

PROPOSED MINUTES

**Thursday, January 20, 2022
1:00 p.m.**

**Personnel Department
Virtual Zoom Meeting
Meeting ID: 851 5713 3551**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Maria Souza-Rountree
Office of the Chief Legislative Analyst

Lidia Manzanares
Office of the Mayor

Maurice Johnson
Office of Councilmember Harris-Dawson
Council District 8

Melissa Velasco
Office of the City Administrative Officer

Carolyn Hull
Economic and Workforce Development
Department

Jenna Karic
Office of Councilmember Nury Martinez
Council District 6

Morgan Sutton
Office of the Councilmember Krekorian
Council District 2

Carmen Hayes-Walker
American Federation of State, County,
and Municipal Employees

Teresa Sanchez
Service Employees International Union
Local 721

Molly Rhodes
Service Employees International Union
Local 721

David Sanders
Service Employees International Union
Local 721

Gavin Koon
International Union of Operating Engineers
Local 501

Not Present

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

Wendy G. Macy
Personnel Department

Rudy Guevara
Service Employees International Union
Local 721

Gavin Koon
International Union of Operating Engineers
Local 501

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

INTRODUCTION

(1) Call to Order

Mr. David Sanders, Service Employees International Union Local 721, called the meeting to order at 1:05 p.m. and established that a quorum was present.

(2) Public Comments

Ms. Cinthia Fletes, Personnel Department, introduced Lorena Herrera, Office Trainee for the Personnel Department, as a staff member providing administrative support to the Targeted Local Hire Working Group.

ADMINISTRATIVE ITEMS

(3) Minutes

A motion was made by Mr. Gavin Koon, seconded by Ms. Molly Rhodes, to adopt the minutes of the October 28, 2021 meeting of the Targeted Local Hire Working Group (“Working Group”); the motion was unanimously adopted by those present.

(4) Nomination and Election of Co-Chairs

Ms. Fletes stated that per the Rules of Givernance of the Targeted Local Hire Working Group, there shall be two (2) co-chairs, one (1) representing City Management and one (1) representing the Coalition of LA City Unions.

A motion was made by Mr. Gavin Koon to nominate Mr. David Sanders of Service Employees International Union Local 721 as co-chair representing the Coalition of LA City Unions, seconded by Ms. Carmen Hayes-Walker; the motion was unanimously adopted by those present.

A motion was made by Ms. Lydia Manzanares to nominate the Personnel Department as co-chair representing City Management, seconded by Ms. Melissa Velasco; the motion was unanimously adopted by those present.

(5) General Update

Ms. Cinthia Fletes, Personnel Department, shared that as of December 31, 2021, there were 3,044 individuals active in the Targeted Local Hire Program (TLH Program) applicant pool, in which approximately 44% self-identified with one of the targeted categories under Tier 1, 42% of individuals identified with multiple targeted categories under Tier 1, and 13% of individuals self-identified with Tier 2. The three largest categories in Tier 1 continue to be zip codes, older workers, and homeless/formerly homeless individuals. As of December 31, there were 56 active referral requests to fill a total of 249 vacancies. The user Departments with the largest number of active referral requests were Police with 23 requests, followed by Recreation and Parks with 6 requests. The most widely used class is Office Trainee with 652 hires, followed by Vocational Worker (Custodian) with 168 hires, and Vocational Worker (Gardener Caretaker) with 156 hires. The top three user departments are Airports with 149 hires, followed by Recreation and Parks with 162 hires, and Public Works Bureau of Sanitation with 127 hires. The end of December saw 823 individuals complete the TLH Program, with 150 currently serving their probationary period, and 68 currently in the on-the-job training phase. Additionally, 17 individuals have promoted out of the program, 67 have been terminated, and 57 have resigned. As of December 31, 2021, the largest ethnic groups in the active candidate pool were Hispanic (48%) and Black (32%) of individuals

self-identifying. Additionally, approximately 54% of individuals self-identified as female, and approximately 46% of individuals self-identify as male. For TLH hires, approximately 56% of individuals self-identify as Hispanic, 29% self-identify as Black, 50% self-identify as female, and 47% self-identify as male. In 2017, 4,147 applications were received and 156 hires were made; 2018 saw 3,698 applications received and 307 hires made; 2019 had 3,350 applications received with 286 hires made; 2020 had 1,575 applications received and 272 hires made; and 2021 had 1,226 applications received and 154 hires made. For the Bridge to Jobs program, as of December 31, 2021, there were 699 active candidates, with 47% self-identifying with one of the targeted categories under Tier 1, 38% of individuals identified with multiple targeted categories under Tier 1, and 15% of individuals self-identifying with Tier 2. The three largest categories in Tier 1 were zip codes, older workers, and homeless/formerly homeless individuals. There were 4 active referral requests to fill a total of 13 vacancies through Bridge to Jobs. There was one active referral requests from Police, ITA, Cultural Affairs, and Public Works – Bureau of Sanitation. There have been a total of 18 hires through Bridge to Jobs, with 17 hires made for Communications Information Representative Trainee and 1 hire made for Accounting Clerk Trainee. The top three user departments are Public Works Bureau of Sanitation with 16 hires, followed by ITA and Police, each with 1 hire.

Mr. Gavin Koon asked for clarification if the information being presented was for current activity or for year-to-date. Ms. Cinthia Fletes clarified that the presentation covered current activity through December 31, 2021, since the program's inception.

Mr. Jaime Pacheco-Orozco, Department on Disability, asked if there was a way to obtain information regarding the percentage of TLH employees versus the total number of employees in the classifications by department. Mr. Pacheco-Orozco also asked for additional information regarding the number of vacancies for TLH classifications within the user departments. Ms. Fletes noted that the TLH program staff conducts a quarterly report on the number of Civil Service hires versus TLH hires to report to Council. Ms. Fletes also informed Mr. Pacheco-Orozco that the user departments will be reporting on the available vacancies for TLH classifications and their plans to fill those vacancies in their responses to the Equitable Workforce and Services Restoration form at the end of February 2022. Ms. Fletes also informed the Working Group that the Personnel Department does not currently have the total number of vacancies by department for any of the TLH classifications. Ms. Melissa Velasco, Office of the City Administrative Officer, confirmed that the requested information on vacancies in departments are not readily available to report on, and would require a survey of the user departments before a report could be generated.

Mr. Gavin Koon requested a reformatting of the presented data for clarification purposes.

Ms. Fletes provided an update regarding the changes to the Program Status Update forms. Ms. Fletes stated that the examination for the "Assistant" classifications will change from an exam methodology of a 100% weighted application review to a 100% weighted program performance review to comply with Article X of the City Charter, Sections 1005, 1008, and 1010. The program performance review will utilize the score from the Final Program Status Update form as a score for the "Assistant" eligible list, with broad-banded scoring.

Ms. Fletes stated that an update from the City Attorney's Office has confirmed that the Targeted Local Hire Working Group is not subject to the Brown Act, however program staff will follow the spirit of the Brown Act by taking actions such as posting minutes and agendaizing meetings. Ms.

Fletes clarified that since the Working Group was not created by charter or ordinance, the Working Group is not subject to the Brown Act.

(6) Selection Processes

Mr. Louie Fernandez, Personnel Department, shared that departments use a variety of methods to hire individuals through the program, which generally include a resume review and an interview process at the departmental level.

Ms. Teresa Sanchez, Service Employees International Union Local 721, commented that they have received anecdotal reports of candidates who felt there was unfairness in the interview process and would like to recommend that departments use a panel interview process, as well as share their scores afterwards.

Mr. Gavin Koon commented that the Working Group should continue to push for a clean format on how TLH candidates are considered for positions by the departments.

CONCLUDING ITEMS

(7) Request for Future Agenda Items

Mr. Gavin Koon requested a discussion and report back on the upcoming hiring program from the Board of Public Works.

Mr. David Sanders requested a follow up presentation on the PLACE program.

Mr. Jaime Pacheco-Orozco requested a discussion on a potential pipeline for transitioning hires made through the TLH program to Bridge to Jobs classifications after successful completion of the TLH program.

(8) Future Meeting Dates

The next meeting was scheduled for Thursday, February 17th at 1:00 P.M.

(9) Adjournment

The meeting was adjourned by Mr. David Sanders at 1:53 P.M.