



## EMPLOYEE CHECKLIST

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

EFFECTIVE HIRE DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

### On-the-Job

**Training Classification** Accounting Clerk Trainee (1225)

\*24 months of on-the-job training

**Transitional Classification** Accounting Clerk Assistant (1227)

**Target Civil Service Classification\*** Accounting Clerk (1223)

### KEY DATES & DEADLINES

Program Status Update (1<sup>st</sup> PSU) \_\_\_\_\_

Program Status Update (2<sup>nd</sup> PSU) \_\_\_\_\_

Program Status Update (3<sup>rd</sup> PSU) \_\_\_\_\_

Program Status Update (SCORED 4<sup>th</sup> PSU) \_\_\_\_\_

Appointment to Transitional Classification \_\_\_\_\_

Probationary Evaluation (2<sup>nd</sup> Month) \_\_\_\_\_

Probationary Evaluation (5<sup>th</sup> Month) \_\_\_\_\_

1014 Transfer to Target Civil Service Classification \_\_\_\_\_

### TO COMPLETE BEFORE HIRE

#### City Application and Fingerprints/Background

- Submit City job application for **Accounting Clerk Trainee (1225)**
- 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](mailto: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., Accounting Clerk Trainee, Class Code 1225)
  - Email AIF to: [per.aifs@lacity.org](mailto:per.aifs@lacity.org) and cc: [lalocalhire@lacity.org](mailto: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: **Accounting Clerk Trainee (1225)**
  - Submit requisition in NeoGov for: Accounting Clerk Trainee (1225)
    - 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](mailto:lalocalhire@lacity.org).
- Certify and appoint from list: Accounting Clerk Trainee (1225)

#### After appointment:

- |  |  |
|--|--|
| <input type="checkbox"/> Program Status Update – 1 <sup>st</sup> PSU | <input type="checkbox"/> Program Status Update – 3 <sup>rd</sup> PSU |
| <input type="checkbox"/> Program Status Update – 2 <sup>nd</sup> PSU | <input type="checkbox"/> Program Status Update – SCORED 4th 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., Accounting Clerk, 1223).
  - For **Job Profile**, choose Accounting Clerk Trainee, 1225.
  - **Employee Type:** Full Time
  - **Appointment Type:** Trainee
  - **Probation** is not required.
  - **Compensation:** 1225 Accounting Clerk Trainee, Pay Step: 2

# BRIDGE TO JOBS PROGRAM TIMELINE

## I. On-the-Job Training Period

Effective: Accounting Clerk Trainee (1225)

### 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 – 1<sup>st</sup> PSU       Program Status Update – 3<sup>rd</sup> PSU
- Program Status Update – 2<sup>nd</sup> PSU       Program Status Update – SCORED 4<sup>th</sup> PSU

## II. Transition to Assistant Class

Effective: Accounting Clerk Assistant (1227)

### Approximately one month PRIOR to:

- Submit SCORED 4<sup>th</sup> PSU
- Request to place on eligible list for: Accounting Clerk Assistant (1227)
  - Cover memo (willingness to hire) signed by Personnel Director
  - Email to: [lalocalhire@lacity.org](mailto: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: Accounting Clerk Assistant (1227)
  - 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)
  - **Position:** Budgeted Position
  - **Change Job Profile** from Accounting Clerk Trainee (1225) to Accounting Clerk Assistant (1227)
  - **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 – 2<sup>nd</sup> month
- Probationary Evaluation – 5<sup>th</sup> month

**Note:** Employee should be placed on the appropriate step in accordance with their MOU (e.g., Per MOU #03, employees shall remain at Pay Step 2 for 9 months).

## III. Transition to Civil Service Classification

Effective: Accounting Clerk (1223)

### 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 Accounting Clerk Assistant (1227) to Accounting Clerk (1223) (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](mailto:lalocalhire@lacity.org)



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

[lalocalhire.lacity.org/insidetlh](http://lalocalhire.lacity.org/insidetlh)

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

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