

**CITY OF LOS ANGELES  
TARGETED LOCAL HIRE WORKING GROUP**

**PROPOSED MINUTES  
Tuesday, August 2, 2016 - 1:00 P.M.  
520 Temple Street, Training Rooms A&B**

**TARGETED LOCAL HIRE WORKING GROUP MEMBERS**

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**Present**

Jackie Goldberg, Chairperson

Maritta Aspen (A), Office of the City  
Administrative Officer

Roy Morales (A), Office of the Chief  
Legislative Analyst

Raul Lemus (A), Personnel Department

Robert M. Sainz (A), Economic Workforce  
Development Department

Edward R. Johnson, Office of Councilmember  
Wesson, Council District 10

Steve Garcia, Office of Councilmember Harris-  
Dawson, Council District 8

Anna Aroutiounian, Office of Councilmember  
Krekorian, Council District 2

Alma Guerrero, Mayor's Office

Cheryl Parisi, American Federation of State,  
County, and Municipal Employees

Teresa Sanchez, American Federation of  
State, County, and Municipal Employees

David Sanders, Service Employees  
International Union, Local 721

Molly Rhodes, Service Employees  
International Union, Local 721

Chris Hannan, Los Angeles/Orange Counties  
Building and Construction Trades Council  
AFL-CIO

Gavin Koon, International Union of Operating  
Engineers, Local 501

**Not Present**

Alice Goff, American Federation of State,  
County, and Municipal Employees

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

## **INTRODUCTION**

### **(1) Call to Order**

Ms. Jackie Goldberg called the meeting to order at approximately 1:10 p.m.

### **(2) Public Comments**

Ms. Goldberg called for public comments. Mr. Vincent Cordero, Personnel Department, introduced a new Targeted Local Hire staff member, Maria Koo, to the Working Group.

## **ADMINISTRATIVE ITEMS**

### **(3) Minutes**

**A motion was made by Mr. Gavin Koon, seconded by Mr. Chris Hannon, to approve the minutes of the June 28, 2016 meeting; the motion was unanimously adopted.**

*Ms. Cheryl Parisi and Mr. Edward Johnson were not yet present for this motion.*

### **(4) Report back from the Governance Subcommittee**

Ms. Goldberg requested the Governance Subcommittee to announce the names of the four (4) union representatives that have not been identified to be part of the Working Group.

Mr. David Sanders stated that two (2) of SEIU's three (3) member spots have been filled by Mr. Sanders himself and Molly Rhodes. Mr. Cordero stated that Molly Rhodes has not been added to the Working Group. Mr. Sanders responded that she should be added. Ms. Goldberg added Molly Rhodes to the meeting as a present and voting member, which leaves one (1) outstanding Working Group member unidentified from SEIU.

Ms. Cheryl Parisi identified Teresa Sanchez and Alice Goff to be added to the Working Group for a total of three (3) AFSCME members in the Working Group.

### **(5) Report back from the Los Angeles Regional Initiative for Social Enterprise (LA RISE)**

Mr. Donny Brooks, Economic Workforce Development Department (EWDD) presented the LA RISE project, explaining that it is a partnership between the City's Workforce Development system, which includes all of the WorkSource and resource centers, with Social Enterprise non-profit businesses, to employ some of the hardest to serve populations, such as the formerly homeless, formerly incarcerated, and youth who are disconnected from school or work. These Social Enterprises hire the individuals and the City's Workforce Development system provides case management, assessment, training, and paid work experience for a period of time. The individuals are then transitioned to unsubsidized bridge employment then to competitive employment. Mr. Brooks stated that LA RISE represents a total investment of \$8 million. \$6 million from the U.S. Department of Labor (DOL) Workforce Fund serves 1,500 individuals with LA RISE enhanced services and 500 individuals receive other forms of service. The City Council and Mayor in their 16-17 budget adopted \$2 million more to fund an additional 275 job slots. Participants also receive retention support during bridge or competitive employment with a "pay for success" model that provides financial incentives to maintain communication with case managers to show they're still working at 1 month, 2 months, and 3 months. The City's

workforce development system has 17 centers and manages the workforce innovation opportunity and funding; LA RISE partners with 2 of the 17 centers.

Ms. Ashley Cordero, REDF, stated she was thankful to have been invited to attend this meeting and sees LA RISE as a potential referral partner for the Targeted Local Hire Program. Ms. Cordero was excited to report that when she met with Program staff last week, the 6 job classifications for the Targeted Local Hire Program match well with the training programs in the social enterprises in the LA RISE program. Ms. Cordero stated that LA RISE is a partnership of 6 social enterprise agencies that are non-profit organizations that provide paid work experience and professional job readiness in the form of soft skill and hard skill development as well as personal readiness, which involves eliminating barriers to keeping a job, such as issues with housing, health, childcare, and legal barriers. These individuals are then referred to employment programs, such as the City's Targeted Local Hire Program, and other competitive employers to hire on a full-time permanent basis. Ms. Cordero stated that LA RISE takes the individual through an employment continuum of subsidized employment to unsubsidized employment for individuals who would otherwise not be able to receive employment opportunities on their own.

Mr. Brooks stated that LA RISE is serving 775 participants, the majority of which are formerly homeless. Mr. Brooks stated that he hoped some of the jobs available through the Targeted Local Hire Program could be set aside for LA RISE candidates and that both EWDD and REDF would love to work with City Personnel to identify which job classifications LA RISE candidates may enter into in addition to any vocational skills or training programs that can be phased into the LA RISE project to better prepare individuals for the job opportunities. Mr. Brooks stated that they brought a two-pager that explained LA RISE and requested that the Working Group view LA RISE as a feeder into the Targeted Local Hire effort.

Mr. Chris Hannon asked what type of employers these candidates are being placed with now. Ms. Cordero responded that they've had success with janitorial, landscaping, retail, and food service employers. Most of these employers have a mission to hire within their company structure from surrounding areas, local hire initiatives, or have a goal to hire employees who have been previously homeless.

Mr. Hannon asked whether compensation to employers had been provided to any public employers or just private employers. Ms. Cordero responded that on-the-job training dollars are available in the budget, but only one employer has taken advantage of it and financial funding for employers and financial incentives for individuals to reward employment milestones is available.

Mr. Hannon asked whether there were any impediments to providing those dollars to a public employer. Mr. Robert Sainz responded that Federal dollars can't subsidize public employment; however general fund money would be able to. Ms. Goldberg requested that Mr. Sainz clarify. Mr. Sainz explained that the \$6 million Federal dollars could not be used for public service; however the \$2 million from the general fund could be used for public service.

Mr. Gavin Koon asked whether training would qualify for Federal funding if they were preparing individuals for a series of classes and how it would work. Mr. Brooks responded that they're trying to include other training opportunities into the LA RISE training at the social enterprise and would welcome exploring that.

Mr. Sanders stated he was not familiar with LA RISE and did not see SCOPE or COCO on their list of non-profit partners. Mr. Sanders asked if their role was to add to the candidate pool. Mr. Brooks confirmed that LA RISE would add to the candidate pool and felt the formerly homeless

they serve would be a good feeder for the program. Further, Mr. Brooks stated they partner with 6 non-profits: Goodwill industries, Homeboy Industries, Chrysalis, Downtown Women's Center, Los Angeles Conservation Core, and Coalition for Responsible Community Development. Mr. Sanders asked if they partnered with any non-profits from the FixLA group. Mr. Brooks responded no, they focused on the Downtown and South LA areas. Mr. Brooks stated EWDD administers the LA RISE project and partners with REDF, an expert in social enterprise non-profit organizations. Ms. Goldberg explained that these groups may have been specifically named since it was a DOL grant application. Mr. Brooks confirmed that in 2014 he worked on the grant application with REDF and had a 30-day turnaround to identify social enterprises in the area. A 5-year grant was approved in 2015 which provides for one year of planning, three years implementation, and a final year to write an evaluation report. Mr. Brooks explained that the additional \$2 million from the general fund was intended to support infrastructure from the DOL grant so additional job slots could be provided, but long-term they could look into having more partners with the understanding that these social enterprise business partners must have the ability to hire people.

Mr. Sanders asked for the definition of the term "Social Enterprise". Ms. Cordero responded that in terms of the LA RISE project a social enterprise is a non-profit organization that runs a business, so they have a revenue driving arm – whether its retail, café, landscaping, construction – and they provide paid work experience to the individuals who have barriers to work, so it's all wage-based and not stipend based.

Mr. Hannon asked Mr. Sainz whether the federal dollars could be used to pay for training programs on behalf of the public employer, even though they couldn't be used to subsidize the public employer. Mr. Sainz responded yes and explained that they used the grant to connect the worksource system with the social enterprise community, like Chrysalis and Homeboy, and opened a path to subsidized employment to partially unsubsidized employment to 100% unsubsidized and that allows new people to come in. Mr. Sainz explained that people were getting stuck because they became comfortable working there and weren't moving on to full 100% competitive wages. Mr. Hannon provided a hypothetical example of a candidate who wants to be a plumber and would like to attend pre-apprenticeship or apprenticeship training that the City would normally contribute financially toward and asked whether Federal dollars could pay for the training on behalf of the City. Mr. Sainz responded that we want to ensure federally-funded training would be an add-on, not a substitute. Ms. Goldberg clarified that federal programs require that you not substitute federal money for money the other entity was already spending; it would have to be an addition, no supplanting. For example, if the City were providing 17 slots, the City couldn't back out 10 of those slots and use federal dollars, you'd have to add 5 more slots and make 22 slots. In this case, 5 might be paid for by the Federal Government.

Ms. Anita Wallace, AADAP West Adams WorkSource, stated she had two questions. First, she asked whether the industries mentioned are the only ones offered by the LA RISE program. Ms. Cordero responded that the industries mentioned are the ones the social enterprises run, but that the jobs teach soft skills that could be used at a variety of positions and individuals have gone to other industries, such as maintenance and repair, through the connection Worksource centers provide. Ms. Wallace then asked if there were a minimum number of positions required from a company if they would like to be part of the program. Ms. Cordero responded that it was open to conversation and that they have a wide-range of employers they're willing to work with, but usually a minimum of 5 jobs is requested.

Ms. Goldberg posed the question whether LA RISE would be comfortable with the Targeted Local Hire Program's anticipated method to have individuals go through one of five or six

WorkSource Centers as a last step to being added to the candidate pool. Mr. Brooks responded yes, the WorkSource centers are some of the partners so it's a good fit. Ms. Goldberg stated that she felt it was an excellent partnership opportunity and did not want to reinvent the wheel on how it was run. Mr. Sainz added that one of the great things about this program is that all of the individuals are going to be enrolled in the JobsLA system, so it's all connected.

Mr. Sanders asked how does a non-profit, like SCOPE or COCO, or one of those agencies plug into or engage if they don't meet the definition of a social enterprise and how does that candidate pool plug into the same opportunities? Mr. Brooks responded that they encourage partners in the community to refer them to LA RISE intake sites and that there was a report to the Council about all the intake sites and partner names. Mr. Brooks explained that if the participant gets to an intake site they can get signed up and receive services. Mr. Sainz added that they would be happy to sit down and talk with those agencies. Ms. Goldberg stated it was a good idea to introduce the group through Mr. Sainz and that the whole purpose of these programs is to link up those who have been doing this independently to create a system that provides a connected routine way to help people find employment. Mr. Brooks added that through JobsLA they can see which services were provided, track the participant, which partners they are working with, and all case management activities in chronological order, including when and where they have been served.

Ms. Goldberg stated if there are no further questions or comments, she moves to accept the report and receive and file. Item #6 on the Working Group agenda will be skipped temporarily and the meeting will move to Item #7.

## **(7) Staff Reports**

Mr. Cordero presented staff report 16-01 on classifications for the Targeted Local Hire Program. Mr. Cordero stated that staff is recommending 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).

Mr. Cordero stated that on December 5, 2015, the City of Los Angeles ("City") and the Coalition of City Unions signed a letter of agreement wherein a commitment was made to develop workforce development strategies to meet the needs of City residents and stakeholders by creating alternate 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 recommends adopting the use of the proposed classifications, which will provide individuals from under-served communities an opportunity to obtain a Civil Service career through alternate job pathways.

Mr. Cordero explained that the proposed recommendation is based on the following factors: 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 the Civil Service examination are to be placed on an eligible list in rank order, 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. ALTERNATE JOB PATHWAYS INTO CIVIL SERVICE CLASSIFICATIONS - The Personnel Department staff has created alternate job pathways 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 to hire individuals through an alternative pathway. Additionally, the aforementioned classifications have proven to be an effective mechanism to allow departments to provide on-the-job training to individuals who lack technical training 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 from under-served communities to be hired in-lieu of a targeted Civil Service classification as exempt Vocational Workers in accordance with all provisions set forth in its respective, active Memorandum of Understanding (MOU).

Mr. Cordero continued that Vocational Workers and Office Trainees hired through the Program will serve a time in such classifications, which will not exceed the employment timelines established and approved by the Targeted Local Hire Working Group ("Working Group"). After completion of the specified time in the classifications of Vocational Worker or Office Trainee, employees will be appointed to a targeted "Assistant" Civil Service classifications. 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.

Mr. Cordero explained that 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 be eligible to be part of 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.

Mr. Cordero concluded that 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.

Ms. Parisi commented that she regretted to state that the report is completely contrary to what was negotiated in the collective bargaining agreement between the City of Los Angeles and the Coalition of LA Unions as it relates to the Targeted Local Hire Program and that there were specific trainee titles and specific levels negotiated. Ms. Parisi added that there had been a series of meetings, most recently about 3 weeks ago at the CAO's office, wherein the issues

remained unresolved. Ms. Parisi stated she had two objections – first that the trainee class had been designated to be one year, not a year and a half; second, that there were specific wage rates that were negotiated in the agreement as it relates to each of the training level positions. The use of office trainee and vocational worker are not consistent wages with what was negotiated in the collective bargaining agreement. Ms. Parisi stated that the report is premature and recommended it be worked out in the subcommittee prior to this process because they had strong concerns with time and wage rates as well as the utilization of the trainee positions. Problems were identified that indicated people end up stranded in the non-civil service classification, so there was a significant thought process the parties engaged in when the trainee level structure and wage rates were agreed to. Ms. Parisi stated she was disappointed that this was being presented because it is in conflict with the negotiations and asked that the report not move forward and be sent back and added that they are committed to resolving the issues as expeditiously as possible.

Ms. Goldberg asked whether the titles, for example “Assistant Tree Surgeon”, were not even the correct titles that were negotiated. Ms. Parisi confirmed. Ms. Goldberg clarified that it’s not just the wages; it’s the titles and the wages that go along with the titles. Ms. Parisi confirmed it was the titles, the wages, and the time. Ms. Goldberg clarified that the problem is not in the process, but in the wrong titles, wages, and time. Ms. Parisi confirmed. Ms. Goldberg asked whether Ms. Parisi suggested staff go back to the table with labor and management before the report goes forward.

Ms. Maritta Aspen, CAO, commented that Ms. Parisi is correct that discussions implied that the individuals would be brought in at the civil service classification and that they would start at step 1 which would serve as the 1 year training period. Ms. Aspen stated she felt the issue was how to mesh the MOU agreement with the Charter and the Civil Service System and how to bring the individuals in to a Civil Service classification without an exam through this alternative process. Ms. Aspen explained that in a conversation with Personnel she was informed that in order to get individuals to that step, they would require this type of system.

Ms. Goldberg stated that she was under the impression that the performance of the job is the exam; if you could do the job you’ve passed the exam and no one is trying to get rid of the civil service, that’s not the issue. Ms. Aspen confirmed. Ms. Goldberg stated the issue was how a Civil Service exam is defined and for this program, if you learn and can do the job, that’s the exam. Ms. Goldberg asked if that was a problem with Personnel or the Union. Mr. Cordero responded that the report outlines the Charter and Civil Service Rules that the City must comply with and that the exam is currently set up as an application review. Mr. Cordero described the civil service exam as the time the individual is in the assistant class at the conclusion of which the department states the individual performs at a satisfactory level and recommends hire. Ms. Goldberg asked why the individual couldn’t be placed on a Civil Service list to begin with? Ms. Parisi explained that the negotiating parties envisioned the creation of a trainee level, for example Administrative Clerk Trainee or Maintenance Laborer Trainee, without the traditional civil service exam, which would have a 1 year probationary period as opposed to the 6 month probationary period, which would serve as the civil service exam.

Ms. Goldberg asked if it would be a problem from Personnel’s point of view if we removed Vocational Worker, called them trainees from the beginning, and had them start at step 1 of the collective bargaining unit salary schedule. Mr. Cordero suggested this issue be taken back to a subcommittee. Ms. Goldberg accepted Mr. Cordero’s suggestion and requested the Working Group form a subcommittee and identified Maritta Aspen, CAO; Vincent Cordero, Personnel Department; Cheryl Parisi, AFSCME; and David Sanders, SEIU, to work out the Program issues to be in line with the MOU and Civil Service rules. Mr. Hannon asked if other members could

attend. Ms. Goldberg responded that all Working Group members are welcome, but that the subcommittee members specifically are the ones who will be getting the work done.

Mr. Koon stated that in the very beginning discussions regarding opportunities that already exist, such as the PET program at Sanitation for hiring Wastewater Treatment Operators, a 14-month excellent existing program. Ms. Goldberg responded by asking the Working Group to put a placeholder to get into issues involving apprenticeship and existing City programs so as not to delay the current staff reports. Mr. Cordero recommended that staff report B also be sent to the subcommittee. Ms. Goldberg stated that staff reports A, B, and C would be sent to subcommittee, despite C not requiring much change, it makes sense to have them move forward together hopefully by the September Working Group meeting.

### **(8) Report back from the Outreach Subcommittee**

Ms. Goldberg reported that the Outreach Subcommittee recently met with the Korean Churches for Community Development (KCCD) and that they requested an additional designated WorkSource center for the Asian Pacific Islander population. In response, PACE will be asked to become a designated Program WorkSource center. Ms. Goldberg stated that we have designated El Proyecto in the Valley, Goodwill in East LA and Lincoln Heights, UAW in Central and Southern LA, Harbor Gateway, and plan to meet with JVS for the West Side. Ms. Goldberg asked if there were any objections to adding one more WorkSource Center, PACE, to meet the needs requested by KCCD? Mr. Sanders stated that PACE has a good track record. Ms. Goldberg responded that's exactly why she's recommending them and added Mr. Sainz believes it would be a good addition. Mr. Sanders asked where they are located. Mr. Sainz responded that they are located by Wilshire and Bixen. Ms. Goldberg stated if there's no objection, we'll add PACE.

Ms. Goldberg stated that the Outreach Subcommittee met with Pacoima Beautiful, with Harbor Gateway WorkSource Center for a follow-up to solidify the new role for them, with CIDLA directors of the Family WorkSource centers, and with Goodwill as a follow-up. Upcoming meetings are scheduled with JVS, LGBT, PACE, and the Armenian Relief Society. Ms. Goldberg noted if there are organizations the group would like to reach out to, to inform staff to set up meetings.

### **(9) Update from staff regarding the Targeted Local Hire Working Group Database**

Mr. Cordero thanked ITA, Jeanne Holme and her staff, stating they have been great. A standing biweekly meeting is currently scheduled with ITA staff to not only develop the website for this program, but to develop a tracking and applicant system. ITA has created a template for the official website located with all the other City websites which is not currently ready. Hopefully a demonstration of the website can be provided at the next Working Group meeting. The temporary website is being updated with the agenda, minutes, and information related to this effort until the official website is up. Targeted Local Hire Program staff received training on Drupal by ITA to learn how to update the official website.

Mr. Cordero continued that staff has created Google forms of the application and department needs form which will hopefully be presented at the next Working Group meeting. The application is a proposed short form. Mr. Cordero stated that staff will attempt to provide secure access to WorkSource Center partners to access these forms and has been working with ITA to develop a business plan for the application and tracking system. ITA will eventually obtain estimates from third party developers once the plan has been approved. At the most recent Task Force meeting it was requested that the type of data tracked is standardized, so a report to

the Working Group will be prepared to obtain feedback regarding the types of data we would like to track in the future.

Ms. Parisi stated she wanted to express her pleasure at this project and that she feels it will be outstanding and wanted to thank everybody. Ms. Goldberg responded that she was also thrilled and that there is a lot of information available on the temporary website and she wants to make sure the official website is available in other languages, particularly Spanish, and that the more help we can provide people the better off they're going to be.

#### **(10) Update on efforts related to Mayor Garcetti's Executive Directive No. 15**

*Video presented of Ms. Wendy G. Macy, General Manager of the Personnel Department, and Mr. Ted Ross, General Manager of the Information Technology Agency, encouraging all General Managers or Department Heads to incorporate the Targeted Local Hire Program into their Succession Plans.*

Mr. Cordero stated that by releasing Executive Directive No. 15 on April 29, 2016, the Mayor has asked Departments to draft an equitable workforce and service restoration plan. In the plan, the Mayor is looking for discussion of specific ways in which Departments will be participating in the Targeted Local Hire program including the number of funded full-time vacant positions that will be filled in-lieu with Assistant or Trainee classifications. The plans are due to the Deputy Mayor and the Personnel Department by September 30, 2016. The Personnel Department contacted the General Managers and Workforce Planning Analysts of each Department in a June 2016 email requesting this information and the video was released on July 20, 2016 to all department heads informing them that both Personnel and ITA would be scheduling interviews with department heads. These pre-planning meetings will be about the department's overall succession plan, of which the targeted local hire piece plays a small part. To date, the Personnel Department has received two responses regarding the Targeted Local Hire program, from Emergency Management and EWDD, stating that they don't have any classifications that fall within the targeted classifications for the program. EWDD indicated that they might have 1 administrative clerk vacancy in 2017. It is expected that the succession reports will be submitted by September 30, 2016, and will be shared with the Working Group as they are received.

Ms. Teresa Sanchez commented that she thinks it's important that the coalition be included in those meetings and that it would be useful to many departments to have coalition unions help identify potential trainee positions. Mr. Cordero responded that these meetings are only one-hour long with the General Managers of the ITA and Personnel Department and have plenty to cover and suggested follow-up meetings as discussed previously with Harbor and LAWA to get into the details about Targeted Local Hire to have more time to dig deeper into specific classifications in a meeting that lasts more than an hour.

Ms. Molly Rhodes asked who is making the plans. Mr. Cordero responded that they're following the plans requested by ED-15 and instructions available last year provided by Personnel. Mr. Sanders explained that the intent of the union to insert themselves in the process is not to do the department's job or impede, but to add additional stakeholders and support to the process. Mr. Koon added that staff should make sure while performing outreach to departments that staff gets far enough in the system to reach out to supervisors and managers, where the heavy lifting can likely occur, since General Managers won't have detailed data. Mr. Cordero agreed with Mr. Koon and responded that staff will obtain initial information from the General Managers regarding who to contact in the department to follow-up for additional information. Ms. Goldberg added that she had a good meeting with Sanitation, that she offered assistance, and the more cooperation and assistance offered to Departments the better.

## **(6) Report back from Staff regarding Part-Time Positions and Vacancies**

Ms. Esther Chang stated that at the last Working Group meeting a request for number of part-time positions was requested. CAO ran a general query of part-time in the payroll system to provide a general idea of how many individuals there were and arrived at 8,772 individuals. Although technically these individuals' status in the system is active, they may not technically be receiving pay because some departments leave employees in the system in case they return for intermittent periods. Staff ran a general query on paid part-time employees in July 2016 which resulted in approximately 6,000 having receiving some type of pay. Since report accuracy depends on department practice, staff suggests that the Working Group wait to receive Department responses for ED-15 for a report on how departments utilize part-time and from there narrow down department numbers. Ms. Parisi asked whether a different query could be run to indicate how many part-time are half-time. Ms. Chang responded that it's based on coding and departments can use the individual as half-time or less so it's important to receive responses directly from the Department. Ms. Goldberg added that some are part-time benefitted, some are 900 hours no benefits, some are occasional, but the codes don't indicate how many are in each category. Mr. Cordero added that the payroll system is very limited and that different reports may need to be requested to be run in PaySR since the system doesn't provide the level of detail of information wanted. Ms. Goldberg stated that this item will be kept in every agenda since it is a critical issue whether a position is really part-time or a holdover from the great recession. Ms. Goldberg stated that we don't want to keep people in part-time, then open up training positions. It's important to know how part time positions are used in the City and that this is the time, during succession planning, to make some changes.

Mr. Sanders asked in terms of the query, how did staff's reports compare to the CAO's office. Mr. Cordero responded that the CAO and staff independently ran PaySR reports which resulted in the same numbers. Mr. Sander asked if any other agency would have this information which may result in different numbers? Mr. Cordero was not aware of any other agency. Ms. Goldberg stated staff may want to ask the Controller since there are a different set of processes there.

## **CONCLUDING ITEMS**

### **(11) Request for Future Agenda Items**

Ms. Goldberg asked for a standing report back on part-time positions and vacancies, whether they're 900 hours, benefits, seasonal, occasional.

Ms. Goldberg also requested a report back identifying which positions in the City have high turnover rates. Ms. Goldberg explained that when she was on the Council they were continuously advised there were huge openings in certain positions due to high turnover. Ms. Goldberg is interested in identifying and addressing that issue, perhaps through a departmental survey, though it may not be in the purview of the Targeted Local Hire efforts.

Ms. Goldberg also requested Staff Reports A, B, and C to come back from the newly formed subcommittee.

Mr. Koon stated that in the last session the new budgeted positions and current vacancies were discussed and that there were several numbers provided, which included 483 new positions in the new budget, 3091 vacancies in 2016, and trying to link where and what they are. Mr. Koon requested a regular item on the agenda, a report developed that is amended as new data comes in. Ms. Goldberg asked if the goal of the report was to track what positions are actually funded in the 16-17 budget. Mr. Koon responded not just the new funded positions, but also the existing vacancies. Ms. Goldberg responded that trying to include existing vacancies, with all of

the movement due to retirements and other reasons that result in more vacancies, the most that can be done is to try to develop the report, but that it's a moving target.

**(12) Future Meeting Dates**

The next meeting of the Targeted Local Hire Working Group will be on August 31, 2016 from 11:00 a.m. to 12:30 p.m.

Mr. Sanders suggested that an alternate location, perhaps in City Hall, could be considered for future meetings. Ms. Goldberg responded that alternative locations have been previously discussed and it was mutually agreed that it was unnecessary.

**(13) Adjournment**

**Ms. Goldberg adjourned the meeting at 2:28**