

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 14, 2019

To: The City Council

From: 
Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **LOS ANGELES ADMINISTRATIVE CODE AMENDMENTS TO INCLUDE AND PROVIDE SALARIES FOR AUTHORIZED TARGETED LOCAL HIRE PROGRAM CLASSIFICATIONS**

RECOMMENDATIONS

It is recommended that:

1. The City Council, subject to approval by the Mayor, adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Los Angeles Administrative Code Section 4.61 to include represented and non-represented classifications and provide salaries for the new, non-represented classifications participating in the Targeted Local Hire Program;
2. The City Council authorize the City Administrative Officer (CAO), upon accretion of said classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance; and
3. The City Council authorize the CAO and the Controller to correct any clerical errors or technical errors in the Ordinance

SUMMARY

On December 7, 2015, the Coalition of Los Angeles City Unions and the City of Los Angeles (Parties) entered into a Letter of Agreement, which included establishing a Targeted Local Hire Working Group (Working Group) that was tasked with creating the Targeted Local Hire Program (TLHP) aimed at hiring local residents from under-served communities into full-time civil service jobs (targeted civil service classifications). Subsequently, the TLHP was created and adopted by City Council on January 11, 2017 (Council File No. 16-0109).

Participants of the TLHP must complete a 6-month on-the-job period in a TLHP trainee-level classification mutually approved by the Parties and a 6-month probationary period in a transitional classification approved by the Board of Civil Service Commissioners. To advance the program's goal of full-time civil service employment, the Parties continue to collaborate in identifying civil service classifications, which are vetted by the Personnel

Department, that are suited for the program. Once these classifications have been authorized for the program, the City Administrative Officer is tasked with creating the trainee-level TLHP classes and setting the salaries for and updating the appropriate authorities for use of these classifications by the employing departments.

At its meetings of March 22, 2019, and May 24, 2019, the Executive Employee Relations Committee approved the CAO's recommendations to establish the salaries for the new, non-represented transitional TLHP classes of Delivery Driver Assistant, Class Code 1124, at Salary Range 1702 (\$35,537-\$53,390), Street Services Assistant, Class Code 4149, at Salary Range 1946 (\$40,632-\$61,053), Warehouse and Toolroom Assistant, Class Code 1831, at Salary Range 1849 (\$38,607-\$59,132); and Animal License Canvasser Assistant, Class Code 4329, at Salary Range 1504 (\$31,403-\$57,983), respectively.

To date, 11 civil service classifications have been accepted into the TLHP.

FISCAL IMPACT

There is no fiscal impact to the General Fund as departments participating in the program will hire individuals into the TLHP classifications in lieu of their authorized positions for the targeted civil service classifications.

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Attachment