is the feeder class for Administrative Clerk)

Vocational Worker

Number of Vacancies to fill in-lieu with Vocational Worker: _____

(Note: Vocational Worker is the feeder class for Custodian, Garage Attendant, Gardener Caretaker, Tree Surgeon Assistant, Maintenance Laborer)

C. Please select the targeted civil service “Assistant” classification and the number of positions for which the entry-level position(s) (i.e., Office Trainee or Vocational Worker) will receive on-the-job training by your department.

Number of Positions

- | | |
|--|-------|
| <input type="checkbox"/> Assistant Gardener (3142) | _____ |
| <input type="checkbox"/> Assistant Tree Surgeon (3150) | _____ |
| <input type="checkbox"/> Custodial Services Assistant (3149) | _____ |
| <input type="checkbox"/> Garage Assistant (3538) | _____ |
| <input type="checkbox"/> Maintenance Assistant (3108) | _____ |
| <input type="checkbox"/> Office Services Assistant (1360) | _____ |

2. Geographic Location

Please select the geographic location where each of the entry-level positions will be placed.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Harbor/San Pedro | <input type="checkbox"/> San Fernando Valley | <input type="checkbox"/> LAX/ Westchester |
| <input type="checkbox"/> East Los Angeles | <input type="checkbox"/> South/Central Los Angeles | | |

3. Work Environment and Shifts

For each of the vacant positions, please describe the work environment and the shift that will be assigned. For example, “1 Vocational Worker in-lieu of Custodian will work in LAX will work indoors at night”.

4. Applicable local, State or Federal regulations applicable to this position.

Please describe any Local, State, or Federal regulations that are applicable to this position and include a brief description of the applicable regulation.

5. Additional Departmental Needs:

Please describe any additional needs that the Department has that are applicable to this position. For example, "Ability to lift up to 50 lbs"; "Driver's license is required"; "Unique environmental conditions, including dealing with hazardous materials", etc.