



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE October 27, 2016
REFERENCE:	COUNCIL FILE CF 14-0600-S140
SUBJECT: FISCAL YEAR 2014-15 BUDGET REPORT BACK: SYSTEMATIC USES FOR VOLUNTEERS	

RECOMMENDATION

That the City Council receives and files this report.

BACKGROUND

In May 2014 as part of the Fiscal Year 2014-15 budget hearings and deliberations, Council instructed the Personnel Department to report back to the Personnel and Animal Welfare (PAW) Committee on recommendations related to the true systematic uses for volunteers.

SUMMARY

An email survey was sent to all City operating departments requesting information on departmental volunteer usage. Each department was asked if they utilized volunteers during Fiscal Years 2014-15 and 2015-16 and if so, how many, and how many total hours did these volunteers work. In addition, departments were asked to provide a description of the various duties these volunteers perform. Below is the information that was received.

The following departments utilized volunteers during the time in question:

- Airports
- Animal Services
- City Attorney
- City Clerk
- Disability
- Fire (civilian)
- Housing and Community Investment
- Information Technology Agency
- Library
- PW- Engineering
- PW- Sanitation
- Recreation and Parks
- Transportation
- Zoo

Departments that are utilizing volunteers have duties that primarily assist with administrative support. Some are performing clerical work, research on certain topics to provide to staff, data input, filing, system support, record retention and data collection. One specific department, Animal Services, has more hands-on volunteer functions that interact with the animals in addition to the basic clerical work duties performed. The attached table provides additional reported detail on the number of volunteers, number of hours worked, and duties performed by department.

Recent updates to the Personnel Department's webpage include a centralized database of information on Citywide job opportunities at our "Job Center": <http://per.lacity.org/index.cfm?content=jobcenter>, including information on volunteer positions. In the near future, the Personnel Department will provide departments with the ability to self-enter and immediately update their volunteer job opportunities directly onto our website.

WENDY G. MACY
General Manager

Reported Departmental Volunteer Usage FY 14-15 and FY 15-16

<u>Department</u>	<u># of Volunteers FY 14-15</u>	<u># of Hours Worked 14-15</u>	<u># of Volunteers FY 15-16</u>	<u># of Hours Worked 15-16</u>	<u>Duties Performed by Volunteers</u>
Airports	50	1,250	35	894	LAWA Gateways Volunteer program
Animal Services	4,030	44,343	5,472	55,530	Shelter Support, Dog walker, Mobile Pet Adoptions, Cat cuddler, etc.
City Attorney	300		300		Go to trial cases, do legal research and some administrative work.
City Clerk	1	140	2	420	Data entry, clerical and assisted programmer analysts.
Disability	2	1,170	1	390	They assisted with multiple different duties each FY.
Fire (civilian)	8,058	37,126	10,706	48,341	Assistance with cadets, CERT, support services and auxiliary communications.
HCID	2	298	6	978	Data input, filing, research, system support & record retention.
ITA	24	2,794	24	2,794	Assisted in ITA Communications Shop Services.
Library	5,974	167,339	5,858	157,418	This department utilizes multiple volunteer positions.
PW - Engineering	44	1,612	47	4,723	Assists with collecting data & measurements to upload into City programs.
PW - Sanitation	-	-	1	300	Assisted in numerous different duties for college credit.
Recreation and Parks	25,000		25,000		Performs a variety of duties at rec centers, museums, and other City facilities.
Transportation	-	-	25	3,196	Volunteers focused on Admin Support, Engineering Services and IT.
Zoo	67	4,582	67	4,967	They utilize volunteers in the Animal Care and Animal Health Care fields.
TOTAL	43,552	260,654	47,544	279,951	