

HOLLY L. WOLCOTT
CITY CLERK

City of Los Angeles
CALIFORNIA

OFFICE OF THE
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

Council and Public Services Division
200 N. Spring Street, Room 395
Los Angeles, CA 90012
General Information - (213) 978-1133
FAX: (213) 978-1040

When making inquiries relative
to this matter, please refer to
Council File No. 18-0696



PATRICE Y. LATTIMORE
ACTING DIVISION MANAGER

clerk.lacity.org

ERIC GARCETTI
MAYOR

August 31, 2018

Wendy Macy, General Manager
Personnel Department

Richard H. Llewellyn, Jr., City Administrative Officer
Office of the City Administrative Officer

Sharon Tso, Chief Legislative Analyst
Office of the Chief Legislative Analyst

On August 29, 2018 the Personnel and Animal Welfare (PAW) Committee considered a July 25, 2018 City Controller report relative to modernizing the City's hiring process and related matters. After consideration, the Committee moved to continue this matter pending the receipt of further reporting. At this time, the PAW Committee is requesting the following report-backs in response to recommendations contained in Appendix I of the Controller's report:

First Priority- Report-backs due by November 7th, 2018:

1. Personnel Department to report with options to expedite the overall Civil Service examination process to include allowing certain Departments with specific expertise of more technical classifications to have more involvement in their own recruitment and selection process.
2. Personnel Department, in consultation with the City Attorney and the Civil Service Commission, to report on the necessary steps to develop a career path for experienced exempt and part-time City employees into the Civil Service system, which could be similar to the Targeted Local Hire (TLH) program. Also look at how the City can enhance TLH program; perhaps offering some of the applicants that have been identified to businesses outside of City Government because we have more employee applicants than what the City can employ timely.
3. City Administrative Officer (CAO), with the assistance of the Personnel Department, to report on costs and funding options for creating a more

comprehensive Human Resources function including branding efforts, recruitment of prospective employees, and outreach to candidates, especially those in underrepresented groups.

Second Priority Recommendations- Report-backs due by January, 2019:

1. Personnel Department to report on efforts to review job titles and job classifications which may not attract the best external and internal candidates, and a proposed plan to modernize these job titles and update classifications.
2. Personnel Department to report on options to set a cap on the number of points given to those with seniority so that they have an examination advantage when competing for non-managerial positions.
3. Personnel Department to report on developing a more robust onboarding process to better support and engage new employees.
4. Personnel Department to report on establishing/expanding programs for employees such as job rotations, mentorships, evaluations and leadership programs, and more technology utilization to engage employees and support their career paths and goals.
5. Personnel Department to report on options to increase regular communication/updates with prospective and current employees at all stages of the examination and application review processes.

Last Priority Recommendations- Report-backs due by March, 2019:

1. Chief Legislative Analyst (CLA) and CAO to report back on actions required to re-name the Personnel Department the Human Resources Department, which would shift the Department's focus to not only rules and regulations, but also on recruitment, employee engagement, and development.
2. CAO and Personnel Department to report on options to provide more "cafeteria-style" benefit packages that employees can customize.

Throughout the process of reporting in response to the above, all efforts should be made to identify budget funding that could be asked for in future FSRs or in future budget years to actually make some of these things happen. Please submit your reports to the City Clerk.



Adam Lid
Legislative Assistant II