



EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

EFFECTIVE HIRE DATE: _____

DEPARTMENT: _____

On-the-Job Training Classification Communication Information Representative Trainee (1478)

*12 months of on-the-job training

Transitional Classification Communication Information Representative Assistant (1479)

Target Civil Service Classification* Communication Information Representative (1461)

KEY DATES & DEADLINES

Program Status Update (1st PSU) _____

Program Status Update (SCORED 2nd PSU) _____

Appointment to Transitional Classification _____

Probationary Evaluation (2nd Month) _____

Probationary Evaluation (5th Month) _____

1014 Transfer to Target Civil Service Classification _____

TO COMPLETE BEFORE HIRE

City Application and Fingerprints/Background

- Submit City job application for **Communication Information Representative Trainee (1478)**
- Complete fingerprint/background process **before** effective hire date
 - *To schedule for fingerprints, click [here](#)*
 - *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
 - Enter the complete Bridge to Jobs classification title and class code in the AIF (e.g., Communication Information Representative Trainee, Class Code 1478)
 - Email AIF to: per.aifs@lacity.org and cc: lalocalhire@lacity.org and indicate "Bridge to Jobs" in the subject line.

Appointment to Trainee

Immediately after candidate clears fingerprints/background process:

- Request to place on eligible list for: **Communication Information Representative Trainee (1478)**
 - Submit requisition in NeoGov for: Communication Information Representative Trainee (1478)
 - 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 Bridge to Jobs Program requisition, include the original Bridge 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: Communication Information Representative Trainee (1478)

After appointment:

- Program Status Update – 1st PSU Program Status Update – SCORED 2nd PSU

Employee Setup in Workday

- Add employee in Workday
 - **Hire Date:** Effective Hire Date
 - **Hire Reason:** Hire Employee > LA Local Hire
 - *Note:* if current City Employee, LA Local Hire Program -> Appointment of existing City Employee (LA Local Hire)
 - For **Job Position**, please enter the **position number** in this field, likely the full civil service classification (e.g., Communication Information Representative, 1461).
 - For **Job Profile**, choose Communication Information Representative Trainee (1478)
 - **Employee Type:** Full Time
 - **Appointment Type:** Trainee
 - **Probation** is not required.
 - **Compensation:** Communication Information Representative Trainee, Pay Step 2

BRIDGE TO JOBS PROGRAM TIMELINE

I. On-the-Job Training Period

Effective: Communication Information Representative Trainee (1478)

Before & After Hire:

- Onboard direct supervisor and/or manager(s)
 - Notify direct supervisor they will be enrolled in a *LA Local Hire Supervisor Briefing Webinar* via Cornerstone (prior to hire of a Bridge employee or as soon as possible)
- 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)
- Program Status Update – 1st PSU Program Status Update – SCORED 2nd

II. Transition to Assistant Class

Effective: Communication Information Representative Assistant (1479)

Approximately one month PRIOR to:

- Submit SCORED 2nd PSU
- Request to place on eligible list for: Communication Information Representative Assistant (1479)
 - 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 employees to submit*
- Certify and appoint from list:
 - Submit requisition in NeoGov for: Communication Information Representative Assistant (1479)
 - Note that it is a Bridge to Jobs Program requisition and include the candidate's name.
- Revise Record in Workday
 - **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)
 - **Change Job Profile** from Communication Information Representative Trainee (1478) to Communication Information Representative Assistant (1479)
 - **Employee Type:** Full Time
 - Under **Additional Job Classifications** change "Trainee" to "Civil Service – Regular – (Appointment Type)"
 - **Compensation:** Ensure employee is at appropriate Paygrade and Paystep per MOU

After appointment:

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

Note: Employee should be placed on the appropriate step in accordance with their MOU.

III. Transition to Civil Service Classification

Effective: Communication Information Representative (1461)

Approximately one month PRIOR to:

- Revise Record in Workday
 - **When do you want this change to take effect?** 1014 Transfer Effective Date (Check BRIDGE Employee Checklist)
 - **Why are you making this change?** LA Local Hire Program -> Appointment to permanent Civil Service Job (LA Local Hire)
 - **Position:** Budgeted Position
 - **Employee Type:** Full Time
 - Change **Job Profile** from Communication Information Representative Assistant (1479) to Communication Information Representative (1461) (should match "Position")
 - **Appointment Type:** Civil Service – Regular – (Appointment Type)

Note: Employees must be 1014 transferred into the same **pay grade** and step that they are in at the time that they transition from Assistant to the full civil service class. Per City Charter, Section 1014, employees shall not receive a pay raise as a result of a 1014 transfer. It is recommended that they remain in the same **pay grade** for a minimum of six (6) months after the 1014 transfer.

Questions? Please contact us at:

lalocalhire@lacity.org



For the Departmental Guide and useful templates, visit our internal page at:

lalocalhire.lacity.org/insidetlh

For public information about the Bridge to Jobs Program, visit our website at:

<https://lalocalhire.lacity.org/bridge-jobs-program>