



TARGETED LOCAL HIRE PROGRAM CITY OF LOS ANGELES

EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

EFFECTIVE HIRE DATE: _____

DEPARTMENT: _____

On-the-Job
Training Classification _____

Transitional Classification _____

Target Civil Service
Classification _____

KEY DATES & DEADLINES

Program Status Update (2nd Month) _____

Program Status Update (SCORED 5th Month) _____

Appointment to
Transitional Classification _____

Probationary Evaluation (2nd Month) _____

Probationary Evaluation (5th Month) _____

1014 Transfer to Target
Civil Service Classification _____

TO COMPLETE BEFORE HIRE

Fingerprints/Background

- OFFICE TRAINEE ONLY** - Submit City job application for **Office Trainee (1101)**
- Complete fingerprint/background process **before** effective hire date
 - o To schedule for fingerprints, click [here](#).
 - o Please be reminded to engage in the Fair Chance Initiative for Hiring Ordinance discussion with the candidate, if applicable. For more information, please contact wagesla@lacity.org or call 1-844-WAGESLA (924-3752)
- Additional Information Form
 - o Enter the complete Targeted Local Hire classification title and class code in the AIF
 - o Email AIF to: per.aifs@lacity.org and cc: lalocalhire@lacity.org and indicate "Targeted Local Hire" in the subject line.

Appointment to Position

*Immediately **after** candidate clears fingerprints/background process (**Office Trainee Only**):*

- Request to place on eligible list for: **Office Trainee (1101)**
 - Submit requisition in NeoGov for: Office Trainee (1101)
 - Approval 1: Select "LA Local Hire" as the first Approval Group and "Personnel LA Local Hire" as the first Approvers.
 - Note that it is a Targeted Local Hire Program requisition, include the original TLH Requisition #, and include the candidate's name.
 - Email cover memo (willingness to hire) signed by Personnel Director to lalocalhire@lacity.org.
- Certify and appoint from list: Office Trainee (1101)

After appointment:

- Program Status Update – 2nd month
- Scored Program Status Update – 5th month

Employee Setup in Workday

- Add employee in Workday
 - **Hire Reason:** Hire Employee > LA Local Hire
 - **If the hire is a current City Employee:** LA Local Hire Program > Appointment of existing City Employee (LA Local Hire)
 - **Hire Date:** Effective Hire Date
 - For **Job Position**, please enter the **position number** in this field, likely the full civil service classification (e.g., Administrative Clerk, 1358).
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:**
 - **Probation** is not required.
 - **Compensation:**

If the individual is currently with the City this will be a "Change Job" task in order to move them to the desired position.

TLH PROGRAM TIMELINE

I. On-the-Job Training Period

Effective:

After Hire:

- Onboard employee
 - Provide employee with general onboarding for department
 - Notify employee they will be enrolled in a *LA Local Hire Program Orientation* (as soon as possible after hire)
- Onboard direct supervisor and/or manager(s)
 - Notify direct supervisor they will be enrolled in a *LA Local Hire Supervisor Briefing* (prior to hire of a TLH employee or as soon as possible)
- Program Status Update - 2nd Month
- Program Status Update – Scored 5th month

II. Transition to Assistant Class

Effective:

Approximately one month PRIOR to:

- Submit SCORED 5th Month PSU
- Request to place on eligible list for:
 - Cover memo (willingness to hire) signed by Personnel Director
 - Email to: lalocalhire@lacity.org
 - Updated City job application (submitted on-line by employee) **LA Local Hire staff will notify employee to submit*
- Certify and appoint from list:
 - Submit requisition in NeoGov for:
 - Note that it is a Targeted Local Hire Program requisition, and include the candidate's name
- Workday "Change Job"
 - **When does change take effect?:** Transition Effective Date
 - **Why are you making this change?:** LA Local Hire Program > Appointment to temporary Probation Class (LA Local Hire)
 - **Position:** Budgeted Position (TLH hires "Assistants" in-lieu of the civil service classification; therefore, this will likely be the full civil service classification)
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:** Civil Service - Regular
 - **Compensation:**
 - **Progression Start Date:**

Note: Delete step anniversary and add it again to ensure the correct step anniversary date.

After appointment:

- Probationary Evaluation - 2nd Month
- Probationary Evaluation – 5th Month

Note: Employee remains at Pay Step 1 for all Assistant Classifications, except for Custodian (Step 3).

III. Transition to Civil Service Classification


Effective:

Approximately one month PRIOR to:

- Request 1014 transfer through Workday "Change Job"
 - **When does change take effect?:** 1014 Transfer Effective Date
 - **Why are you making this change?:** LA Local Hire Program > Appointment to permanent Civil Service Job (LA Local Hire)
 - **Position:** Budgeted Position
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:** Civil Service - Regular
 - **Compensation:**

Upon effective date of 1014 transfer:

- Ensure pay advancement to Step 2 for all classifications except for Custodians. Custodians shall advance to Step 4 after 12 months in accordance with their applicable MOU.



Questions? Please contact us at:
lalocalhire@lacity.org

For the Departmental Guide and useful templates, visit our internal page, Inside TLH, at:
lalocalhire.lacity.org/insidetlh

For public information about the Targeted Local Hire Program, visit our website at:
<https://lalocalhire.lacity.org/target-local-hire>