

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 18, 2020

To: The City Council

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

Subject: **ESTABLISHMENT OF SALARY FOR NEW BRIDGE-TO-JOBS PROGRAM CLASSIFICATIONS – COMMUNICATIONS INFORMATION REPRESENTATIVE ASSISTANT AND COMMUNICATIONS INFORMATION REPRESENTATIVE TRAINEE**

RECOMMENDATIONS

It is recommended that the City Council, subject to approval by the Mayor:

1. Adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule A of the Los Angeles Administrative Code (LAAC) Section 4.61 to establish the salary for the newly created classifications of Communications Information Representative Assistant (Class Code 1479) and Communications Information Representative Trainee (Class Code 1478) for the Bridge-to-Jobs Hiring Program;
2. 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. Authorize the CAO and the Controller to correct any clerical errors in or make any technical corrections to the Ordinance.

SUMMARY

In 2019, the Personnel Department created the Bridge-to-Jobs Hiring Program (BRIDGE) similar to the Targeted Local Hire Program (TLHP) to reduce barriers to civil service employment for individuals of under-served communities while also addressing City departments' need for semi-skilled workers (Council File No. 19-0600-S61). The BRIDGE program provides a more accessible, alternate pathway to civil service employment in semi-skilled, entry-level classifications that require a higher level of proficiencies than those classifications recommended for the TLHP. The Personnel Department worked with and continues to work with City departments, labor, and community partners to identify semi-skilled, entry-level classifications that fit the BRIDGE framework. Participants of the BRIDGE program will primarily include individuals from the homeless and formerly homeless, formerly incarcerated

individuals including those on parole/probation, former gang members including those affected by the City's Rodriguez Settlement, disconnected youth, foster youth, transition age youth, veterans, residents from zip codes as designated by the Public Works, Bureau of Contract Administration within their Project Labor Agreements (see Section IV and Attachment A of the included Program Document), individuals identifying as transgender, individuals with disabilities, and older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA) population.

At its meeting of January 9, 2020, the Board of Civil Service Commissioners approved the creation of the new classifications of Communications Information Representative Assistant and Communications Information Representative Trainee to be used in the BRIDGE program. Subsequently, at its meeting of January 24, 2020, the Executive Employee Relations Committee approved the recommended salary for these newly created, non-represented classes as detailed in the accompanying Ordinance.

Accordingly, the Ordinance transmitted herewith will add the new classes and corresponding salaries in the appropriate order to the City's classification listing in Schedule A of LAAC Section 4.61.

FISCAL IMPACT

There is no additional impact to the General Fund. Participating departments will hire in these classifications using vacant civil service position authorities.

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Attachments