

# Targeted Local Hire Connects You to Careers

The City of Los Angeles' Targeted Local Hire (TLH) program helps individuals find an alternative pathway to the **Civil Service careers listed at right**. Selected applicants will receive on-the-job training, earn a living wage, and advance to permanent employment complete with benefits.

## How TLH works:

1. After acceptance to TLH, participants receive an introduction to one of 11 career paths and **begin as either an Office Trainee or Vocational Worker**.
2. After six months, participants may **advance to the Assistant Class** and learn the ropes of the job.
3. After 12 months, TLH graduates **receive a permanent Civil Service appointment**.
4. After meeting further eligibility requirements, Civil Servants are able to **promote into the first promotional classes** listed at right.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of **being fully vaccinated against COVID-19 or receive an exemption** and report their vaccination status prior to being hired by the hiring City department.

The ordinance is available at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).



## Administrative Clerk

Perform general office work, which may include customer service, basic word processing, data entry, filing and organizing, and other related work.

**Assistant Class:** Office Services Assistant  
**Promotional Class:** Senior Administrative Clerk



## Gardener Caretaker

Assist with landscape construction and maintenance of City parks, playgrounds, traffic islands, and other landscaped areas.

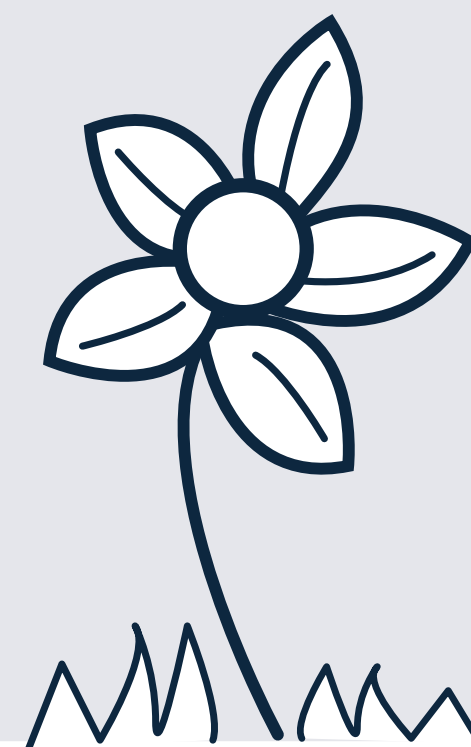
**Assistant Class:** Assistant Gardener  
**Promotional Class:** Senior Gardener



## Tree Surgeon Assistant

Assist in tree trimming and perform a variety of tasks on the ground.

**Assistant Class:** Assistant Tree Surgeon  
**Promotional Class:** Tree Surgeon



## Custodian

Perform a variety of cleaning and janitorial tasks in City buildings.

**Assistant Class:** Custodial Services Assistant  
**Promotional Class:** Senior Custodian



## Street Services Worker

Help pave and slurry City roads, and make small asphalt repairs.

**Assistant Class:** Street Services Assistant  
**Promotional Class:** Street Services Supervisor



## Maintenance Laborer

Perform a variety of manual tasks for the City, such as assisting with construction and maintenance, and transporting materials and equipment.

**Assistant Class:** Maintenance Assistant  
**Promotional Class:** Maintenance and Construction Helper



## Animal License Canvassers

Canvass residences and businesses for valid dog and equine licenses, collect license fees, and verify current rabies vaccinations and sterilization of dogs in the field.

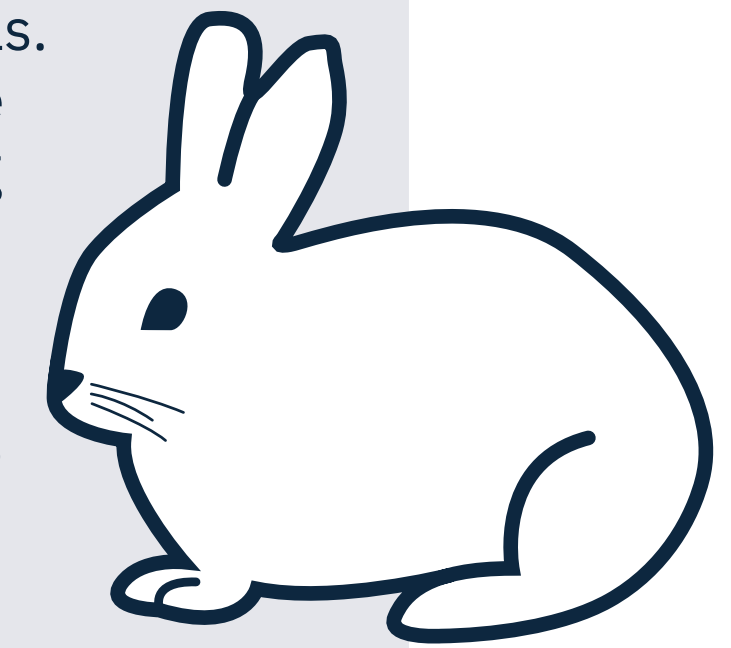
**Assistant Class:** Animal License Canvasser Assistant  
**Promotional Class:** Animal Control Officer



## Animal Care Technician

Care for many types of domestic and wild animals. Typical tasks may include bathing animals, cleaning cages and facilities, transferring animals to shelters, helping with adoptions, and tending to healthy and sick animals.

**Assistant Class:** Animal Care Assistant  
**Promotional Class:** Animal Care Technician Supervisor



## Delivery Driver

Collect mail, supplies, and deliver other department materials. Drivers also collect water samples for use in laboratory tests, and prepare routine reports.

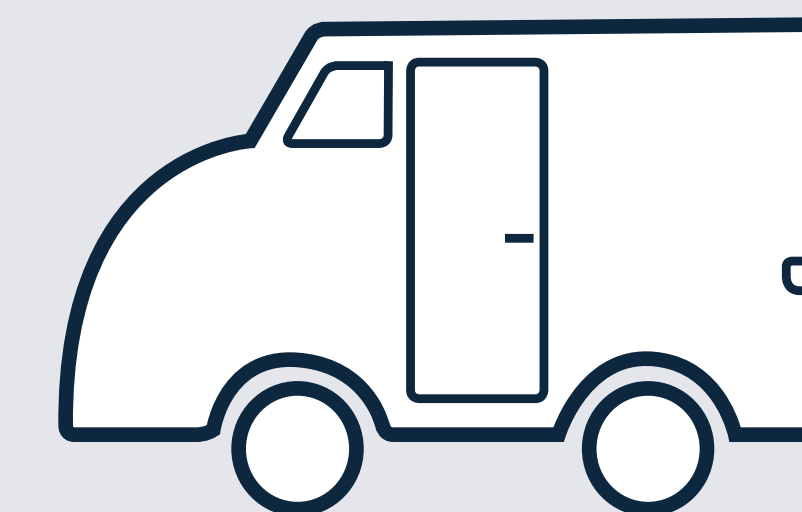
**Assistant Class:** Delivery Driver Assistant  
**Promotional Class:** Truck Operator



## Garage Attendant

Work with cars, trucks, and motorcycles. Sample tasks include shuttling of passengers, parking cars, washing and waxing, and minor repairs.

**Assistant Class:** Garage Assistant  
**Promotional Class:** Senior Garage Attendant



## Warehouse and Toolroom Worker

Help order, receive, store, and account for materials, supplies, automotive parts, tools, and equipment.

**Assistant Class:** Warehouse and Toolroom Worker  
**Promotional Class:** Storekeeper



### LEGEND

- Work Indoors
- Work Outdoors
- Physical Labor
- Class C License

*Note: Some TLH job classes may have additional requirements and features.*