

**CITY OF LOS ANGELES
TARGETED LOCAL HIRE WORKING GROUP**

**PROPOSED MINUTES
Wednesday, August 31, 2016 - 1:00 P.M.
520 Temple Street, Training Rooms A&B**

TARGETED LOCAL HIRE WORKING GROUP MEMBERS

Present

Jackie Goldberg, Chairperson

Anna Hovasapian
Office of Councilmember Krekorian
Council District 2

Carmen Hayes-Walker
American Federation of State, County,
and Municipal Employees

Edward R. Johnson
Office of Councilmember Wesson
Council District 10

Lisa Salazar
Office of the Mayor

Molly Rhodes
Service Employees International Union
Local 721

Roy Morales (A)
Office of the Chief Legislative Analyst

Teresa Sanchez
American Federation of State, County,
and Municipal Employees

Bernard Dory
Office of Councilmember Harris-Dawson
Council District 8

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

Hanns Russo (A)
International Union of Operating Engineers,
Local 501

Maritta H. Aspen (A)
Office of the City Administrative Officer

Robert M. Sainz (A)
Economic Workforce Development Department

Rudy Guevara
Service Employees International Union, Local 721

Wendy G. Macy
Personnel Department

Not Present

Cheryl Parisi
American Federation of State, County,
and Municipal Employees

David Sanders
Service Employees International Union
Local 721

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. Jackie Goldberg called the meeting to order at approximately 1:05 p.m. A roll call was taken to confirm a quorum was present.

(2) Public Comments

Mr. Vincent Cordero, Personnel Department, introduced a new Targeted Local Hire staff member, Ms. Brandie Harris, to the Working Group.

ADMINISTRATIVE ITEMS

(3) Minutes

A motion was made by Ms. Maritta Aspen, seconded by Ms. Teresa Sanchez, to approve the minutes of the August 2, 2016 meeting; the motion was unanimously adopted. Ms. Anna Hovasapian, Mr. Bernard Dory, Mr. Chris Hannan, and Ms. Molly Rhodes were not yet present for this motion.

(4) Report back from the Governance Subcommittee

Ms. Cinthia Ramirez stated Mr. Rudy Guevara was now designated a voting member of the Working Group, representing SEIU. She stated that Ms. Alice Goff, who had previously been identified at the August 2, 2016 Working Group meeting as a voting member, was subsequently designated to be an alternate member. Ms. Ramirez indicated that Ms. Carmen Hayes-Walker was instead designated as a voting member of the Working Group, representing AFSCME. Ms. Goldberg asked that the roll call for the next Working Group meeting reflect these updates accordingly.

This item was taken out of order and heard after Item #8.

(5) Staff Reports

Mr. Cordero stated the Working Group had reviewed Staff Report 16-01 during the meeting held on August 2, 2016. He indicated concerns were raised at that time about approving Staff Report 16-01 as there appeared to be a conflict with the intentions of the Letter of Agreement. As a result, a subcommittee was formed comprised of Ms. Cheryl Parisi (AFSCME), Mr. David Sanders (SEIU Local 721), Ms. Aspen (CAO) and Mr. Cordero (Personnel Department) to further review and clarify the proposal set forth in the report.

Mr. Cordero stated the subcommittee met on August 9, 2016. He indicated the subcommittee clarified the proposal set forth in Staff Report 16-01 and was subsequently recommending the use of classifications as listed in the revised report dated August 31, 2016. He stated the subcommittee recommended the approval of the use of the following entry-level classifications in the Targeted Local Hire Program, including but not limited to: Vocational Worker (3113), Office Trainee (1101), Assistant Gardener (3142), Assistant Tree Surgeon (3150), Custodial Services Assistant (3149), Garage Assistant (3528), Maintenance Assistant (3108), Office Services Assistant (1360), Administrative Clerk (1358), Custodian (3156), Garage Attendant (3531), Gardener Caretaker (3141), Maintenance Laborer (3112), and Tree Surgeon Assistant (3151).

Mr. Cordero indicated staff had received comments related to Staff Report 16-01 from Ms. Rhodes prior to the meeting. A hard copy of Ms. Rhodes suggested language was provided at the meeting to all Working Group members. Since Ms. Rhodes was not yet present at the meeting, Ms. Sanchez spoke on her behalf and stated Ms. Rhodes was seeking to correct what was believed to be a historical error in the report. Ms. Sanchez stated the report did not indicate that in the past, Vocational Worker and Office Trainee were created subsequent to a negotiation process between the union and the City, and wanted that to be acknowledged. Ms. Sanchez stated that the two classifications were previously used by mutual consent between the City and the union, with accompanying agreements with the user departments. She stated these were classifications created for a specific intent, and should not to be used without reaching a mutual agreement, such as through a memorandum of understanding (MOU).

Ms. Aspen asked for clarification as to whether the union representatives were seeking a separate MOU for each department under this program. Ms. Sanchez stated that had been the case in the past, but acknowledged there could be a simpler alternative for the current program. Ms. Aspen stated that she believed this was being achieved by way of the Working Group and its members working to create a mutually agreed upon process for an alternate pathway into civil service through the Targeted Local Hire Program.

Ms. Goldberg agreed that the historical context of these classifications should be included in the report in addition to indicating the Working Group was now collaboratively creating a new, alternate pathway into civil service. Mr. Cordero indicated that clarification language should also be included that would state Vocational Worker and Office Trainee classifications were created by the Civil Service Commission. Ms. Goldberg requested that the report be modified as such and that a final version be sent to all Working Group members for review and comment.

A motion was made by Ms. Sanchez, seconded by Mr. Robert Sainz, to receive and file Staff Report 16-01 dated August 31, 2016 with instruction to staff to include additional language to the report in a form agreeable by all members of Working Group; the motion was unanimously adopted. *Mr. Hannan, Ms. Hovasapian, and Ms. Rhodes were not yet present for this motion.*

Ms. Esther Chang then reviewed Staff Report 16-02. She stated that at the August 9, 2016 subcommittee meeting, members additionally discussed the advancement timeline between the classifications to be used in the program. She stated that upon discussion, the agreed upon timeline would be six months as a Vocational Worker or Office Trainee and six months as an Assistant. She stated the six month Vocational Worker or Office Trainee period would serve as a training and assessment period, and would be used as an alternate examination method. She stated that after successful completion of this period, and with a department's willingness to hire, a candidate would be appointed from a list to the Assistant class. She stated the candidate would then serve a six month probationary period. She indicated that after successful completion of probation, the candidate would be 1014 transferred into the full civil service classification. She further stated that during the six month Vocational Worker and Office Trainee assessment period and the six month probation period, a total of twelve months, the candidate would be receiving pay equivalent to the Assistant classifications' first step trainee level pay, which would meet the intent of the Letter of Agreement. She stated that should the Working Group approve the advancement timeline, CAO would be working to restructure the salary steps for the Assistant classifications.

Ms. Goldberg commended the members that took the time to reach mutual agreement on this topic, and expressed her gratitude.

A motion was made by Ms. Aspen, seconded by Ms. Sanchez, to receive, approve, and file Staff Report 16-02 dated August 31, 2016; the motion was unanimously adopted. Mr. Hannan, Ms. Hovasapian, and Ms. Rhodes were not yet present for these motions.

(6) Report back from Staff Regarding Part-Time Positions and Vacancies

Ms. Chang stated program staff is able to access the City's payroll system, PaySR, and run reports for employees who are coded as status 07, otherwise known as part-time employees. She indicated she had previously reported 8,772 status 07 employees at the August 2, 2016 meeting; she stated the current number had come down slightly to 8,428. She stated that the status 07 employees in the system included a broad range of employees who were interpreted as part-time. She stated departments have differing definitions of "part-time": some departments may place employees on payroll but end up never using them, or use them very sporadically throughout the year; or, it could include employees who were truly part-time working hours every pay period or employees who work full-time hours seasonally or intermittently. She indicated that as part of meetings Personnel is having with departments relative to Executive Directive 15, staff would be delving a bit deeper to see how each department utilizes and categorizes its part-time staff.

Ms. Ramirez stated that since the last Working Group meeting, four additional departments had included Targeted Local Hire considerations in their succession plans. She stated the first department, the Convention Center, indicated it was unable to participate as the department did not utilize any of the identified classifications. She stated Harbor had expressed interest in using all of the program classifications, but that the department did not provide a specific vacancy number; she indicated staff would be following up with the department. She stated the General Services Department (GSD) reported one vacant Maintenance Laborer position; GSD also expressed interest in filling future Administrative Clerk, Garage Attendant, and Custodian vacancies through the program. Ms. Ramirez stated that the Department of Recreation & Parks (RAP) expressed certain concerns with utilizing program hires. She stated that RAP indicated it uses the Special Program Assistant classification to feed and fill its Gardener Caretaker positions. She stated RAP also indicated that hiring through the program ahead of current part-time employees would create employee relations problems, labor relations problems, and potential conflicts with Executive Directive 15 (which instructs departments to transition part-time employees to full-time when feasible).

Ms. Lisa Salazar asked for the total or cumulative number of vacancies that have been identified to be filled by the Targeted Local Hire Program. Ms. Ramirez indicated that of the six (6) departments that had thus far included Targeted Local Hire considerations in their succession plans, one department identified one vacant position, and another department indicated that while it has a position to fill, it cannot do so until April 2017.

Mr. Dory asked which departments had not expressed interest in the program. Mr. Cordero stated there had not been departments that had declined participation, rather certain departments faced obstacles to participating, such as the potential tension between hiring existing long-time part-time employees or program candidates, or an incompatible classification structure (department does not utilize any of the targeted classifications). Mr. Cordero reminded the Working Group that the succession plans and responses to Targeted Local Hire were due September 30, 2016, and stated program staff would be following up with departments.

Ms. Goldberg expressed her disappointment with the current vacancy status and stated her concern that the messaging to departments was not clear as they did not understand the importance of the program, which was supported by the Mayor and the Council.

Mr. Danny Yoshimura, personnel liaison for GSD, indicated that GSD has had a long history of hiring Vocational Workers in-lieu of Custodian positions. He stated the structure was similar to the proposed Targeted Local Hire Program, and added that GSD only hires Custodians through this pipeline. He indicated that the one position currently identified was not indicative of past department action or future hiring availability. He stated the threshold question for his department was whether to continue using part-time employees or if they should be transitioned to full-time.

Ms. Sanchez stated she believed there was a legitimate issue with long-time part-time employees at RAP. She indicated it would not be desirable to bring in new, full-time employees ahead of long-time part-time employees. Ms. Goldberg acknowledged the comment and also added that in trying to resolve the issue of transitioning part-time to full-time employees, it would simultaneously result in less opportunity to create vacancies for Targeted Local Hire candidates. Ms. Sanchez indicated long-time part-time employees may generally overlap with the targeted hire population, stating that converting part-time employees may still accomplish the same goal, which would be providing a pathway to full-time civil service employment to those facing employment barriers. Ms. Sanchez stated the succession plans may be written by individuals unfamiliar with the program, and indicated that the union could meet with departments to assist with incorporating Targeted Local Hire considerations into the department's succession plan. She stated this exercise could also be helpful in assisting the department identify resources to be requested.

Ms. Goldberg asked staff to contact departments to offer assistance with Executive Directive 15 compliance, to include assistance with understanding Targeted Local Hire and how it could fit into the department hiring plan.

Ms. Goldberg asked whether there was a way to identify overall vacancies in the City. Ms. Aspen indicated the City does not have a position control system, and as such, this information would have to be gathered department by department. Mr. Sainz stated he recalled a monthly report that indicated whether department positions were filled or unfilled; he asked whether something similar could be collected by the CAO's Office or by Personnel. Ms. Goldberg asked whether this was possible. Ms. Aspen stated the budget staff at CAO's Office may coordinate employee level reports occasionally but was not aware of a standing monthly report. Ms. Goldberg stated her desire for an informal report that would indicate each department's funded vacancies, the count and the classifications, so the Working Group could obtain a general idea. Ms. Aspen expressed that it could be a difficult task for departments as there were complications when factoring in different position authorities. Ms. Goldberg indicated that an approximate number of funded vacancies would be acceptable as it would be helpful to obtain a ballpark figure. Ms. Goldberg further requested that this item remain on the agenda for future meetings.

(7) Report back from the Outreach Subcommittee

Ms. Goldberg provided an update on outreach meetings that were conducted since the last Working Group meeting. She indicated staff had met with the Armenian Relief Society, the Pacific Asian Consortium in Employment (PACE) and WorkSource Center, San Fernando Valley Rescue Mission, the Jewish Vocational Services (JVS) WorkSource Center, and the Los Angeles LGBT Center. She stated follow-up meetings were scheduled with Los Angeles Trade Technical College (LATTTC) and the Los Angeles Community College District (LACCD) in September. Ms. Goldberg asked that staff also coordinate a meeting with Friends Outside, an organization that works with individuals recently out of prison.

Ms. Hilda Garcia from SEIU asked that staff also coordinate meetings with Communities In Schools and Aztecs Rising, the latter a gang intervention organization. Ms. Goldberg asked that information and contacts be sent to program staff. Mr. Dory asked for a list of agencies that program staff have met with. Mr. Cordero indicated he would send the list to the Working Group. Mr. Anthony Robinson from the Los Angeles Job Corps requested staff also meet with his organization. Ms. Goldberg asked that he contact program staff to set up the meeting.

(8) Update from staff regarding the Targeted Local Hire Working Group Database

Ms. Chang indicated staff continued its work with ITA to develop the necessary requirements for a database and tracking system for the Targeted Local Hire Program. She indicated the official site would exist as a subdomain of the official City site (<https://www.lacity.org/>). While the official site was still under construction, she indicated the content reflected information that was up on the interim site. She stated that staff and ITA had been working through the necessary workflows and reporting requirements, and that ITA was diligently documenting this process. She indicated that once requirements were finalized, ITA would be working to identify the appropriate programming and applications required to make this process functional; she indicated that ITA would also need to ensure the system would be able to interface with the City's PaySR system.

Ms. Goldberg asked if the interim site was still located at <http://bit.do/lalocalhire>; Ms. Chang responded affirmatively. Ms. Goldberg asked when the official site was expected to go live. Ms. Chang stated the official site's launch date would run parallel to when the program processes were finalized; she indicated however it should be completed by the end of the year. She indicated there could be a gap while ITA identifies the appropriate solutions, however, staff was working to create an interim application intake process. Ms. Goldberg asked whether that will be located on the interim site. Ms. Chang stated that when the program is ready to accept applications, users will be directed to the official site (<http://lalocalhire.lacity.org/>); she stated at that point in time, users accessing the interim site would additionally be automatically redirected to the official site. Mr. Cordero added that ITA has been very helpful with assisting staff detail out the program and system requirements. He stated ITA was also working on adding a secure webpage or tab for accessing the Targeted Local Hire job application, in order to allow limited access to approved WorkSource Center designees.

Ms. Goldberg redirected to Item #4.

CONCLUDING ITEMS

(9) Request for Future Agenda Items

Ms. Goldberg stated she would like the part-time positions and vacancies item to remain on the agenda until further notice. Mr. Sainz stated there will be a status report at the next Working Group meeting related to updates on the referral process as well as updates related to the working procedures to be set up with the designated program WorkSource Centers.

(10) Future Meeting Dates

The next meeting of the Working Group to be held September 14, 2016 at 1:00 p.m.

(11) Adjournment

A motion was made by Ms. Hayes-Walker, seconded by Ms. Aspen, to adjourn the meeting; the motion was unanimously adopted. The meeting adjourned at 1:45 p.m.