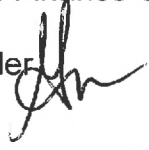


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 13, 2018

TO: Honorable Members of the Budget and Finance Committee

FROM: Georgia Mattera, Chief Deputy Controller
Office of the City Controller 

SUBJECT: BUDGET REPORT BACK - TARGETED LOCAL HIRE PROGRAM

During the City Council's deliberation of the Mayor's 2018-19 FY Proposed Budget, the Controller's Office was requested to report back on a request to make the As-Needed Office Trainee position in the Department Personnel Ordinance (DPO) a Regular position to allow for the position to be filled through the Targeted Local Hire (TLH) Program.

The Controller's Office does not currently have the classification of Office Trainee in our DPO. We do however have the classification of Administrative Trainee and would not object to changing the classification to Office Trainee and moving the position authority in the DPO from Exempt As-Needed to Regular Authority. This Office currently has three (3) Administrative Clerk positions filled through TLH. We are pleased with the quality of the individuals that we have hired and would welcome the ability to hire more candidates through TLH.

It should be noted that the feasibility of using the Office Trainee position authority for the TLH program will have to be further explored with the coordinators of TLH as it is our understanding that positions used for the program should ultimately lead to full-time regular permanent civil service positions with the City. According to the Class Specifications for Office Trainee, individuals in the class must promote out of the class within two (2) years.

If you have any questions, please contact JoVonne Lavender, Chief Management Analyst, Personnel at 213-978-7257 or email jovonne.lavender@lacity.org.