



EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

EFFECTIVE HIRE DATE: _____

DEPARTMENT: _____

On-the-Job

Training Classification*

*Up to 5 years of on-the-job training

Transitional Classification

Target Civil Service Classification

Investigator Trainee (0608)

N/A

Investigator Trainee must take and successfully pass the Special Investigator (0602) civil service examination in order to obtain a regular civil service appointment.

KEY DATES & DEADLINES

Program Status Update (1st PSU) _____

Program Status Update (2nd PSU) _____

Program Status Update (3rd PSU) _____

Program Status Update (4th PSU) _____

Program Status Update (5th PSU) _____

Program Status Update (6th PSU) _____

Program Status Update (7th PSU) _____

Program Status Update (8th PSU) _____

Program Status Update (9th PSU) _____

Program Status Update (10th PSU) _____

Pass Civil Service Exam by 5th Year _____

Probationary Evaluation (2nd Month) _____

Probationary Evaluation (5th Month) _____

TO COMPLETE BEFORE HIRE

City Application and Fingerprints/Background

- Submit City job application for **Investigator Trainee (0608)**
- 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., Investigator Trainee, Class Code (0608)
 - 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: **Investigator Trainee (0608)**
 - Submit requisition in NeoGov for: Investigator Trainee (0608)
 - 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 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: Investigator Trainee (0608)

After appointment:

- | | |
|--|---|
| <input type="checkbox"/> Program Status Update – 1 st PSU | <input type="checkbox"/> Program Status Update – 2 nd PSU |
| <input type="checkbox"/> Program Status Update – 3 rd PSU | <input type="checkbox"/> Program Status Update – 4 th PSU |
| <input type="checkbox"/> Program Status Update – 5 th PSU | <input type="checkbox"/> Program Status Update – 6 th PSU |
| <input type="checkbox"/> Program Status Update – 7 th PSU | <input type="checkbox"/> Program Status Update – 8 th PSU |
| <input type="checkbox"/> Program Status Update – 9 th PSU | <input type="checkbox"/> Program Status Update – 10 th PSU |

BRIDGE TO JOBS PROGRAM TIMELINE

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., Special Investigator, 0602).
 - For **Job Profile**, choose Investigator Trainee, 0608
 - **Employee Type:** Full Time
 - **Appointment Type** Trainee
 - **Probation** is not required.
 - **Compensation:** 0608 Investigator Trainee, Pay grade: 1 Pay Step: 2

I. On-the-Job Training Period

Effective:

Investigator Trainee (0608)

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 – 3rd PSU
- Program Status Update – 5th PSU
- Program Status Update – 7th PSU
- Program Status Update – 9th PSU
- Program Status Update – 2nd PSU
- Program Status Update – 4th PSU
- Program Status Update – 6th PSU
- Program Status Update – 8th PSU
- Program Status Update – 10th PSU

II. Transition to Civil Service Classification

Effective:

As soon as employee is eligible to file for the journey-level “investigator” exam:

- Assist employee with filing for the applicable civil service examination for the Special Investigator, 0602 classification.
 - Training and assistance should be provided to ensure the employee obtains civil service status via the civil service examination within 5 years of hire.
 - Employees who do not successfully pass a civil service exam will be terminated from the class.

After appointment:

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

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