



Targeted Local Hire Working Group STAFF REPORT 16-05

Date: October 26, 2016
To: Targeted Local Hire Working Group
From: Personnel Department Staff
Subject: Staff Report – INTAKE PROCEDURES

Recommendation:

That the Targeted Local Hire Working Group (“Working Group”) approve that candidates for the Targeted Local Hire Program (“Program”) apply to the Program through the standardized intake procedures, which include:

- (a) partnering with the approved community-based organizations (CBOs), which may be amended based on the needs of the Program, hiring City departments, and/or the City of Los Angeles (Attachment A);
- (b) partnering with designated Application Sites in order to provide assistance to prospective candidates with completing the online Program application (Attachment B);
- (c) using the proposed Targeted Local Hire Program Overview to ensure that all CBOs are providing accurate information and a standardized message about the Program approved by the Working Group (Attachment C);
- (d) using the proposed “Frequently Asked Questions” as a means to distribute standardized information to prospective candidates (Attachment D);
- (e) using the proposed Information Sheets for Program Careers in order to provide prospective candidates with information about the various careers available through the Program (Attachment E);
- (f) using the proposed CBO Referral Form as a standardized method to ensure that all prospective candidates have received job readiness training from either an Application Site or an approved CBO (Attachment F);
- (g) using the proposed Targeted Local Hire Program Orientation to ensure that all Application Sites are providing accurate information about the Program and the online application, as well as a standardized message about the Program that has been approved by the Working Group (Attachment G);
- (h) using the proposed Candidate Voluntary Self-Identification Form to allow candidates to voluntarily self-identify as part of an under-served population(s) for tracking purposes and to allow the Application Sites to assign a referral code (Attachment H).

Background:

On September 14, 2016, the Working Group approved the referral procedures recommended in Staff Report 16-03, which included partnering with six (6) designated WorkSource Centers (WSCs) and working with community-based organizations (CBOs). In partnership with representatives from the Coalition of Unions and the

Economic Workforce and Development Department (EWDD), the Personnel Department staff has worked with the designated WSCs to clarify the roles and standardize the intake procedures for the Targeted Local Hire Program.

Discussion:

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

A. ESTABLISHING PARTNERSHIPS WITH APPROVED COMMUNITY-BASED ORGANIZATIONS (CBOs)

The Outreach Subcommittee, which was established by the Working Group on March 16, 2016, has worked extensively to identify CBOs that provide services to the underserved populations targeted by the Program, including: 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 used by existing Project Labor Agreements (PLAs). Additionally, Working Group Chair Jackie Goldberg contacted all council offices in the City of Los Angeles on September 27, 2016 to ask for recommendations on CBOs. The Outreach Subcommittee has met or is working on coordinating meetings with the CBOs listed in Attachment A. It should be noted that as additional recommendations are submitted from council offices, the list of approved CBOs will expand. Additionally, the approved list of CBOs is subject to change based on the needs of the Program, hiring City departments, and/or the City of Los Angeles.

Upon approval of the attached list of CBOs, the Outreach Subcommittee will schedule a “kick-off meeting” with all approved CBOs. During the “kick-off meeting”, CBOs will be briefed on the intake procedures, as well as provided with contacts at each of the Application Sites and the Personnel Department.

B. REFERRALS FROM CBOs TO THE APPLICATION SITES

Approved CBOs will be able to refer clients, who have completed job readiness training and are prepared to be successful in the Program, to the designated Application Sites, formerly known as the six (6) designated WSCs (Attachment B). In order to refer prospective candidates to the designated Application Sites, CBOs will provide an overview of the Program to their clients (Attachment C). During the overview, CBOs will explain the purpose of the Program, Program careers, including the duties and requirements for Office Trainee and Vocational Worker; important reminders about the Program, including the explanation that being part of the candidate pool provides candidates an opportunity to be randomly referred to City Departments for hiring consideration but that there is not a guarantee of employment; information about who may apply and how to apply; and information about what to expect at the designated Application Sites. Personnel Department staff will distribute a PowerPoint Presentation with notes for the presenters to all approved CBOs in order to ensure that there is an accurate and standardized message delivered to prospective candidates. Personnel

Department staff will also provide CBOs with a list of frequently asked questions (FAQs) about the Program, which may be distributed to prospective candidates in order to answer common questions (Attachment D). The FAQs are subject to change based on the needs of the Program, City departments, and/or the City of Los Angeles. Finally, Personnel Department staff will also provide CBOs with information sheets about the various careers available through the Program. The information sheets may serve as a resource in assisting prospective candidates with choosing a career path that is closely related to their job interests (Attachment E).

Upon successful delivery of the Program Overview, CBOs will complete the CBO Referral Form, obtain an original signature from an authorized signer at the CBO, scan and e-mail the CBO Referral Form to the Application Site where the prospective candidate will be completing the Program orientation and submitting the online Program application (Attachment F). The prospective candidate may then choose to retain the original CBO Referral form for their personal records.

In the CBO Referral Form, the CBOs will provide the following information: referred client's name and contact information, including assisting them with creating a valid e-mail address which may be required to complete the online application; information about the CBO, including the CBO name, address, website, business hours, contact information for the case manager or staff working directly with the client; a brief description of the training and development, supportive services and continued support that the CBO will provide to the client after employment, if any; and a description of the client's interests as they relate to the Targeted Local Hire Program, including job interests, work environment preferences, geographic and work location preferences, and work shift preferences; finally, the CBO Referral Form will require an original signature from an authorized signer. A valid CBO Referral Form will be required from all prospective candidates referred by a CBO approved by the Working Group.

Prospective candidates will be instructed to call the Application Site where the CBO submitted the CBO Referral Form in order to make an appointment to attend an orientation and submit the online Program application. When the Application Site makes the appointment for the candidate, they will ensure that they have received the CBO Referral Form; thus ensuring that the prospective candidate is ready to submit an application. If no CBO Referral Form has been received, the Application Site may refer the prospective candidate to the CBO that referred them to ensure that the CBO submits the CBO Referral Form before the date of their appointment.

C. APPLICATION SITES PROCEDURES

The designated Application Sites will have specified days and times dedicated to the Targeted Local Hire Program. On such days and times, the designated Application Sites will make appointments for candidates to complete the Program orientation (Attachment G). The Program Orientation was developed by Personnel Department staff in partnership with EWDD. The Program Orientation provides prospective candidates with the following information: brief description of the Program, including the available careers, employment timelines; a brief explanation of who can apply and the underserved populations that are targeted; an overview of the Program application; brief

information about the City's background check and drug testing policies; brief description of what the candidate can expect after successfully completing an online Program application, including how to update and/or re-submit the application; finally, the orientation informs prospective candidates that they may elect to enroll for additional supportive services at the WSCs through the Workforce Innovation and Opportunity Act (WIOA), however, it is not mandatory.

Upon successful completion of the Program orientation, candidates will have an opportunity to enroll in WIOA services at the Application Site, if necessary. The following are the possible outcomes:

Candidate enrolls into WIOA services at the Application Site; therefore, becoming a direct client of the Application Site/WSC system. In this case, the candidate will not need a CBO Referral Form because they will receive services directly from the Application Site, including job readiness screening and training, if needed.

Prospective candidate does not enroll into WIOA Services; therefore, the Application Site will ensure that the CBO e-mailed a valid CBO Referral Form for the candidate.

Application Site did not receive a valid CBO Referral Form from an approved CBO for the prospective candidate; therefore, the Application Site provides the prospective candidate with their options, including a directory of the CBOs approved by the Working Group. The CBO Directory will include the CBO's contact information, the populations that they specialize in serving, as well as the types of services offered. The prospective candidate may then choose to participate in the programs offered by any the CBOs approved by the Working Group, including job readiness training. Upon successful completion of the job readiness training, the CBO may provide the prospective candidate with a valid CBO Referral Form.

Application Site received a valid CBO Referral Form from an approved CBO for the prospective candidate; therefore the Application Site reviews the CBO Referral Form to ensure it has been completed successfully. The Application Site may call the CBO to confirm information, if necessary.

Upon determining that the prospective candidate is ready to apply, the Application Site will provide assistance with completing the online application by using either the information on the CBO Referral Form or the information provided by the candidate when enrolled into WIOA services. The Application Site will also offer prospective candidates the opportunity to self-identify as part of an under-served population by using the Candidate Voluntary Self-Identification Form (Attachment H). The Candidate Voluntary Self-Identification Form will be optional and anonymous. Candidates may select all under-served populations, gender, and ethnicities that apply to them. Additionally, candidates may choose to keep the form upon completion; therefore, it will not be retained or included with the application. The purpose of the Candidate Voluntary Self-Identification Form will be for the Application Sites to have a way to assign the valid referral code without asking candidates to self-identify orally. Application Sites will hand candidates the form and ask them to complete it if they want. If the candidate chooses

to complete all or part of the form, the Application Site will briefly review and return it to the candidate. As stated in Staff Report 16-03, as part of the application process, the Application Sites will assign each prospective candidate a referral code, which will note the Application Site's location, the candidate's designated under-served population, candidate's gender, ethnicity, and the candidate's assigned identification number in chronological order. The Application Site will then allow the prospective candidate an opportunity to review the online Program application before submission. Finally, the Application site will electronically attach the CBO Referral Form to the Program online application and submit it.

Once the online Program Application is submitted, the Personnel Department staff will review it and send an online notification to the candidate confirming receipt. Candidates will then be part of the Targeted Local Hire Program candidate pool and eligible for referral opportunities for up to one (1) year from date of submission.

Conclusion:

The Personnel Department staff, EWDD and representatives from the Coalition of Unions recommend the approval and adoption of the intake procedures and related forms described in Staff Report 16-05. All forms and documents attached to Staff Report 16-05 are subject to change based on the needs of the Targeted Local Hire Program, hiring City departments, and/or the City of Los Angeles.

Submitted by: _____
Cinthia Ramirez

Approved by: _____
Vincent Cordero



**Targeted Local Hire Working Group
STAFF REPORT 16-05 – ATTACHMENT A
Community-Based Organizations (CBOs)**

Targeted Local Hire Program (2016-17)

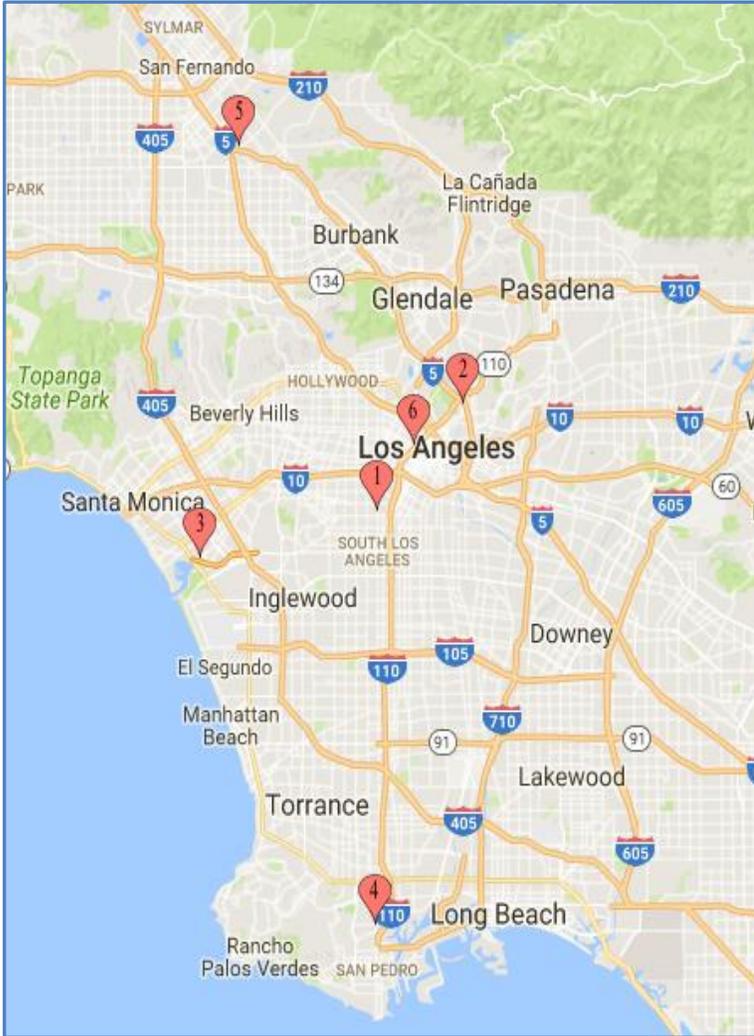
1. Alliance for Children's Rights
2. Asian Pacific American Labor Alliance, AFL-CIO (APALA)*
3. API Equality-Los Angeles*
4. Armenian Relief Society
5. Aztecs Rising*
6. Bangladesh Association of Los Angeles*
7. Bangladesh Unity Federation of Los Angeles*
8. Black Workers Center
9. Brotherhood Crusade
10. California Now/South LA Now
11. Career Pathways*
12. Central City Action Committee*
13. Central City Neighborhood Partners
14. El Centro Del Pueblo
15. City Plants*
16. City of Los Angeles Departments
17. Coalition For Responsible Community Development*
18. Communities in School
19. Community Build, Inc*
20. Community Coalition
21. Covenant House*
22. Cri-Help/ Socorro*
23. Downtown YWCA
24. Economic Workforce Development Department (EWDD)/LA RISE
25. EL ARCA*
26. El Proyecto Del Barrio Inc., WorkSource Center
27. Filipino American Service Group*
28. Fix LA
29. Friends Outside
30. Gang Reduction Youth Development (GRYD)
31. Gang Alternatives Program*
32. Goodwill Southern California
33. Graffiti Control Systems*
34. Harbor Gateway WorkSource Center
35. Health Right 360*
36. Homeboy Industries*
37. Japan America Society*
38. Jewish Vocational Services (JVS)
39. Korea Churches for Community Development (KCCD)
40. Korean American Coalition of Los Angeles*
41. Koreatown Immigrant Workers Alliance (KIWA)*
42. Koreatown Youth and Community Center*
43. Koreatown Youth Community Center (KYCC)
44. LAUSD Adult and Career Education Division
45. Little Tokyo Community Council*
46. Little Tokyo Service Center*
47. Los Angeles Beautification Team (LABT)*
48. Los Angeles Chamber of Commerce
49. Los Angeles Community College District (LACCD)
50. Los Angeles Conservation Corps*
51. Los Angeles County
52. Los Angeles LGBT Center
53. Los Angeles Mission College*
54. Los Angeles Trade Technical College
55. Los Angeles Urban League
56. Mayor's Office of Reentry
57. New Directions for Youth
58. Northeast Graffiti Busters*
59. Pacific Asian Consortium in Employment (PACE)
60. Pacific Graffiti Solutions*
61. Pacoima Beautiful
62. People Assisting The Homeless (PATH)
63. Pilipino Workers Center *
64. Salvadoran American Leadership & Educational Fund (SALEF)*
65. San Fernando Valley Rescue Mission
66. Search to Involve Pilipino Americans (SIPA)*
67. South Asian Network *
68. Strategic Concepts in Organizing and Policy Education (SCOPE)
69. Sun Valley Area Chamber of Commerce*
70. Sylmar Graffiti Busters*
71. Thai American Community Development Center (Thai CDC)*
72. Thai Health Information And Services Inc.*
73. The Wall Las Memorias
74. UAW-Labor Employment and Training Corporation
75. South Los Angeles America Job Center"
76. Verdugo Workforce Development Board (VWDB)*
77. Visionary Youth Center*
78. Ward Economic Development Corporation*
79. West Angeles Community Development Corporation*
80. West Valley Alliance*
81. Youth Justice Coalition*
82. Youth Policy Institute

NOTES:

- *1. The Outreach Subcommittee is in the process of scheduling meetings with these CBOs.
2. The list of approved CBOs is subject to change based on the operating needs of the Targeted Local Hire Program, hiring Departments, and/or the City of Los Angeles.



**Targeted Local Hire Working Group
STAFF REPORT 16-05 – ATTACHMENT B
Designates Application Sites**



Designated Targeted Local Hire Application Sites
1. South Los Angeles (UAW-LETC) WorkSource Center 3965 S. Vermont Ave., Los Angeles, CA 90037 http://www.letc.com/ (323) 730-7900 Mon- Thu: 8:30 -5pm, Fri: 8:30-12pm
2. Northeast LA (Goodwill) WorkSource Center 342 N San Fernando Rd., Los Angeles, CA 90031 http://www.goodwillsoal.org/ (323) 539-2000 Mon & Fri: 8-5pm, Tue-Thu 8-7pm, 1 st & 3 rd Sat: 9-1pm
3. West LA (JVS) WorkSource Center 13160 Mindanao Way #240, Marina Del Rey, CA 90292 http://www.jvsla.org/ (310) 309-6000 Mon-Tue: 8-6pm; Wed-Thu 8-5pm; Fri 8-2:30pm
4. Harbor Gateway (Pacific Gateway) WorkSource Center 1851 N Gaffey St. #F, San Pedro, CA 90731 http://www.pacific-gateway.org/harbor (310) 732-5700 Mon – Fri 8 – 5pm
5. El Proyecto del Barrio., Inc. WorkSource Center 9024 Laurel Canyon Blvd., Sun Valley, CA 91352 http://www.wscalnetwork.org (818) 504-0334 Mon – Fri 8 – 5pm, Mon & Wed evenings (by appointment)
6. Downtown/Pico Union (PACE) WorkSource Center 1055 Wilshire Blvd #900A, Los Angeles, CA 90017 http://pacela.org/ (213) 353-1677 Mon-Fri 8:30-4:45pm, 1 st Sat: 9-12:45pm, 1 st Fri: Closed

GENERAL INFORMATION

Targeted Local Hire Program
Interim Website: <http://bit.do/lalocalhire>

City of Los Angeles
Personnel Department: <http://per.lacity.org/>

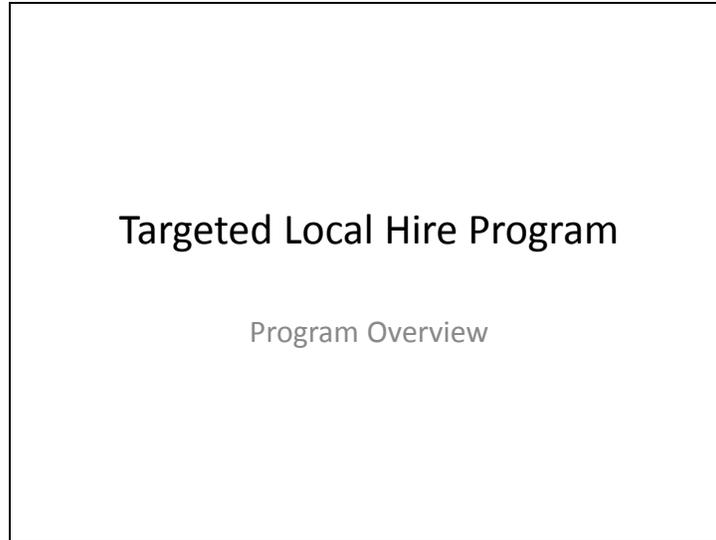
Civil Service Jobs with the City: <https://www.governmentjobs.com/careers/lacity>

Non-Civil Service Job
Opportunities with the City: <http://per.lacity.org/exams/exempt.htm>

Finding other employment
EWDD – JobsLA: <https://www.jobsla.org>



Slide 1



Program overview can be made available at ALL CBOs approved by the Working Group and ALL WorkSource Centers as part of the existing, standard WorkSource Center orientation.

Slide 2

What is the Targeted Local Hire Program?

- The Targeted Local Hire Program (“Program”) offers an alternative job pathway into civil service careers with the City of Los Angeles.
 - Non-traditional civil service exams where *on-the-job training is the exam!*
 - Entry level positions such as Office Trainee and Vocational Worker

The Targeted Local Hire Program (“Program”) offers alternative job pathways into civil service careers with the City of Los Angeles. The Program offers an opportunity to be referred to a hiring City department without having to take, pass, and achieve a high enough score on a traditional civil service examination.

The Program offers pathways into civil service careers through entry-level positions that are designed to provide on-the-job training by the hiring department. The entry careers are Office Trainee and Vocational Worker.

Slide 3



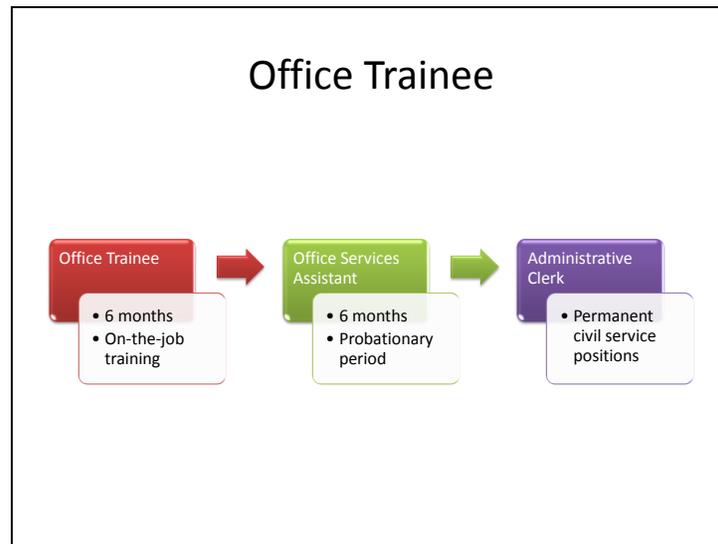
The Targeted Local Hire Program offers an alternative pathway into six (6) careers with the City.

Everyone hired through the Program will first be hired as either an Office Trainee or a Vocational Worker. Employment as an Office Trainee or Vocational Worker is a six-month on-the-job training period where you will train for one of the “Assistant” positions listed in red.

The “Assistant” positions listed in red is where you will serve a six-month probationary period to show that you are ready to perform the work of the targeted, permanent civil service career listed in green.

Please visit the Targeted Local Hire Program website for additional information on the career pathways.

Slide 4



The Office Trainee position provides on-the-job, paid training while performing a variety of routine office tasks.

If a candidate successfully completes the six-month on-the-job training as an Office Trainee, then they will begin a six-month probationary period as an Office Services Assistant.

If the candidate successfully completes the probationary six-month period, they will become a permanent civil service employee as an Administrative Clerk.

Please visit the Targeted Local Hire Program website for additional information on the career pathways.

Slide 5

Office Trainee Duties

- An Office Trainee assists in performing a variety of routine office tasks while becoming acquainted with clerical career opportunities in the City of Los Angeles.
 - On-the-Job Training Period

Employment as an Office Trainee in the Los Angeles Targeted Local Hire Program is intended to develop skills necessary for regular full-time employment with the City of Los Angeles.

Positions in the class of Office Trainee that are connected to this program are designated as temporary training positions and employment in these positions is limited to six-months, during which time the employee is expected to transition to other City classes.

Please visit the Targeted Local Hire Program website for additional information or contact the Personnel Department at lalocalhire@lacity.org

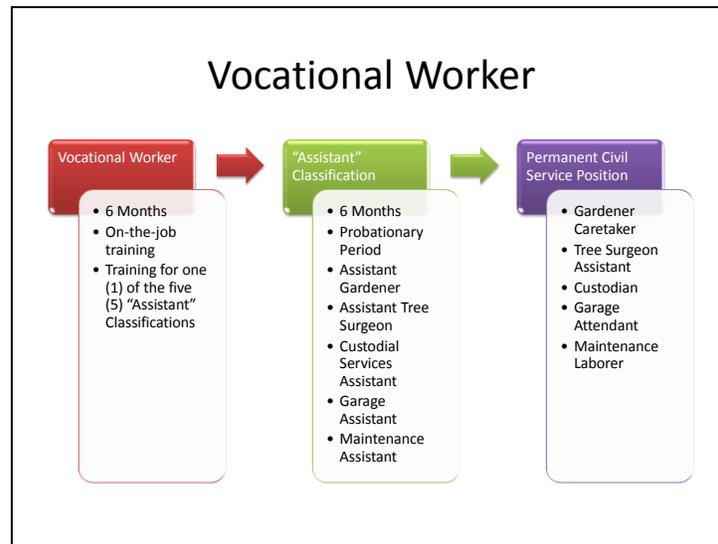
Slide 6

Office Trainee Requirements

- A completed online Targeted Local Hire Program Application; **and**
- A Referral from a WorkSource Center designated by the City of Los Angeles Targeted Local Hire Working Group. A list of the designated WorkSource Centers can be found at <http://bit.do/lalocalhire>.
- Important reminders:
 - A legal right to work is required prior to appointment.
 - This program does NOT guarantee a job. Participants will have an opportunity to be referred to a hiring City Department to compete for a job.

Please visit the Targeted Local Hire Program website or contact the Personnel Department for additional information at lalocalhire@lacity.org

Slide 7



The Vocational Worker position provides on-the-job, paid training while assisting in performing a wide variety of work activities such as routine technical or manual work and other training designed to provide or further develop skills.

If a candidate successfully completes the six-month on-the-job training as a Vocational Worker, then they will begin a six-month probationary period in one of the five "Assistant" positions.

If the candidate successfully completes the probationary six-month period, they will become a permanent civil service employee in one of the five permanent civil service positions.

Please visit the Targeted Local Hire Program website at <http://bit.do/lalocalhire> For more information on the five (5) "Assistant" classifications or the five (5) permanent Civil Service Positions.

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Vocational Worker Duties

- A Vocational Worker assists in performing a wide variety of work activities such as routine **technical or manual work**; receives **training** designed to provide or further develop skills.
 - On-the-job Training Period for one (1) of five (5) “Assistant” Positions
- Important Note: a legal right to work is required prior to appointment.

Please visit the Targeted Local Hire Program website for additional information or contact the Personnel Department at lalocalhire@lacity.org

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Vocational Worker Requirements

- A completed online Targeted Local Hire Program Application; **and**
- A Referral from a WorkSource Center designated by the City of Los Angeles Targeted Local Hire Working Group. A list of the designated WorkSource Centers can be found at <http://bit.do/lalocalhire>.
- Important reminders:
 - A legal right to work is required prior to appointment.
 - This program does NOT guarantee a job. Participants will have an opportunity to be referred to a hiring City Department to compete for a job.

Please visit the Targeted Local Hire Program website for additional information or contact the Personnel Department at lalocalhire@lacity.org

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Important Reminder

- The Targeted Local Hire Program is an opportunity to be part of the candidate pool from which candidates will be randomly selected to participate in the hiring process with a City Department.
 - City jobs are not guaranteed
 - Applications are active for one (1) year
 - Applications can be resubmitted after one (1) year.
 - The number of referrals will depend on the number of vacancies available.

Applying to this Program does NOT guarantee a job with the City.

Applying to this Program allows individuals to be part of the candidate pool from which candidates will be randomly selected to participate in the hiring process with a City Department.

Random Selection will be based on the needs of the hiring City department and the job interests that the candidate indicates on the job application. For additional information, please contact the Personnel Department.

Please visit the Targeted Local Hire Program website for additional information or contact the Personnel Department at lalocalhire@lacity.org

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Who Can Apply?

- **Everyone** and **anyone** who meets the requirements for Office Trainee or Vocational Worker.
- Targeted populations:
 - Formerly homeless individuals
 - Foster youth
 - Older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA) [40 years of age +]
 - Veterans
 - Individuals with disabilities
 - LGBTQ community
 - Individuals from under-served zip codes
 - Former gang members
 - Formerly incarcerated individuals

The Program welcomes all applicants who have successfully met the requirements of Office Trainee or Vocational Worker.

Although ALL applicants are welcomed, the Program targets individuals that have traditionally faced employment barriers, such as:

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)

Individuals from under-served zip codes (list of zip codes to be included)

- Rate of unemployment is equal to or higher than the unemployment rate in the County of Los Angeles and/or
- The median annual household income is less than \$62,627
- It should be noted that the Public Works/Bureau of Contract Administration updates the zip codes every five (5) years

Please contact the designated Application Sites or the Targeted Local Hire Program website for a list of the under-served zip codes.

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How to Apply?

1. Call your nearest designated Application Site for an orientation appointment.
2. Meet with staff at a designated Application Site.

1. South Los Angeles
UAW-LETC WorkSource Center
2. Northeast LA
Goodwill WorkSource Center
3. West LA
JVS WorkSource Center
4. San Pedro/Harbor
Harbor Gateway (Pacific Gateway)
WorkSource Center
5. Valley
El Proyecto del Barrio., Inc. WorkSource
Center
6. Downtown/Pico Union
PACE WorkSource Center



1. South Los Angeles (UAW-LETC) WorkSource Center

3965 S. Vermont Ave., Los Angeles, CA 90037
<http://www.letc.com/> (323) 730-7900
Mon- Thu: 8:30 -5pm, Fri: 8:30-12pm

2. Northeast LA (Goodwill) WorkSource Center

342 N San Fernando Rd., Los Angeles, CA 90031
<http://www.goodwillsoal.org/> (323) 539-2000
Mon & Fri: 8-5pm, Tue-Thu 8-7pm, 1st & 3rd Sat: 9-1pm

3. West LA (JVS) WorkSource Center

13160 Mindanao Way #240, Marina Del Rey, CA 90292
<http://www.jvsla.org/> (310) 309-6000
Mon-Tue: 8-6pm; Wed-Thu 8-5pm; Fri 8-2:30pm

4. Harbor Gateway (Pacific Gateway) WorkSource Center

1851 N Gaffey St. #F, San Pedro, CA 90731
<http://www.pacific-gateway.org/harbor> (310) 732-5700
Mon – Fri 8 – 5pm

5. El Proyecto del Barrio., Inc. WorkSource Center

9024 Laurel Canyon Blvd., Sun Valley, CA 91352
<http://www.wscalnetwork.org> (818) 504-0334
Mon – Fri 8 – 5pm, Mon & Wed evenings (by appointment)

6. Downtown/Pico Union (PACE) WorkSource Center

1055 Wilshire Blvd #900A, Los Angeles, CA 90017
<http://pacela.org/> (213) 353-1677
Mon-Fri 8:30-4:45pm, 1st Sat: 9-12:45pm, 1st Fri: Closed

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What to Expect at the Designated Application Sites?

- Staff that is ready to help you!
 - Supportive Services
 - Career Services
 - Help with the Targeted Local Hire Program

- What if I only want to apply for the Program?
 - Staff can help with the application only

Staff at the designated WorkSource Centers is ready to assist you in finding the best career for you, as well as to provide you with help finding supportive services you may qualify and benefit from. If you wish to sign up for services at the WorkSource Center, you will not need a referral form from a CBO.

If you do not need any help with career or supportive services, staff will be able to help you submit the application for the Targeted Local Hire Program as long as you have received the valid referral form from one of the approved CBOs.

Remember to call ahead because you may need an orientation appointment!

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Next Steps?

- Visit your nearest designated Application Site for more information on the Application for Targeted Local Hire Program!

Please be reminded that when you are referred by a CBO or WorkSource Center, you should be ready to discuss your employment preferences to help select the careers you want to apply for through the Targeted Local Hire Program.

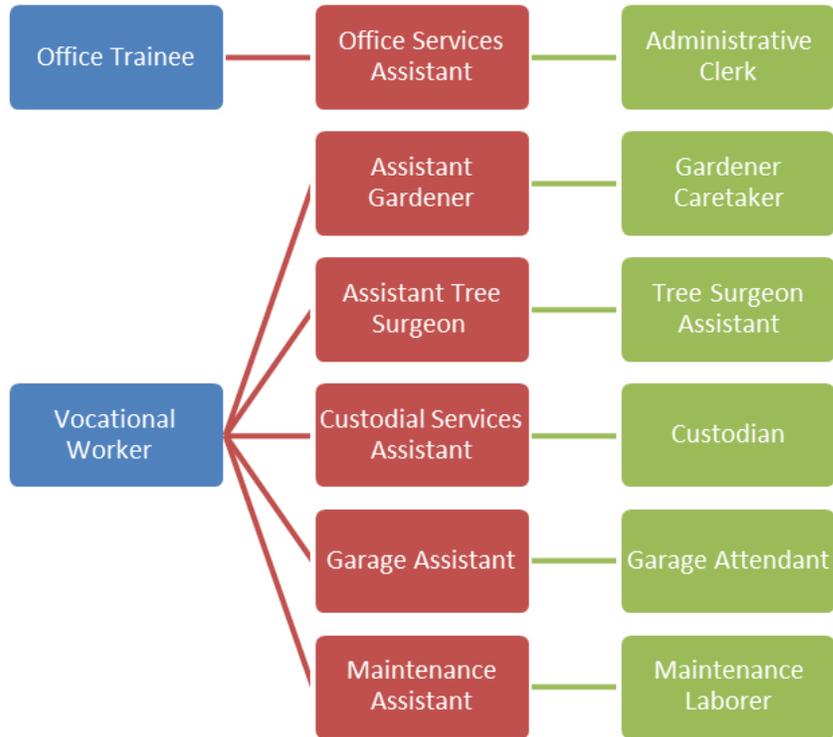


**Targeted Local Hire Working Group
STAFF REPORT 16-05 – ATTACHMENT D
Frequently Asked Questions (FAQs)**

1. What is the Targeted Local Hire Program?

The Targeted Local Hire Program (“Program”) offers alternative job pathways into civil service careers with the City of Los Angeles, where on-the-job training is the civil service exam.

2. What careers are possible through the Targeted Local Hire Program?



3. What are the duties of the careers possible through the Targeted Local Hire Program?

Please visit the Targeted Local Hire Program website at <http://bit.do/lalocalhire> to review a current list of duties, competencies, and tasks performed by the classifications listed above. You may also make an appointment at a designated WorkSource Center to attend a Targeted Local Hire Program Orientation.

4. What is the starting pay?

The starting pay for classifications will vary; however, the starting pay will be at least \$15.00 per hour or higher. Please confirm the salary with the hiring department before accepting a job offer.

5. Where are the designated Application Sites?

Below is a list of the designated Application Sites. You may obtain a map of their locations by visiting the Targeted Local Hire Program website at <http://bit.do/lalocalhire> or at any WorkSource Center in Los Angeles.

<p>1. UAW-LETC WorkSource Center 3965 S. Vermont Ave., Los Angeles, CA 90037 http://www.letc.com (323) 730-7900 Mon- Thu: 8:30 -5pm, Fri: 8:30-12pm (Services the communities in South Los Angeles)</p>	<p>2. Harbor Gateway (Pacific Gateway) WorkSource Center 1851 N Gaffey St. #F, San Pedro, CA 90731 http://www.pacific-gateway.org/harbor (310) 732-5700 Mon – Fri 8 – 5pm (Services the communities in the Harbor/San Pedro area)</p>
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<p>3. Goodwill WorkSource Center 342 N San Fernando Rd., Los Angeles, CA 90031 http://www.goodwillsocal.org (323) 539-2000 Mon & Fri: 8-5pm, Tue-Thu 8-7pm, 1st & 3rd Sat: 9-1pm</p> <p>(Services the communities in Northeast Los Angeles)</p>	<p>4. El Proyecto del Barrio., Inc. WorkSource Center 9024 Laurel Canyon Blvd., Sun Valley, CA 91352 http://www.wscalnetwork.org (818) 504-0334 Mon – Fri 8 – 5pm, Mon & Wed evenings (by appointment)</p> <p>(Services the communities in the Valley)</p>
<p>5. JVS WorkSource Center 13160 Mindanao Way #240, Marina Del Rey, CA 90292 http://www.jvsla.org (310) 309-6000 Mon-Tue: 8-6pm; Wed-Thu 8-5pm; Fri 8-2:30pm</p> <p>(Services the communities in West Los Angeles)</p>	<p>6. Downtown/Pico Union (PACE) WorkSource Center 1055 Wilshire Blvd #900A, Los Angeles, CA 90017 http://pacela.org (213) 353-1677 Mon-Fri 8:30-4:45pm, 1st Sat: 9-12:45pm, 1st Fri: Closed</p> <p>(Services the communities in the Downtown/Pico Union)</p>

7. Who can apply?

The Program welcomes **all** applicants who have a valid referral code from a designated Application Site.

Although all applicants are welcomed, the Program targets individuals who have traditionally faced employment barriers, such as: 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 (list of zip codes to be included).

8. How to apply?

If you are being referred by a community-based organization (CBO) that has been approved by the Targeted Local Hire Working Group or any WorkSource Center in the City of Los Angeles, then please obtain a “CBO Referral Form”.

To obtain and submit an application, you must make an orientation appointment at one of the six designated Application Sites.

9. What does the application consist of?

The application will consist of six (6) questions, which collect information such as your name and address, if applicable; the information of the Application Site where you applied; the areas of the Los Angeles where you want to work, including other preferences you may have such as indoor or outdoor work; your employment job interests; the type of work shift you prefer; and you may also describe any work experience or training but it is not mandatory.

10. What if I am not sure what is the best City career for me?

Your original service provider, such as the CBO or WorkSource Center that referred you to the Application Site may be able to provide you with assistance in finding the best career for you, as well as to provide you with help finding supportive services you may qualify and benefit from.

If you were not referred by any CBO or WorkSource Center, staff at the Application Site will be happy to help you enroll in additional supportive services, including career counseling, resume building, interview preparation training, and employability training, among other services available.

11. What to expect at the designated Application Sites?

Staff at the designated Application Sites is ready to assist you with the application process for the Targeted Local Hire Program.

If you were referred by an approved CBO or a WorkSource Center in the City of Los Angeles, please be sure to bring your referral form to the orientation appointment.

12. How do I get a valid referral code?

Please make an appointment at one (1) of the designated Applications Sites of your choice. After completing the Targeted Local Hire Program Orientation, staff at the Application Site will provide you with a valid referral code if you are either enrolled as a client of a WorkSource Center in the City of Los Angeles or have a valid CBO Referral Form.

13. What are the approved community-based organizations (CBOs)?

A list of the approved CBOs can be obtained from the designated WorkSource Centers or by visiting the Targeted Local Hire Program website at <http://bit.do/lalocalhire>.

14. What happens after I apply?

All applications will be reviewed by the City of Los Angeles Personnel Department to ensure that they have a valid referral code from one of the six designated WorkSource Centers.

If the application is accepted, you will become part of the candidate pool and eligible for referral opportunities. When a hiring department has a vacancy, the candidate pool will be filtered for candidates who match the needs of the department. For example, if "Department X" is hiring a night-time custodian that is expected to work indoors on weekends, then the candidate pool will be searched to identify all candidates who are interested in custodial work, available to work nights, weekends, and indoors. Of the candidates that match the criteria, five (5) plus the number of vacancies will be randomly selected to be referred to the hiring department. The hiring department will then contact the candidates to schedule the next step, which may include assessments like an oral interview, a performance test, etc. The hiring department will then make a hiring decision.

If you are selected, the hiring department will give you a start date.

If you are not selected, your name will return to the candidate pool and you will be eligible for all future referral opportunities for a period of one (1) year from the date of your application.

Please contact the Personnel Department for questions about the referral procedures.

15. When will I be referred?

The referral process is based on the needs of the hiring departments. Please check your e-mail address to ensure that you do not miss any opportunities. You may periodically check the status of your application by contacting the Program staff or your case manager if you signed up for supportive services at the WorkSource Center.

16. What if I need a job now?

The Targeted Local Hire Program does not guarantee a job. If you need immediate work, we encourage that you seek and accept other employment opportunities. You will continue to be eligible for referral opportunities with the Targeted Local Hire Program even if you have accepted a job elsewhere. For help finding other employment opportunities, we recommend signing up for additional career services at your designated WorkSource Center.

17. What if I get a job somewhere else?

You may remain in the candidate pool and eligible for referral opportunities even if you are currently employed by another organization. The Targeted Local Hire Program simply requires that you report to referral opportunities with the hiring department when called. If you are no longer interested, please notify the Program staff. Please do not rescind or quit an existing job until you have actually started working at a department. Please remember that being referred to a hiring department is an opportunity to be considered for a job; however, it does not guarantee a job.

18. What if my application expired but I want to continue to participate?
Please make an appointment with your Case Manager or visit your nearest designated Application Site to reapply for the program. Each application is active and valid for referral opportunities for a period of one (1) year.
19. What if I need to update my application?
You will need to re-submit your application. Please make an appointment with your Case Manager or visit your nearest designated Application Site.
20. What if I have a criminal record or conviction?
A background check will be conducted by a hiring department AFTER a conditional job offer has been made. Having a conviction record does not mean you are automatically disqualified. Please provide all pertinent information on convictions. Any conviction will be reviewed in consideration of the specific job offered. It is critical that you are completely transparent and truthful about any conviction because withholding conviction information may be grounds for disqualification.
- Each City department and positions within it may be subject to various local, State, or Federal laws; therefore, if you are not eligible for a particular position, you may still be eligible for other positions in other departments. If you are not hired, you will return to the candidate pool and will be eligible for future referral opportunities.
- Please contact the Personnel Department if you have additional questions or concerns about background checks.
21. What if I am referred to a department but I am not hired?
If you are not hired after being referred your name will return to the candidate pool and you will continue to be eligible for all future referral opportunities, unless you ask to be removed from the candidate pool, you get hired or your application expires and you choose not to renew it.
22. Who can I contact if I have any questions or concerns?
Please e-mail Program staff at lalocalhire@lacity.org.



OFFICE TRAINEE

Office Trainees receive on the job training that can eventually lead to a Civil Service career with the City of Los Angeles.

As an Office Trainee, you can expect:

- ✓ **Full-time employment**
- ✓ **At least \$15.00 an hour**
- ✓ **Benefits (health, commute, and retirement savings)**
- ✓ **On the job training & development**

As an Office Trainee, you will receive six months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the six month on-the-job training, which is considered your Civil Service examination, you will then be transitioned to a Civil Service classification. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.



Not sure what each job might entail?

Please see the next page for more information.

Once you successfully complete the program and become an Administrative Clerk, here are some things you can expect.

An Administrative Clerk is the ultimate career goal for the Office Trainee. During a regular working day, you can expect: general office work, which may include customer service, basic word processing, data entry, filing and organizing, and related work, such as:

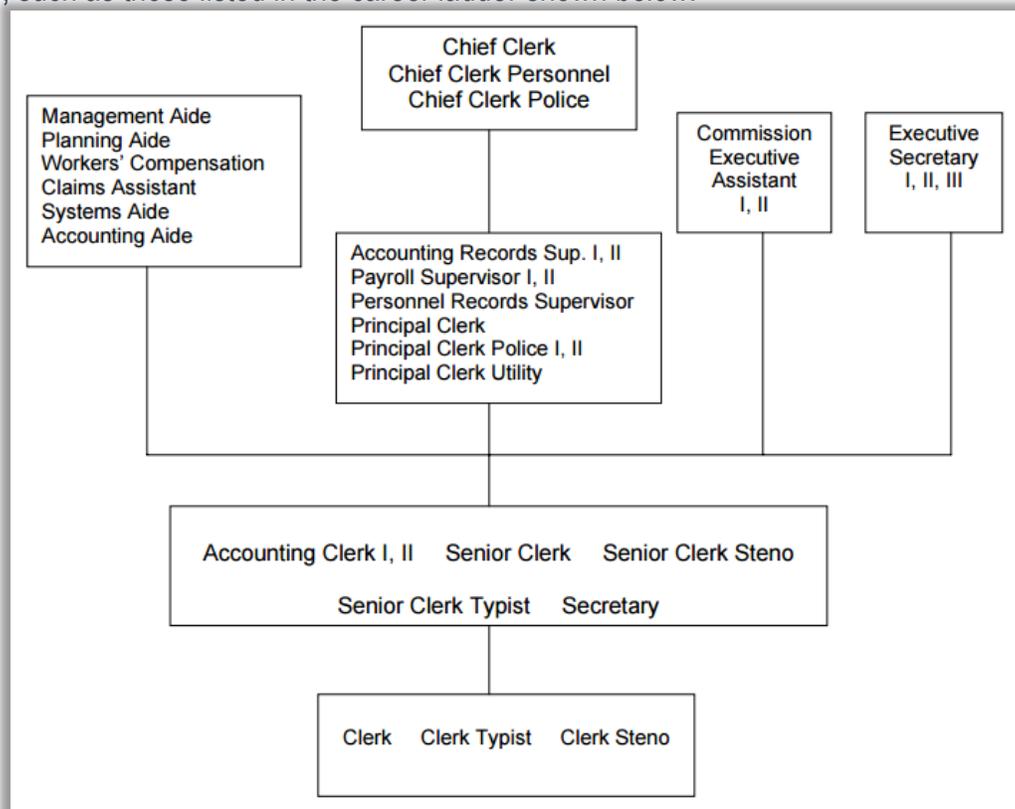
- Type memos and make copies
- Assist the public

Competencies you will be expected to develop:

- Judgment and Decision Making
- Attention to Detail
- Computer Proficiency
- Customer Service
- Teamwork
- Follow Oral and Written Directions
- Oral Communication

❖ NOTE: The classification of Administrative Clerk is employed by all City Departments!

After successful completion of the Targeted Local Hire Program and permanent appointment to the position of Administrative Clerk (previously known as Clerk Typist), you can expect to promote to various City careers, such as those listed in the career ladder shown below:



VOCATIONAL WORKER

Vocational Workers receive on the job training that can eventually lead to a Civil Service career with the City of Los Angeles.

As a Vocational Worker, you can expect:

- ✓ **Full-time employment**
- ✓ **At least \$15.00 an hour**
- ✓ **Benefits (health, commute, and retirement savings)**
- ✓ **On the job training & development**

As a Vocational Worker, you will receive six months of on-the-job training. During this time, you are exempt from Civil Service. Once you successfully complete the six month on-the-job training, which is considered your Civil Service examination, you will then be transitioned to a Civil Service classification. Note that you will still need to complete a six month probationary period before becoming a regular, Civil Service employee.

There are multiple career pathways that you can choose that all stem from Vocational Worker. See the chart below.



Not sure what each job might entail?

Please see the next page for more information.

Once you successfully complete the program and become a Gardener Caretaker, here are some things you can expect.

A Gardener Caretaker performs gardening, landscape construction, and maintenance work in parks, playgrounds, Citywide traffic islands, medians, slopes, grade separations and other landscaped areas.

It should be noted that as a Gardener Caretaker, you may be required to work weekends and holidays and can be reassigned to work any location in the City. You may also be required to work overtime and in bad weather.

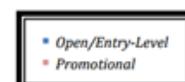
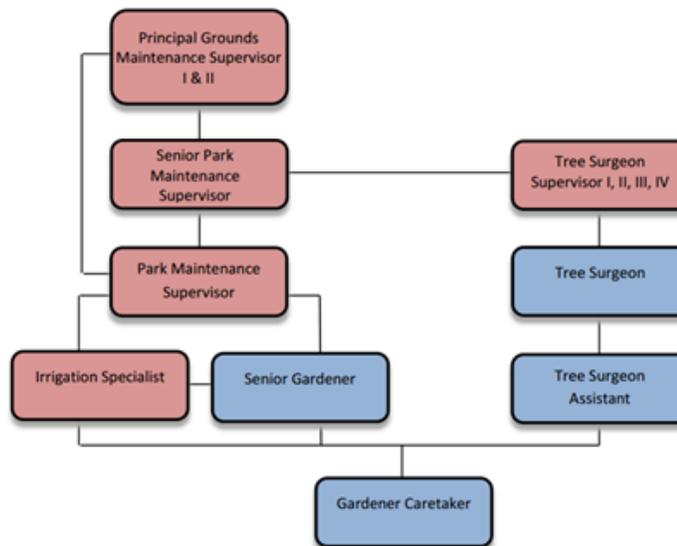
Competencies you will be expected to develop:

- Attention to Detail
- Self-Management
- Safety Focus
- Conscientiousness
- Technical job knowledge
- Responsiveness & Follow-up
- Teamwork
- Follow oral & written directions

Employed at City Departments such as:

- Los Angeles World Airports
- Department of Water & Power
- Harbor
- Police
- Public Works/Bureau of Sanitation
- Public Works/Bureau of Street Services
- Recreation and Parks
- Zoo

After successful completion of the Targeted Local Hire Program and permanent appointment to the position of Gardener Caretaker, you can expect to promote to various City careers, such as those listed in the career ladder shown below:



TREE SURGEON ASSISTANT → TREE SURGEON ASSISTANT

An Assistant Tree Surgeon assists in tree trimming and removal work and performs a variety of unskilled tasks on the ground.

Competencies you will be expected to develop:

- Safety Focus
- Physical Capability
- Initiative
- Stress Tolerance
- Technical Job Knowledge
- Mechanical Aptitude
- Teamwork
- Follow Oral Instructions

Employed at City Departments such as:

- Department of Water and Power
- Harbor
- Public Works/Bureau of Street Services
- Recreation and Parks

CUSTODIAL SERVICES ASSISTANT → CUSTODIAN

A Custodian performs a variety of cleaning and janitorial tasks in City buildings including keeping police, medical clinic and laboratory facilities in a clean and sanitary condition.

Competencies you will be expected to develop:

***NOTE: List of competencies is currently being developed.

Employed at City Departments such as:

- Los Angeles World Airports
- Department of Water and Power
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation
- Recreation and Parks
- Zoo

GARAGE ASSISTANT → GARAGE ATTENDANT

A Garage Attendant performs general servicing and lubricating of cars, trucks and motorcycles; chauffeuring; parking cars; washing and waxing; making minor repairs to vehicles; assists equipment mechanics by removing and replacing defective radiators, hoses, fan belts, and batteries; replaces tires on cars and trucks in the shop and in the field; may operate a light to heavy duty tow truck; and other tasks.

Competencies you will be expected to develop:

- Self-Management
- Safety Focus
- Physical Capability
- Technical job knowledge
- Interpersonal skills
- Teamwork
- Follow written directions
- Oral communication

Employed at City Departments such as:

- Los Angeles World Airports
- Department of Water & Power
- Fire
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation

MAINTENANCE ASSISTANT → MAINTENANCE LABORER

A Maintenance Laborer performs a variety of manual work for the City of Los Angeles.

Competencies you will be expected to develop:

***NOTE: List of competencies is currently being developed.

Employed at City Departments such as:

- Los Angeles World Airports
- Department of Water and Power
- Los Angeles Fire Department
- General Services Department
- Harbor
- Police
- Public Works/Bureau of Sanitation
- Public Works/Bureau of Street Services
- Recreation and Parks
- Department of Transportation

IV. SUPPORTIVE SERVICES

1. Please list all supportive services available to your client through your CBO, if any:

2. How long will client receive the support services listed above? _____

3. Will client receive supportive services after employment? _____

V. CONTINUED SUPPORT

1. Does your CBO commit to provide the client with continued support after employment?

Yes No

(Examples of "continued support": help client resolve a difficult interpersonal challenge at work; provide mentoring services, etc.)

2. Please provide the contact person that will provide continued support.

- Name: _____
- Phone No. _____
- E-mail: _____

VI. TARGETED LOCAL HIRE PROGRAM

1. Please select the client's job interests (Select All that apply):

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

2. Please select the all work environments in which the client is willing to work (Select All that apply):

- willingness to work indoors willingness to work outdoors willingness to perform physical labor
- willingness to operate a vehicle and has a valid driver's license

3. Please select the client's geographic/work location preferences (Select All that apply):

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

4. Please select the client's work shift preferences (Select all that apply)

- Day Evening Late Night Weekends

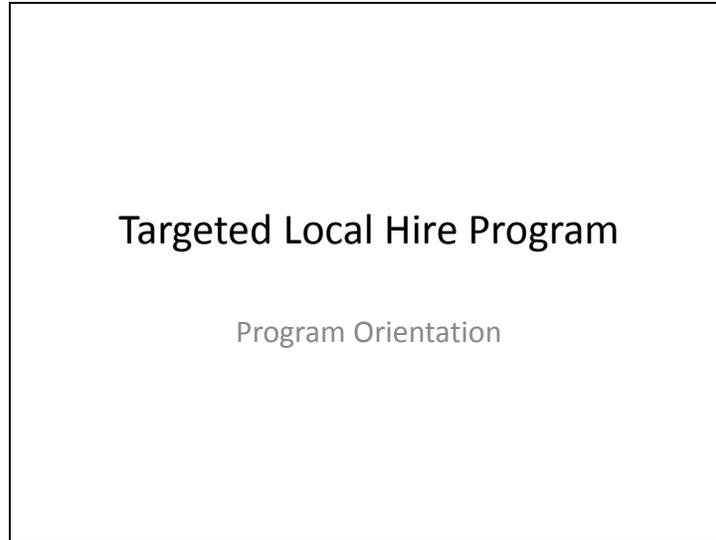
VII. AUTHORIZED ORIGINAL SIGNATURE

Please provide an original signature from an authorized signer, authorized signer's position title, e-mail and phone number.

X _____
Authorized Signer's Position Title: _____
Telephone No.: _____
E-mail Address: _____



Slide 1



Orientation available only at the designated Application Sites.

Slide 2

What is the Targeted Local Hire Program?

- The Targeted Local Hire Program (“Program”) offers alternative job pathway into civil service careers with the City of Los Angeles.
 - Non-traditional civil service exams where *on-the-job training is provided!*
 - Entry level positions such as Office Trainee and Vocational Worker

The Targeted Local Hire Program (“Program”) offers alternative job pathways into civil service careers with the City of Los Angeles. The Program offers an opportunity to be directly referred to a hiring City department.

The Program offers pathways into civil service careers through entry-level positions that are designed to provide on-the-job training by the hiring department. The entry careers are Office Trainee and Vocational Worker.

Slide 3



The Targeted Local Hire Program offers an alternative pathway into six (6) careers with the City.

Everyone hired through the Program will first be hired as either an Office Trainee or a Vocational Worker. Employment as an Office Trainee or Vocational Worker is a six-month on-the-job training period where you will train for one of the “Assistant” positions listed in red.

The “Assistant” positions listed in red is where you will serve a six-month probationary period to show that you are ready to perform the work of the targeted, permanent civil service career listed in green.

Please visit the Targeted Local Hire Program website for additional information on the career pathways.

Slide 4

Important Reminder

- The Targeted Local Hire Program is an opportunity to be part of the candidate pool from which candidates will be randomly selected to participate in the hiring process with a City Department.
 - Candidate pool is managed by the Personnel Department
 - Applications are active for one (1) year
 - The number of referrals will depend on the number of vacancies available.

Applying to this Program allows individuals to be part of the candidate pool from which candidates will be randomly selected to participate in the hiring process with a City Department. Not everyone referred will receive employment.

Random Selection will be based on the needs of the hiring City department and the job interests that the candidate indicates on the job application. For additional information, please contact the Personnel Department at lalocalhire@lacity.org

Slide 5

Who Can Apply?

- **Everyone** and **anyone** who meets the requirements for Office Trainee or Vocational Worker.
- Targeted populations:
 - Formerly homeless individuals
 - Foster youth
 - Older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA) [40 years of age +]
 - Veterans
 - Individuals with disabilities
 - LGBTQ community
 - Individuals from under-served zip codes
 - Former gang members
 - Formerly incarcerated individuals
- Important Notes:
 - Targeted populations will have a higher chance of being referred
 - Information about whether or not a candidate is part of a targeted populations is NOT shared with anyone. It is collected for tracking purposes only and only the WorkSource Centers and Personnel Department will have access to this confidential information.
 - Identifying yourself as a member of a targeted population is NOT mandatory but it is beneficial
- Contact the Personnel Department at lalocalhire@lacity.org if you have additional questions about the referral procedures

The Program welcomes all applicants who have successfully met the requirements of Office Trainee or Vocational Worker.

Although ALL applicants are welcomed, the Program targets individuals that have traditionally faced employment barriers, such as:

- 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)
- Individuals from under-served zip codes (list of zip codes to be included)

Please contact the designated Application Sites or the Targeted Local Hire Program website for a list of the under-served zip codes.

Slide 6

Program Application Overview

Two (2) Pages with six (6) questions.

Question No. 6 is optional

The screenshot shows a form titled 'CITY OF LOS ANGELES TARGETED LOCAL HIRE PROGRAM (2016-17) APPLICATION'. It includes sections for applicant information, worksource center information, areas of interest, work environment preferences, employment job interests, and work shift preferences. Section 6 is titled 'Work Shift Preferences' and includes options for Day, Evening, Late Night, and Weekend shifts.

The Program application will consist of six (6) questions.

You will need to provide:

- your name and address, if applicable;
- the information of the WorkSource Center where you applied;
- the areas of the City where you want to work, including the other preferences you may have such as indoor or outdoor work;
- your employment job interests;
- the type of work shift you prefer; and
- you may also describe any work experience or training but it is not mandatory.

Slide 7

Background Review

- A background review is conducted after a tentative job offer is made by the hiring departments.
 - Not part of the initial application.
 - Analyzed on a case-by-case basis to determine a connection to the job.
- When asked, be prepared to provide all information.
- Do not exclude any information!
- Criminal background records do not mean automatic disqualification!
- The City of Los Angeles conducts background checks and are the decision makers.
 - Important Reminder: The WorkSource Centers, Application Sites, and CBOs are NOT involved in the City's background checks and cannot answer any questions related to this. For specific questions or concerns, please contact the Personnel Department at lalocalhire@lacity.org
- Important Reminder
 - Do NOT quit current employment until you pass ALL background check processes AND begin City employment!

The City of Los Angeles does not ask any information on criminal records during the application process.

A background check is only performed AFTER a tentative job offer has been made. Therefore, you will NOT be asked to disclose any criminal background information on the Targeted Local Hire Program application or when you interview with the hiring departments.

A background check will be conducted by a hiring department AFTER a conditional job offer has been made. Having a conviction record does not mean you are automatically disqualified. Please provide all pertinent information on convictions. Any conviction will be reviewed in consideration of the specific job offered. It is critical that you are completely transparent and truthful about any conviction because withholding conviction information may be grounds for disqualification.

Each City department and positions within it may be subject to various local, State, or Federal laws; therefore, if you are not eligible for a particular position, you may still be eligible for other positions in other departments. If you are not hired, you will return to the candidate pool and will be eligible for future referral opportunities.

Please contact the Personnel Department if you have additional questions or concerns about background checks.

Slide 8

Drug Testing

- May be subject to random drug testing
 - When?
 - Anytime before or after hire
- Contact Personnel Department should you have questions

There are positions in the City that are subject to random drug testing. Positions that are designated as “safety sensitive” require drug testing before hire and others are subject to random drug testing throughout employment.

Please contact the Personnel Department at lalocalhire@lacity.org should you have questions or concerns.

Slide 9

What to Expect at the Application Sites?

- Staff that is ready to help you with the application!
 - Valid Referral Code

- What if I need additional services?
 - You may visit your original service provider
 - Examples: referring CBO, WorkSource Center or other organization
 - If you do not have a service provider, you may enroll for additional services at one (1) of the six (6) application sites

- What if I have more questions about the Program or City employment?
 - Please contact the Personnel Department at lalocalhire@lacity.org

Staff at the six (6) designated Application Sites is ready to assist you complete the Program application. However, if you still need help with determining the type of Program career that is best for you, please contact your original service provider. Your original service provider can be the CBO or the WorkSource Center that referred you. If you are not currently receiving services from another CBO or WorkSource Center and wish to receive additional services, staff at our Application Site can help you enroll!

If you do not need any help with career or supportive services, staff will be able to help you submit the application for the Targeted Local Hire Program as long as you have received the valid referral form from one of the approved CBOs.

At the end of this orientation, we will provide you with a list of approved CBOs if you choose to decline services from our WorkSource Centers.

Slide 10

How long before you are referred?

- Based on the hiring needs of Departments.
 - If many departments have vacancies, it may be sooner
 - If departments do not have vacancies, it may take months or up to a year
 - There is not a specific number of jobs that are available at any given time; it all depends on the on-going vacancies available at City Departments.
- What if I have not been referred after **one (1) year**?
 - Please re-submit your application by visiting a designated Application Site.
- **The Targeted Local Hire Program does not guarantee a job**; rather, it provides an **opportunity to be referred** for a long-term career with the City.
 - Important Reminder: the candidate pool and referral procedures are handled by the Personnel Department NOT the WorkSource Centers.
- What if I need work now?
 - WorkSource Center staff may help with career search while waiting in the candidate pool for the Targeted Local Hire Program.
 - Still eligible for referral opportunities even if you have a job elsewhere.

The referral process is based on the needs of the hiring departments; therefore, it is very likely that candidates may not hear from the City for months.

Please **check your e-mail address or sign up at a WorkSource Center for a Case Manager** to ensure that you do not miss any opportunities.

You may periodically check the status of your application by contacting the **Program staff or your case manager** if you signed up for supportive services at the WorkSource Center.

For additional information on the referral process, please contact the Personnel Department at lalocalhire@lacity.org

Slide 11

Updates to Application

- Applications are valid for one (1) year from date of submission.
- What happens after one (1) year?
 - Make an appointment to re-submit your application at your nearest Application Site.
- What if I need to make a change on my application?
 - Changes to applications will require you to re-submit your application.
 - Make an appointment to re-submit your application at your nearest Application Site.

What if I need a job now?

The Targeted Local Hire Program does not guarantee a job. If you need immediate work, we recommend signing up for additional career services at your nearest WorkSource Center.

What if I get a job somewhere else?

You may remain in the candidate pool and eligible for referral opportunities even if you are currently employed by another organization.

Slide 12

Next Steps?

- Would you like supportive services, such as help with transportation, professional dress attire, or interview preparation to help you prepare?
 - Yes?
 - Please ask your original service provider (e.g., referring CBO or WorkSource Center) for help with enrolling.
 - What if I was not referred by a CBO or WorkSource Center?
 - Staff at the Application Sites can help you enroll for supportive services!
 - No?
 - Do you have a valid referral form from one of the approved CBOs?
 - If so, let's get started on your application.
 - If not, here are some options!

If you have any questions about City employment or the Targeted Local Hire Program, please contact the Personnel Department at lalocalhire@lacity.org



**Targeted Local Hire Working Group
STAFF REPORT 16-05 – ATTACHMENT H
Candidate Voluntary Self-Identification Form**

Thank you for your interest in the Targeted Local Hire Program (“Program”)! This Program is designed to create alternative job pathways into civil service careers by utilizing on-the-job training as the civil service exam for entry-level classifications such as Vocational Worker and Office Trainee.

The Program welcomes ALL applicants. The Program also targets under-served populations that have traditionally faced employment barriers. In order to track the success of our outreach efforts to reach out to under-served populations, we would like you to select any or all of the populations listed below that may apply to you. **THIS IS OPTIONAL; therefore, you may choose to not identify yourself as part of any of the populations below.**

This information will be confidential and only viewable by WorkSource Center staff helping you with the application and Personnel Department staff supporting the Targeted Local Hire Program.

If you choose to identify yourself with any of the under-served populations below, this information about you will NOT be shared with anyone, including hiring departments.

Completing the information below is OPTIONAL and it will only be used for tracking purposes. Candidates may keep this form upon completion. It will not be collected or included with the application.

UNDER-SERVED POPULATION

Please select any of the populations listed below that you identify yourself with.

(*Select all that apply.)

- Former gang members
- Formerly homeless individuals
- Formerly incarcerated individuals
- Foster youth
- Individuals from under-served zip codes (Note: to be provided)
- Individuals with disabilities
- LGBTQ community
- Protected under the Age Discrimination in Employment Act of 1967 (ADEA) (40 years of age or older)
- Veterans
- Not Applicable OR I do not wish to disclose

GENDER

Please select or type in the gender that you most closely identify with.

- Female
- Male
- Transfeminine
- Transmasculine
- Trans Binary
- Applicant Self-Identifies:_____.
- I do not wish to disclose.

ETHNICITY

Please select or type in the ethnicity that you most closely identify with.

- Asian
- American Indian
- Black
- Caucasian
- Filipino
- Hispanic
- Applicant Self-Identifies :_____.)*
- I do not wish to disclose.