

PROPOSED MINUTES

**Wednesday, August 16, 2023
11:00 a.m.**

**Personnel Department
Virtual Zoom Meeting
Meeting ID: 840 1033 1066**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Dana Brown
Personnel Department

Lori Condinus
American Federation of State, County, and
Municipal Employees

Shannon Lawrence
Office of the Mayor

Adda Murillo
American Federation of State, County,
and Municipal Employees

Maria Souza-Rountree
Office of the Chief Legislative Analyst

Teresa Sanchez
Service Employees International Union
Local 721

Adam Acosta
Office of Councilmember Tim McOsker
Council District 15

Molly Rhodes
Service Employees International Union
Local 721

Gerardo Ruvalcaba
Economic and Workforce Development
Department

Not Present

Carolyn Hull
Economic and Workforce Development
Department

Rudy Guevara
Service Employees International Union
Local 721

Matt Szabo
Office of the City Administrative Officer

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

Maurice Johnson
Office of Councilmember Harris-Dawson
Council District 8

Jose Barba
International Union of Operating Engineers
Local 501

Sharon M. Tso
Office of the Chief Legislative Analyst

Lidia Manzanares
Office of the Mayor

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

INTRODUCTION

(1) Call to Order

Ms. Dana Brown, Personnel Department, called the meeting to order at 11:03 am. Ms. Cinthia Fletes, Personnel Department, established that a quorum was present.

(2) Public Comments

Lionel Mares, a resident of Council District 6 commented that the Targeted Local Hire Program has been a great program and encouraged the City of LA to continue funding the program in order to help underserved communities.

ADMINISTRATIVE ITEMS

(3) Nomination and Election of Co-chairs

Ms. Cinthia Fletes, Personnel Department, stated that the next item of business would be to nominate and elect two (2) Targeted Local Hire Working Group Co-chairs for Calendar Year 2023 in accordance with Section C of the Rules of Governance of the Targeted Local Hire Working Group. Mr. Vincent Cordero, Personnel Department, stated that per the Rules of Governance of the Targeted Local Hire Working Group Section C, there shall be two (2) Co-chairs, one representing City Management and one representing the Coalition of LA City Unions, whose terms shall be one (1) calendar year beginning January 1st or the portion remaining thereof should there be a vacancy prior to the end of the calendar term.

A motion was made by Ms. Teresa Sanchez 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. Molly Rhodes; the motion was unanimously adopted by those present.

A motion was made by Ms. Molly Rhodes to nominate Ms. Dana Brown of the Personnel Department as co-chair representing City Management, seconded by Ms. Teresa Sanchez; the motion was unanimously adopted by those present.

(4) Minutes

A motion was made by Ms. Teresa Sanchez, seconded by Ms. Molly Rhodes, to approve the minutes of the September 12, 2022 meeting of the Targeted Local Hire Working Group (“Working Group”); the motion was approved by those present.

(5) General Update

Mr. Vincent Cordero, Personnel Department, shared that as of June 30, 2023, there were 3,570 individuals active in the Targeted Local Hire (“TLH”) Program applicant pool, in which approximately 48% self-identified with one of the targeted categories under Tier 1, 37% of individuals identified with multiple targeted categories under Tier 1, and 14% 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 June 30, 2023, there have been 1,834 individuals hired through the program. There are currently 92 active referral requests with 179 hires or pending offers. The most widely used class is Office Trainee with 925 hires, followed by Vocational Worker (Gardener Caretaker) with 290 hires, and Vocational Worker (Maintenance Laborer) with 252 hires. The top three user departments are Recreation and Parks with 290 hires, followed by Public Works Bureau of Sanitation with 213 hires, and Police with 173 hires. 1,045 individuals have completed the TLH Program, with 198 currently serving their probationary period, and 325 currently in the on-the-job training phase. Additionally, 34 individuals have promoted out of the program, 101 have been terminated, and 101 have resigned. Council District 8 currently has the most TLH hires with 319.

Mr. Vincent Cordero discussed that Personnel Department staff developed a survey to obtain more information regarding the reasons why employees decide to resign from the LA Local Hire Programs. Mr. Vincent Cordero stated that once Personnel Department staff is notified of a resignation from a department, the employee is directly sent a survey via email. The resignation survey was created on May 12, 2021 and presented to the Working Group on June 24, 2021. As of June 30, 2023, the survey has been sent to 51 employees and the Personnel Department has received a total of 16 responses. The following is a list of the resignation reasons provided by employees in the survey responses: compensation, career advancement opportunity, personal and/or family reasons, quality of supervision, work conditions, work schedules, work location and lack of training. Survey responses were collected from 8 Vocational Workers (Animal Care Assistant), 2 Vocational Workers (Assistant Gardener), 1 Vocational Worker (Maintenance Assistant), and 3 Inspector Trainees.

Ms. Teresa Sanchez asked if there are any supervisor orientations or trainings to offer any support to supervisors once they receive trainees. Mr. Vincent Cordero stated that supervisors are required to attend TLH Supervisor Briefing/Orientation and are connected with Work Source Centers, Community Based Organizations (“CBOs”), and labor partners to provide additional supportive services to TLH employees, as well as access to educational resources or direct referral back to the department in some cases. Ms. Molly Rhodes asked if there was a massive drop or increase in resignations during the COVID-19 pandemic. Mr. Vincent Cordero stated that there is no written report as of yet but one can be prepared for the next meeting.

Ms. Dana Brown asked for updated reports of the TLH Program analyzing the utilization of the program as she suspects the use of the TLH Program may have declined since January 2023. Mr. Vincent Cordero stated that the information is on hand and can be provided.

(6) Staff Report 23-01

Ms. Lisa Parcerro, Personnel Department, reported that the TLH Governance Subcommittee met on October 5, 2022, October 20, 2022, October 27, 2022, December 12, 2022 and March 7, 2022 to discuss approaches to best address concerns and improve current TLH procedures. As a result of these meetings, the Subcommittee recommended the following:

(A) Increase Recruitment and Job Fair Events

Ms. Parcerro stated that as of June 2023, Personnel staff have attended sixteen (16) job fairs since January 2023, three (3) of which included the Department of Public Works Career Fair. The Personnel Department will continue ongoing recruitment efforts, including posting job fair events on the Program website in order to increase applicants’ opportunities to obtain full-time City employment.

(B) Quarterly Application Site Meetings

Ms. Parcerro stated that several City departments have expressed that candidates have not been responding to referral notices, so the Personnel Department staff will work with Application Sites to help candidates gain a better understanding of the TLH program by providing supplemental materials such as interview tips, checklists, and mock interview questions which have been uploaded to the Program website. Personnel staff will meet with Application sites on a quarterly basis to discuss various program topics such as standardizing the job readiness assessment, Program metrics, new hiring initiatives and pipelines, feedback from City departments and Work Source Centers, and reminding them of the career pathways available through the TLH program. These meetings will allow Application site staff to ask questions and bring up any issues/concerns

that they have in order to better assist perspective candidates. The next Application Site meeting is scheduled for October 18, 2023.

(C) Referring All Candidates

Ms. Lisa Parcero reviewed the referral selection process, which includes generating referral lists based on random selection, the departments' hiring needs, candidates' job preferences, and the candidates' self-identified tier. All candidates on referral lists are held exclusively for the department for (30) days before returning to the candidate pool to be eligible for other opportunities. Departments may continue to consider candidates for hiring even after the (30) days passes.

As of June 2023, Personnel staff have identified 603 candidates who have not been referred for hiring consideration due to the nature of the random selection process. Ms. Parcero reviewed the following recommendations:

- 1) Limit the number of referrals a candidate can receive within a three (3) month period - Candidates will be held exclusively to a department for three (3) months and will be placed back into the application pool once the referral expires. The procedure for the hiring department to submit the referral request would remain unchanged. Limiting the number of referrals a candidate can receive in the 3 month period will increase opportunities for other candidates in the application pool to be randomly selected for hiring consideration.

- 2) One-time solution to temporarily refer candidates from the list of those who have never been referred – Personnel staff identified 603 candidates that have never been referred, and this recommendation would ensure that all candidates receive at least one opportunity to be referred for hiring. Personnel staff would only use the list of 603 candidates that have never been referred instead of the TLH application pool and would apply random selection only to that list. Once all candidates have been referred at least one (1) time, then the Personnel Department will resume its regular random selection process. It is recommended that this process be piloted from the time that the TLH Working Group approves this recommendation until the end of the fiscal year of 2023-2024. It is also recommended that these processes be evaluated by the Working Group during fiscal year 2024-2025 for impact and efficiency. The Governance Subcommittee recommended that these changes be approved by the TLH Working Group.

Ms. Teresa Sanchez suggested that the Working Group take a look at this on an annual basis to not run into the dilemma again.

A motion was made by Ms. Molly Rhodes, seconded by Ms. Teresa Sanchez, to approve the TLH Governance Subcommittee document and recommendations, the motion was approved by those present.

(7) Part-Time/Exempt City Employees

Ms. Cinthia Fletes, Personnel Department, discussed that a Subcommittee was formed to create full-time employment opportunities for long-term part-time and exempt employees, which has been an on-going discussion with SEIU, AFSCME, and the Personnel Department. As a result of the discussions, a Letter of Agreement was signed to create the Alternative Pathway for Part-Time/Exempt Employees (APPTE) to increase opportunities to gain full-time civil service employment for long-term, part-time/exempt employees. Ms. Cinthia Fletes stated that the new program is very similar to TLH as it utilizes the same career pathways as TLH and also conducted in two phases: 6 months on-the-job training phase followed by a 6-month civil service probationary period in the 'Assistant' class. Upon successful completion of the on-the-job training and probationary period, employees will transition into the full civil service class through Charter Section 1014. APPTE has eleven (11) civil service classifications similar to TLH; however, unlike TLH, APPTE does not require individuals to be placed on step 1 but rather follows the rules of the Administrative Code and Memorandum of Understanding ("MOU") in order to determine the appropriate step placement. The requirements for the program include starting employment with the City on or before June 30, 2022 and having a total of 2,080 continuous work hours performing duties in one of the targeted classifications of the program. A Verification of Work Experience is required for individuals who are not currently employed in one of the targeted classifications in order to verify that the experience is related to one of the targeted classes. Applications can be submitted online with the deadline of April 30, 2026 and the program deadline is June 30, 2026 per the Letter of Agreement.

Ms. Maria Souza-Roundtree asked why the date of June 30, 2022 was chosen and what kind of outreach is being utilized to let employees know about the program. Ms. Cinthia Fletes stated that the date was chosen to gear the program to long-time part-time/exempt City employees in the Letter of Agreement and outreach has been done through the monthly City newsletter, informational sessions that were held twice a day for 2 weeks, information on the Personnel Department website, and a memo that has been sent to all Department Heads and Personnel Directors. Ms. Maria Souza-Roundtree asked if applications have already been received and Ms.

Cinthia Fletes responded that there are over 100 applications currently accepted and more being reviewed daily.

Ms. Molly Rhodes asked to clarify that the collective bargaining agreements along with discussions with departments allow employees to start at a comparable step to their current salary and not necessarily at Step 1. Ms. Cinthia Fletes confirmed that employee step placement would be determined by the rules of the Administrative Code and applicable MOU.

CONCLUDING ITEMS

(8) Request for Future Agenda Items

Mr. Vincent Cordero asked if there were any requests for future agenda items and none were requested.

(9) Future Meeting Date

Ms. Teresa Sanchez asked if there were any action items that need to be completed from the Personnel, Audits, and Hiring (“PAH”) Committee meeting. Ms. Cinthia Fletes stated that the PAH Committee wanted to ensure that a full list of TLH candidates was available to all City departments to fill vacancies and the PAH Committee was informed that the referral list is available and departments just need to send a request to the Personnel Department for referrals.

Ms. Lori Condinus, AFSCME, asked if the list of TLH candidates can be sent to all departments. Ms. Cinthia Fletes wanted to confirm that Ms. Condinus was asking for one general list that gets sent to all departments at all times. Ms. Lori Condinus stated that only 33 departments get the list of active TLH participants. Ms. Cinthia Fletes clarified that all TLH candidates are available to all City departments and currently 35 departments have utilized the TLH candidate pool to fill vacancies. Ms. Cinthia Fletes stated that a follow-up meeting with the desired information could be scheduled to answer any questions regarding the list of TLH candidates referred to departments.

Ms. Teresa Sanchez asked if candidates can be referred to multiple departments at the same time. Ms. Cinthia Fletes stated that departments hold their list of referred candidates exclusively for 30 days (note: 90 days after approval of Staff Report 23-01) in order to help their selection process and to allow opportunities for other candidates to be referred to other department vacancies.

Ms. Maria Souza-Roundtree stated that in regards to the discussion of the vacancy rate during the PAH Committee meeting, there were additional instructions to discuss the impediments to hiring in the City including within the TLH program. Ms. Cinthia Fletes responded that the Working Group would meet again to discuss if there needed to be further discussion about that topic.

Ms. Cinthia Fletes stated that a Working Group member asked in the chat what the average time is for a department to make a hire. Ms. Cinthia Fletes responded that the time it takes to make a hire varies greatly between departments, but information for the average time could be prepared for the next meeting.

Mr. Vincent Cordero stated that a future meeting date will be scheduled.

(10) Adjournment

The meeting was adjourned by Mr. Cordero at 11:51 am.