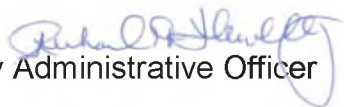


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

C.F. No. 20-0600-S72 and 20-0948
0220-05386-0005

Date: September 28, 2020

To: The Honorable City Council

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

Subject: **TARGETED LOCAL HIRE (TLH) POSITIONS NOT INCLUDED IN THE 2020-21 ADOPTED BUDGET**

RECOMMENDATION

That the Council, subject to the concurrence of the Mayor, remove the exemption from the City's Hiring Freeze for new positions hired through the Targeted Local Hire (TLH) program.

SUMMARY

As discussed below, we recommend that no new TLH position authorities be provided to departments at this time. In addition, we recommend that the Council and Mayor rescind the existing Hiring Freeze exemption for TLH positions. Departments may still request to hire TLH positions, but would need to do so through the Hiring Freeze process.

On August 25, 2020, the City Council adopted a motion (C.F. 20-0600-S72) directing the Personnel Department and the City Administrative Officer (CAO) to survey all City departments for proposed new or additional Targeted Local Hire (TLH)-eligible position authorities. The Personnel Department and the CAO collected and compiled survey responses from all City departments that propose to hire using the TLH Program in 2020-21. Department survey responses included (i) requests for 92 new TLH position authorities (Attachment 1), and (ii) details regarding 350 existing position authorities that departments intend to fill in the current Fiscal Year through the TLH Program (Attachment 2).

As part of the actions on the 2020-21 Budget, the Council and Mayor approved a Citywide Hiring Freeze because of the reduction in City revenues associated with the COVID-19 Pandemic (C.F. 20-0600). New employees hired through the TLH Program were the only Citywide exemption approved from this Hiring Freeze by the Mayor and Council. Requests to hire all other positions must be submitted by departments through a process which involves oversight by the Mayor, Chief Legislative Analyst, and this Office. The 350 positions listed in Attachment 2 represent the positions departments have hired, or intend to hire, during 2020-21 through this Citywide exemption to the Hiring Freeze.

In summary, the total annual salary cost of the 442 potential TLH positions is \$18.0 million consisting of new positions and existing positions as shown in the following table.

Department requests to fill TLH positions	Positions	Annual Cost (\$ millions)		Estimated 2020-21 Cost (\$ millions)	
		Salary	Benefits	Salary	Benefits
New requested position authorities	92	\$3.7	\$2.4	\$2.0	\$1.9
Existing position authorities	350	\$14.3	\$9.3	\$7.5	\$7.2
TOTAL	442	\$18.0	\$11.7	\$9.5	\$9.1

Subsequent to the Council's direction to Personnel and CAO to compile this TLH survey, on September 11, 2020 the Mayor released a memorandum titled "Fiscal Year 2020-21 Instructions for Fiscal Restraint" (Mayor Memorandum). The Mayor Memorandum directed City departments to implement various cost reduction measures and directed the Personnel Department to begin the necessary preparations for a potential layoff scenario. These cost reduction measures are necessary because of the significant revenue losses the City has experienced associated with the COVID-19 Pandemic, which exceed the revenue losses that were assumed in the 2020-21 Budget. The CAO issued a separate report, also on September 11, 2020, titled "Update on the Status of City Finances" which projects that City revenues could fall short of budget by \$200 million to \$400 million (CAO Report, C.F. 20-0948). The Council acted on September 23, 2020 to instruct the CAO to coordinate the development of spending reduction proposals, as included in the Mayor Memorandum.

Due to fiscal concerns which may result in service and workforce reductions, and in accordance with the Mayor Memorandum and Council direction to this Office to coordinate spending reduction proposals, it is recommended that no new TLH position authorities be provided to departments. In addition, it is recommended that the Council and Mayor rescind the existing Hiring Freeze exemption for TLH positions. As noted, Departments may still request to hire TLH positions, but would need to do so through the Hiring Freeze process.

Special Funded Positions

Several requests for TLH positions in Attachments 1 and 2 identify special funds to provide full funding of the requested positions. However, many of the City's special funds are also experiencing revenue losses associated with COVID-19 and may not be a sustainable source of funds for new positions. For special funds that are not experiencing revenue reductions, the Mayor Memorandum directs this Office to "identify position vacancies funded by those healthy Special Funds for potential transfer of employees currently funded by General Fund." Therefore, it is not recommended to hire new TLH positions into existing special fund vacancies, as these existing vacancies may be needed to absorb existing City employees in order to lessen the need for potential layoffs.

Exempting TLH employees from a potential layoff

The CAO Report and Mayor Memorandum were discussed in the Budget and Finance Committee meeting held September 14, 2020. During this meeting, there was discussion as to whether existing or new TLH employees could be exempted from potential City employee layoffs. The City Attorney determined that to the extent TLH employees have status in a civil

service position, they would be subject to the seniority-based layoff provisions of City Charter Section 1015 and the Civil Service Rules governing layoffs for civil service employees. The methods prescribed by the City Charter for the manner and order of layoffs (suspension), displacement (bumping), and restoration in the City's civil service system are mandatory and controlling. An ordinance or civil service rule giving preferential treatment in the civil service layoff process to employees based on their TLH status would violate the Charter by using criteria different from that prescribed by the Charter for the administration of the layoffs.

Proposed Appropriation for TLH Positions

A separate motion (C.F 20-0972) proposes to appropriate \$20,000,000 within the Unappropriated Balance from the line item "Reserve for Preservation of City Services, Reinvestment in Disadvantaged Communities of Color, Reimagining Public Safety Service Delivery, and Targeted Local Hire Program" to a new line item entitled "Targeted Local Hire Program – Disadvantaged Communities." This motion was approved by the Budget and Finance Committee on August 10, 2020. However, this item has not been scheduled for consideration by the Council. Based on the Council's action on this item, the Office would report back as part of a Financial Status Report on proposed usage of these funds.

FISCAL IMPACT STATEMENT

Eliminating the exemption from the City's Hiring Freeze for individuals hired through the TLH Program could have a positive fiscal impact due to a reduction in hiring and therefore reduced expenditures for salaries.

FINANCIAL POLICIES STATEMENT

The recommendation of this report complies with the City's Financial Policies.

RHL:RR 11210019

Attachments: Attachment 1 - Requests for New TLH Positions

Attachment 2 – Proposals to Fill Existing Positions Using the TLH Program

Attachment 1 - Requests for New TLH Positions

Department	Animal Services
Number of Positions Requested	30
TLH Classification of the targeted class	Animal Care Technician (4310)
Anticipated Hire Date	2/01/2021
Estimated Salary Cost for FY 2020-21.	\$549,144
Total Annual Salary Cost	\$1,317,946
Describe the duties and responsibilities of the requested position(s).	An Animal Care Technician receives and cares for all types of domestic and wild animals; assists with transferring animals to other shelters; explains regulations regarding disposition of animals to the public; works with the public to adopt animals both in the shelter and at mobile adoption events; cares for dangerous and/or diseased and injured animals; interfaces with medical staff regarding the health of animals; and cleans kennels, cages, vehicles, buildings, yards, and equipment. Animal Care Technicians must assist in humanely euthanizing animals due to disease, injury, or overcrowded conditions. Animal Care Technicians require contact with the public, volunteers, adoption partners, local veterinarians/clinics, internal staff, and staff in other departments; and must provide excellent customer service and animal care.
Describe the services to be provided by the new requested position(s).	The same services as described in question #12.
Describe why there is an increased need to perform these services necessitating new position authorities.	There is an increased need due to the potential vacancies resulting from the Separation Incentive Program and inability to back fill vacant positions.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	We anticipate that there will be insufficient staffing to perform the duties.
List the current number of vacancies in the department, by classification.	Animal Care Technician - 17 Animal Care Technician Supervisor - 1 Animal Control Officer - 5 Animal License Canvasser - 1 Assistant General Manager - 1 District Supervisor Animal Services - 1 Senior Animal Control Officer I - 1 Senior Administrative Clerk - 1 Veterinary Technician - 1
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The trainee and assistant level employees will receive the full instructor-led and on-the-job training to successfully complete the duties of the position.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	Animal Services
Number of Positions Requested	7
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	2/01/2021
Estimated Salary Cost for FY 2020-21.	\$119,120
Total Annual Salary Cost	\$285,889
Describe the duties and responsibilities of the requested position(s).	The Administrative Clerk types forms and letters; files reports, cases, and correspondence; performs cashing and financial tabulations; and works a busy front counter and answers a high volume of phone calls. Incumbents will assist citizens in the management of animals, including selling licenses, and facilitating the adoption and redemption of animals. Administrative Clerks must deal tactfully and effectively with emotionally distraught citizens; notify animal control officers of emergency calls; handle situations with angry citizens at the front counter; and explain fees, laws, municipal codes, and Department policies and procedures.
Describe the services to be provided by the new requested position(s).	Same as question #12.
Describe why there is an increased need to perform these services necessitating new position authorities.	We anticipate potential vacancies resulting from the Separation Incentive Program and an inability to backfill vacant positions.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	There would be insufficient staffing to perform the duties.
List the current number of vacancies in the department, by classification.	Animal Care Technician - 17 Animal Care Technician Supervisor - 1 Animal Control Officer - 5 Animal License Canvasser - 1 Assistant General Manager - 1 District Supervisor Animal Services - 1 Senior Animal Control Officer I - 1 Senior Administrative Clerk - 1 Veterinary Technician - 1
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The trainee and assistant level employees will receive adequate classroom and on-the-job training to perform the front counter duties of a shelter.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	City Clerk
Number of Positions Requested	2
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/01/2020
Estimated Salary Cost for FY 2020-21.	\$45,344
Total Annual Salary Cost	\$81,683
Describe the duties and responsibilities of the requested position(s).	Assists the public, Division staff and other City departments at the public counter and over the phone with the location and status of Council files, claims, contracts. Accepts and processes claims for damages and refunds, subpoenas, and summons. Researches the Council File Management System database for existing and related files to determine Council file numbers of documents received for Council consideration and action. Reviews public records requests and prepares appropriate response in consultation with supervisor. Maintains inventory and orderliness of items in the supplies room, ensuring that an adequate amount of commonly used supplies are available at all times. Orders supplies as needed and appropriate. Tracks delivery date and receipt of supplies in coordination with Administrative Services Division and Accounting Section.
Describe the services to be provided by the new requested position(s).	Assists the public and City staff both in-person and over the phone with Council related inquiries related to files, claims, and contracts.
Describe why there is an increased need to perform these services necessitating new position authorities.	Pursuant to Council action, the City Clerk's Office will begin processing public convenience or necessity applications related to cannabis dispensaries. Additionally, there is an increased need for California Public Records Act Request handling due to the influx of cannabis related inquiries.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Existing clerical staff will to be shifted to manage the additional workload, requiring the need for new staff to assist with existing clerical duties.
List the current number of vacancies in the department, by classification.	Accountant (1), Management Analyst (1), Principial Clerk (1), Program Aide (1), Sr Administrative Clerk (1), Sr Management Analyst (1)
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Department has successfully transitioned three candidates into from the Targeged Local Hire program to Administrative Clerks. The Department will provide soft training through use of procedural manuals and virtual online trainings. Supervisors are currently preparing additional instructional videos and guides to achieve knowledge transfer.
Provide any additional information that may be helpful to support this new position request.	Council and Public Services has seen additional workload due to COVID-19 and additional California Public Records Act Requests.

Attachment 1 - Requests for New TLH Positions

Department	City Clerk
Number of Positions Requested	1
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/01/2020
Estimated Salary Cost for FY 2020-21.	\$22,672
Total Annual Salary Cost	\$40,841
Describe the duties and responsibilities of the requested position(s).	Assists with the preparation, research, and drafting of contracts, agreements, and leases as necessary for Neighborhood Council (NC) functions and operations. Assists with clerical accounting tasks, including reviewing credit card transactions, vendor information, monthly expenditure reports, and other accounting records and reports. Provides customer service to interact and problem-solve with Neighborhood Council board members, stakeholders, and colleagues.
Describe the services to be provided by the new requested position(s).	The NC Funding Program provides administrative services to 99 Neighborhood Councils throughout the City, including reviewing, processing, and monitoring public funds expenditures, conducting Program training, drafting contracts and leases, completing financial reports, and providing customer service.
Describe why there is an increased need to perform these services necessitating new position authorities.	Additional audit is necessary due to COVID-19 related expenditures for some NC Funds. Staff is currently reviewing requests to ensure expenditures align with the NC Funding Expenditure Guidelines.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The Program has been unable to fill a key vacancy and staff is unable to absorb the additional work. Upcoming furloughs will only exacerbate the problem. The Accountant vacancy in NC Funding has created additional workload for existing staff.
List the current number of vacancies in the department, by classification.	Accountant (1), Management Analyst (1), Principial Clerk (1), Program Aide (1), Sr Administrative Clerk (1), Sr Management Analyst (1)
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Department has successfully transitioned three candidates into from the Targeted Local Hire program to Administrative Clerks. The Department would provide soft training through use of procedural manuals and virtual online training. Supervisors are currently preparing additional instructional videos and guides to achieve knowledge transfer.
Provide any additional information that may be helpful to support this new position request.	The group is trying to provide more training to NC Board members as part of the gender and racial equity plans. This will give community board members tools to better administer the plans they have for their neighborhoods.

Attachment 1 - Requests for New TLH Positions

Department	City Clerk
Number of Positions Requested	1
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/01/2020
Estimated Salary Cost for FY 2020-21.	\$22,672
Total Annual Salary Cost	\$40,841
Describe the duties and responsibilities of the requested position(s).	Manages front desk and assist with records retention requests from Departments and the public; assists customers; processes orders with checkout system; data-entry; and copying and scanning.
Describe the services to be provided by the new requested position(s).	Provide customer service and administrative support for Citywide records requests.
Describe why there is an increased need to perform these services necessitating new position authorities.	Due to COVID-19, staff is now scanning files previously not available in a digital format. Staff is assisting with scanning and providing quality control of the content scanned by third-party vendor.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	We are facing a 100% reduction in staffing in the clerical unit. These duties will fall entirely upon management personnel without the hiring of a clerical employee.
List the current number of vacancies in the department, by classification.	Accountant (1), Management Analyst (1), Principal Clerk (1), Program Aide (1), Sr Administrative Clerk (1), Sr Management Analyst (1)
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Department has successfully transitioned three candidates into from the Targeted Local Hire program to Administrative Clerks. The Department would provide soft training through use of procedural manuals and virtual online training. Supervisors are currently preparing additional instructional videos and guides to achieve knowledge transfer.
Provide any additional information that may be helpful to support this new position request.	Due to COVID-19, the Division is now required to digitize records Citywide. Additionally, they are assisting Departments with record retention requests and provide digital records if available.

Attachment 1 - Requests for New TLH Positions

Department	City Clerk
Number of Positions Requested	1
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/01/2020
Estimated Salary Cost for FY 2020-21.	\$22,672
Total Annual Salary Cost	\$40,841
Describe the duties and responsibilities of the requested position(s).	Time keeping: Dtime payroll processing, Verify Electronic Blue Slips to Dtime entries, reach out to supervisors for missing blues and/or incorrect information. Process Form 41 for new employees and transfers. Make fingerprinting and medical appointments. Various changes to records for promotions, step increases, personal info changes. Assist staff with FMLA document request, set appointments for FMLA orientation. Follow up on status of staff on FMLA (hours used, end dates, general maintenance). Coordinate with Standard Insurance requesting VOE for staff requesting benefits. Assist with verifications of employment: verbal, via Fax and email. Assist callers in referring to correct dept. for calls on non-City Clerk, Council or Mayor Staff. Process Loan Forgiveness documents. Respond to EDD benefit requests. Maintain employee folders. Serve as back up for biweekly processing of Payroll Certs.
Describe the services to be provided by the new requested position(s).	The Payroll/Personnel Section currently supports various offices including, Mayor, Council, CLA, Neighborhood Empowerment, and the Department of Cannabis Regulation and will be acquiring payroll duties for the newly formed Civil and Human Rights Department. Staff is responsible for performing payroll and personnel functions for over 900 employees such as timekeeping and Form 41 processing.
Describe why there is an increased need to perform these services necessitating new position authorities.	Our urgent and sudden need for the assistance is a direct result of an upcoming vacancy and the acquired duties of a newly formed department, the Civil and Human Rights Department. The upcoming vacancy will cause a significant gap in productivity for our team and, if not filled, may result in diminished services for our stakeholders. Since our office already handles a large workload with a small team, it is imperative that we hire a Targeted Local Hire employee in order to process Payroll in a timely manner and with the utmost level of accuracy.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The Payroll/Personnel Section currently operates under a significantly smaller staff than most payroll offices within the City. In light of increased duties bestowed on our section, It would be extremely taxing for current staff to assume the responsibility and duties the vacancy will create. In order to meet deadlines and process payroll in the most accurate and timely manner, it is imperative we fill the vacancy.
List the current number of vacancies in the department, by classification.	Accountant (1), Management Analyst (1), Principal Clerk (1), Program Aide (1), Sr Administrative Clerk (1), Sr Management Analyst (1)
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Department has successfully transitioned three candidates into from the Targeted Local Hire program to Administrative Clerks. The Department would provide soft training through use of procedural manuals and virtual online training. Supervisors are currently preparing additional instructional videos and guides to achieve knowledge transfer.
Provide any additional information that may be helpful to support this new position request.	Increased amount of Payroll and Personnel functions such as Exit and New Hire Orientations, Employment Verification and EDD verification due to upcoming elected cyclical rollover. Additionally, the Payroll section was recently assigned new administrative and payroll duties for Civil and Human Rights Department.

Attachment 1 - Requests for New TLH Positions

Department	Civil and Human Rights Commission
Number of Positions Requested	1
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	10/01/2020
Estimated Salary Cost for FY 2020-21.	\$26,683
Total Annual Salary Cost	\$40,841
Describe the duties and responsibilities of the requested position(s).	Supports the General Manager and Civil and Human Rights Department (CHRD) in the development, implementation and administration of CHRD's mission via its various programs, including those still to be determined; ensure the highest level of service is delivered to the residents of the City of Los Angeles; build positive and cooperative relationships with all strata of the organization; cultivate and foster racially equitable environments; and, represent the Department as a showcase of inclusive, community based efforts. Provides general and clerical support to the Commission Support Program, Outreach and Community Engagement and/or Discrimination Enforcement and Legal Remedies Programs, and directly or through support staff, performs a variety of administrative, grants administration, community outreach and / or legal support services in CHRD; plans and organizes the work of employees, volunteers, and other staff on behalf of CHRD; - Commission Support - provides administrative and clerical support to the Commissions and Commissioners as required; assists with document and meeting preparation and facilitation; assists with the development, formulation and administration of the CHRD operational budget; - Outreach and Community Engagement - provides administrative and clerical support on the development of rules, regulations and implementation of outreach programs to promote diversity and proactively address discrimination, and equity issues within the City; meet with and facilitate outreach and exchange with CHRD stakeholders. - Discrimination Enforcement and Legal Remedies - provides clerical and administrative support to the Assistant General Manager, Civil and Human Rights Commission, and other stakeholders in conducting investigations, as well as providing referrals, enforcement, or remedies for discrimination complaints. Attend and participate in meetings as necessary and other related duties as assigned. Provides general administration and clerical support to the Discrimination Enforcement and Legal Remedies Program. Assists in preparing reports; administers contracts, and processes payments.
Describe the services to be provided by the new requested position(s).	See Item 12 (response above)
Describe why there is an increased need to perform these services necessitating new position authorities.	Motion C.F. 20-0761 includes 12 positions pending Council consideration and approval to support CHRD implementation of its discrimination enforcement, outreach, empowerment, and community engagement programs. CHRD anticipates requesting to amend the motion to request three Administrative Clerks and filling all three positions with applicants from the Targeted Local Hire Program. All CHRD positions are essential for CHRD program implementation and to respond to the many requests from the community to address systemic discrimination. CHRD goals cannot be achieved beyond Commission administration and the City's racial equity work cannot move forward without the additional positions.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The work identified for this position is new and has not been performed before creation of the department. This position is an entry level unskilled position and ideal for the Targeted Local Hire Program.
List the current number of vacancies in the department, by classification.	1 Project Coordinator (1537); 1 Human Relations Advocate (9207)
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	This entry level position will be directly supervised by a Sr. Project Coordinator and support four professional level positions (Management Analyst/Assistant and Human Relations Advocates). Instructions, a workplan, training, evaluation and feedback are some of the tools that will be employed via phone, computer and in-person to ensure learning and increased aptitude for the department's work.
Provide any additional information that may be helpful to support this new position request.	The Administrative Clerk positions are critical to the CHRD's operation. Filling these positions using TLH will have exponential impact by using re-purposed funding from LAPD while hiring to support CHRD from underserved communities. CHRD's General Manager is very interested in acquiring two additional Administrative Clerks who would also be TLHs.

Attachment 1 - Requests for New TLH Positions

Department	Controller
Number of Positions Requested	2
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/06/2020
Estimated Salary Cost for FY 2020-21.	\$81,683
Total Annual Salary Cost	\$81,683
Describe the duties and responsibilities of the requested position(s).	Clerical Support
Describe the services to be provided by the new requested position(s).	Clerical support to professional staff engaged in accounting, auditing, and personnel functions
Describe why there is an increased need to perform these services necessitating new position authorities.	Anticipated voids created by SIP and furlough
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Increased workload
List the current number of vacancies in the department, by classification.	Accounting Clerk 2 Admin Clerk 2 Data Analyst 1 Director of Systems 1 FMS 5 Fiscal Sys Sp I 1 Internal Auditor 6 Management An 1 Programmer An III 1 Systems Analyst 2 Sr Admin Clerk 1 Sr Management An I 1 Sr Systems An I 1
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	We have successfully used the TLH program in the past and transitions 4 TLH in the past. Our success was due in large part to dedicated staff providing training - we would match the TLH employees to employees who are familiar with the program and/or were successful with our last TLH employees.
Provide any additional information that may be helpful to support this new position request.	none

Attachment 1 - Requests for New TLH Positions

Department	Cultural Affairs
Number of Positions Requested	4
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	12/01/2020
Estimated Salary Cost for FY 2020-21.	\$83,014
Total Annual Salary Cost	\$163,365
Describe the duties and responsibilities of the requested position(s).	These positions will provide general administrative support for the Community Arts Division, the Performing Arts Program, the Public Art Division, and the Administrative Division. For each of these positions, the Administrative Clerk will perform general office clerical work, customer service, assisting constituents in person and/or by phone, and interact tactfully and effectively with the public and other employees. The Administrative Clerk will exercise good judgement, will organize and complete assigned work efficiently, and follow and obey all work and city laws, rules, policies regulations and procedures, receiving and processing applications, handling and depositing cash funds The Administrative Clerk will type letters, reports, produce statistical and financial tables and other documents from original or corrected copy or rough draft, proofread documents, provide basic bookkeeping and arithmetic practices, data entry, filing and organizing, creating documents, accounting/transmittal forms, pick up and distribute materials, and have knowledge of Americans with Disabilities Act laws.
Describe the services to be provided by the new requested position(s).	For each of these positions, the Administrative Clerk will perform administrative roles to assist and support the Department's service delivery to the communities of Los Angeles. They will help to facilitate the operations of the City's arts centers, historic sites, galleries, theaters, and Public Art throughout the City.
Describe why there is an increased need to perform these services necessitating new position authorities.	As the Department is facing an increasing number of vacancies and much of the Administrative work is being performed by higher level positions, the need for Administrative Clerks has increased.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	These positions will all be assigned to the Department's Main Office, in which we only have one Administrative Clerk who is responsible for the Department's Reception and general office management. These positions will provide clerical assistance to the service delivery Divisions and Administrative Division where additional clerical support is needed.
List the current number of vacancies in the department, by classification.	(1) Accounting Clerk, (1) Accountant, (1) Administrative Clerk, (1) Management Analyst, (1) Senior Project Coordinator, (3) Arts Associates, (4) Arts Manager I, (2) Arts Manager II, (1) Art Instructor, (1) Art Instructor II, (1) Art Center Director I, (1) Art Center Director II, (1) Gallery Attendant, (1) Performing Arts Program Coordinator I,
What special funds are eligible to be used to fund the requested position(s)?	The Department is funded by the Transient Occupancy Tax, and funds are available to support this request.
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Department will work with Personnel's Client Services, the Department's Senior Management Analyst managing its Personnel responsibilities, and the Department's Administrative Division to provide initial training for these individuals on Department processes and practices as well as basic accounting procedures. Once they are trained, they will be placed with the respective Divisions who will provide ongoing oversight.
Provide any additional information that may be helpful to support this new position request.	As the Department continues to provide services to the City's disadvantaged populations and as the needs for arts and culture continues to grow, these administrative positions will allow staff to better serve our City's communities.

Attachment 1 - Requests for New TLH Positions

Department	Emergency Management
Number of Positions Requested	2
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	10/25/2020
Estimated Salary Cost for FY 2020-21.	\$52,773
Total Annual Salary Cost	\$81,683
Describe the duties and responsibilities of the requested position(s).	Perform general office work
Describe the services to be provided by the new requested position(s).	Filing and organizing prior and current fiscal year financial records for retention, data entry, scanning, inventory of capital assets at the Emergency Operations Center, assist the Executive Office for phone coverage.
Describe why there is an increased need to perform these services necessitating new position authorities.	As a small department with a very limited number of administrative staff, the task of filing and records retention have been neglected since 2000 when the Emergency Management Department became its own department. It became an issue when records were requested to be produced for California Public Records Act (CPRA) requests, grievances, lawsuits, etc. Supervisors who are paid at a higher salary rate have no choice but to perform the task.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The Emergency Management Department (EMD) has only one clerical position, an Accounting Clerk, and no Administrative Clerk positions. EMD is comprised mostly of professional and supervisory positions.
List the current number of vacancies in the department, by classification.	Emergency Management Coordinator I (1702-1) - one (1) vacancy Emergency Management Coordinator II (1702-2) - one (1) vacancy Management Assistant (1539) - one (1) vacancy
What special funds are eligible to be used to fund the requested position(s)?	None
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The new Targeted local Hire (TLH) positions will be assigned to the Administration & Finance Division comprised of one Senior Management Analyst, one Management Assistant and one Accounting Clerk. The new hires will be given an orientation on how the City works, the necessary tools and guidance in order to do their jobs and periodic evaluation to assess their progress and suitability for continued advancement.
Provide any additional information that may be helpful to support this new position request.	The Emergency Management Department's (EMD) lone clerical staff, an Accounting Clerk, is already eligible for normal retirement. The department will be left with no clerical support to handle tasks that are typically not assigned to middle management and supervisory staff. Furthermore, in compliance with the Mayor's directive on cost containment for FY 2020-21 and the impending implementation of the Separation Incentive Program (SIP), EMD may not be able to back-fill full-time positions. There were six (6) employees (1 Assistant General Manager, 2 Emergency Management Coordinator IIs and 3 Emergency Management Coordinator Is) who applied for the SIP. Although these Target Local Hire (TLH) positions are not expected to perform the duties of an Emergency Management Coordinator, they can still be a resource that the department can tap into if needed to perform duties and responsibilities that are within the scope of their classifications.

Attachment 1 - Requests for New TLH Positions

Department	General Services
Number of Positions Requested	10
TLH Classification of the targeted class	Custodian (3156)
Anticipated Hire Date	1/15/21
Estimated Salary Cost for FY 2020-21.	\$324,684
Total Annual Salary Cost	\$342,850
Describe the duties and responsibilities of the requested position(s).	Performs a variety of cleaning and janitorial tasks in City buildings and minor ground-keeping tasks adjacent to said buildings.
Describe the services to be provided by the new requested position(s).	Includes keeping police, medical clinic and laboratory facilities in a clean and sanitary condition; and does related work.
Describe why there is an increased need to perform these services necessitating new position authorities.	Due to COVID, there is an increased need for custodians to perform duties more often and in high contact areas.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The duties of the requested position can not be completed by existing staff because of the need for increased cleaning, disinfecting and sanitizing due to COVID.
List the current number of vacancies in the department, by classification.	2 - Delivery Driver I, 1 - Delivery Driver II, 3 - Supply Services Payment Clerk, 2 - Accounting Clerk, 6 - Administrative Clerk, 1 - Sr Administrative Clerk, 1 - Print Shop Trainee, 2 - Dup Mach Operator I, 3 - Dup Mach Operator II, 1 - Printing Press Oper I, 1 - Printing Svcs Supt, 2 - Bindery Worker, 1 - Sr Accountant I, 1 - Fiscal Systems Spec I, 2 - Systems Analyst, 1 - Sr Systems Analyst I, 1 - Warehouse & T/R Wkr I, 13 - Storekeeper II, 3 - Sr Storekeeper, 3 - Pr Storekeeper, 1 - Procurement Supervisor, 3 - Procurement Analyst II, 1 - Real Estate Officer, 1 - Maint & Constr Helper, 18 - Custodian, 5 - Sr Custodian I, 4 - Sr Custodian II, 9 - Custodian Supervisor, 1 - Ch Custodian Supvr II, 2 - Building Repairer I, 1 - Building Repairer II, 2 - Build Repairer Supvr, 2 - Carpenter, 3 - Plumber, 1 - Plumber Supervisor, 1 - Roofer, 1 - Sr Roofer, 1 - Roofer Supvr, 1 - Drill Rig Operator, 3 - Parking Attendant I, 2 - Parking Attendant II, 3 - Garage Attendant, 1 - Truck Operator, 17 - Equipment Mechanic, 4 - Automotive Supervisor, 1 - Sr Automotive Supvr, 1 - Tire Repairer, 2 - Helicopter Mech, 8 - Heavy Duty Equip Mech, 1 - Equip Repair Supvr, 1 - Mech Helper, 4 - Mechanical Repairer, 3 - Air Cond Mechanic, 1 - Sheet Metal Worker, 2 - Air Cond Mech Supvr, 1 - Welder, 1 - Welder Supervisor, 1 - Elevator Mechanic Hlpr, 3 - Electrician, 1 - Chemist II, 9 - Materials Testing Tech. II, 3 - Management Analyst
What special funds are eligible to be used to fund the requested position(s)?	N/A
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The Custodial Services Division has a 6-month training program for its new TLH employees.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	General Services
Number of Positions Requested	1
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	10/26/2020
Estimated Salary Cost for FY 2020-21.	\$25,201
Total Annual Salary Cost	\$40,841
Describe the duties and responsibilities of the requested position(s).	Clerical/Administrative support
Describe the services to be provided by the new requested position(s).	Support for contracting section in Construction Forces Division
Describe why there is an increased need to perform these services necessitating new position authorities.	Several pre-qualified contractor lists will be expiring within the next 6 months and new contracts need to be developed.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Existing staff are already providing support to other sections within the department.
List the current number of vacancies in the department, by classification.	52 - Delivery Driver I, 1 - Delivery Driver II, 3 - Supply Services Payment Clerk, 2 - Accounting Clerk, 6 - Administrative Clerk, 1 - Sr Administrative Clerk, 1 - Print Shop Trainee, 2 - Dup Mach Operator I, 3 - Dup Mach Operator II, 1 - Printing Press Oper I, 1 - Printing Svcs Supt, 2 - Bindery Worker, 1 - Sr Accountant I, 1 - Fiscal Systems Spec I, 2 - Systems Analyst, 1 - Sr Systems Analyst I, 1 - Warehouse & T/R Wkr I, 13 - Storekeeper II, 3 - Sr Storekeeper, 3 - Pr Storekeeper, 1 - Procurement Supervisor, 3 - Procurement Analyst II, 1 - Real Estate Officer, 1 - Maint & Constr Helper, 18 - Custodian, 5 - Sr Custodian I, 4 - Sr Custodian II, 9 - Custodian Supervisor, 1 - Ch Custodian Supvr II, 2 - Building Repairer I, 1 - Building Repairer II, 2 - Build Repairer Supvr, 2 - Carpenter, 3 - Plumber, 1 - Plumber Supervisor, 1 - Roofer, 1 - Sr Roofer, 1 - Roofer Supvr, 1 - Drill Rig Operator, 3 - Parking Attendant I, 2 - Parking Attendant II, 3 - Garage Attendant, 1 - Truck Operator, 17 - Equipment Mechanic, 4 - Automotive Supervisor, 1 - Sr Automotive Supvr, 1 - Tire Repairer, 2 - Helicopter Mech, 8 - Heavy Duty Equip Mech, 1 - Equip Repair Supvr, 1 - Mech Helper, 4 - Mechanical Repairer, 3 - Air Cond Mechanic, 1 - Sheet Metal Worker, 2 - Air Cond Mech Supvr, 1 - Welder, 1 - Welder Supervisor, 1 - Elevator Mechanic Hlpr, 3 - Electrician, 1 - Chemist II, 9 - Materials Testing Tech. II, 3 - Management Analyst
What special funds are eligible to be used to fund the requested position(s)?	An overhead rate is collected on all our projects to cover the cost of our administrative staff.
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The position will be supervised by a Senior Admin Clerk.
Provide any additional information that may be helpful to support this new position request.	Having on-call contractors is one of the main reasons other departments solicit Construction Forces' services.

Attachment 1 - Requests for New TLH Positions

Department	PW Board
Number of Positions Requested	3
TLH Classification of the targeted class	Administrative Clerk (1358)
Anticipated Hire Date	Upon Council Adoption
Estimated Salary Cost for FY 2020-21.	\$34,786
Total Annual Salary Cost	\$122,524
Describe the duties and responsibilities of the requested position(s).	General entry level office clerical support work for the Executive Officer (to be shared with Grants unit), Petroleum Administration, and Board Secretariat in anticipation of the new Climate Emergency Mobilization Office.
Describe the services to be provided by the new requested position(s).	Provide office support to Executive Officer who oversees 10 offices, seek alternative sources of funds assisting the grants unit and identify new fund resources (Public Works Trust Fund), provide agenda, minute, and journal writing support in anticipation of the new Climate Emergency function, and assist the petroleum administration office in organizing and digitizing an array of documents transferred from CAO and Department of Transportation to the Board Offices.
Describe why there is an increased need to perform these services necessitating new position authorities.	New level of responsibilities (Executive Officer), explore and seek funds to defray or reduce general fund obligations (grants and Public Works Trust Fund), assist in backlog of documents (Petroleum), and new creation of function (Climate Emergencies).
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	New responsibilities, back log of activities (no clerical staff assigned to Petroleum Office), and new function adopted by Climate Emergencies. Absent of new resources, activities and services may be limited or deferred until time and/or resources permit. Limited clerical staff already burden with work, already absorbing other work, or not available to perform needed work.
List the current number of vacancies in the department, by classification.	3 - Management Analyst; 2 Accounting Clerk; 1 Dept Chief Accountant II; 1 Project Coordinator; 1 Admin Clerk; 1 Senior Systems Analyst II; 1 Utility Rates and Policy Specialist III; and 1 Sr Accountant I
What special funds are eligible to be used to fund the requested position(s)?	Sewer Construction and Maintenance Fund (Fund 760), SB1 (59V), and Public Works Trust Fund (834)
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	All TLHs will be paired with staff to learn skill set need to become Admin Clerk and assist in day to day office management activities (i.e. write letters, memos, research, organize, file, transcribe, phone etiquette, etc.
Provide any additional information that may be helpful to support this new position request.	Many of our vacant positions are needed to remain vacant to meet hiring freeze and salary savings target; therefore, funding was not added to the Board's salary appropriation. The Accounting Clerk will be able to backfill in January 2020 based on salary projections but would not hire TLH for this function since its fiscal sensitive (payroll). Willing to use Admin Clerk existing authority if additional funding is provided. If allowed, then need 2 new Admin Clerk Authorities and funding for all 3 positions (salary above is per position per year based on top step).

Attachment 1 - Requests for New TLH Positions

Department	PW Street Lighting [1]
Number of Positions Requested	8
TLH Classification of the targeted class	Maintenance Laborer (3112)
Anticipated Hire Date	Approximately October
Estimated Salary Cost for FY 2020-21.	\$244,170
Total Annual Salary Cost	\$325,560
Describe the duties and responsibilities of the requested position(s).	Maintenance Laborer performs a variety of unskilled manual tasks in the construction of street light fixtures and structures. The employee works under the direct supervision of the Yard Supervisor, Street Lighting Electrician or Cement Finisher. The employee is required to use hand, power, and pneumatic tools in the performance of semi-skilled manual tasks. An example of the employee's duties are: Operate a ½ cubic yard cement mixer, mix and place concrete, drive single axle cement truck.
Describe the services to be provided by the new requested position(s).	This position performs a variety of yard related activities, including: cleaning and painting post parts; loading, unloading, and stacking posts; dismantling broken posts and luminaries; sweeping and cleaning yard areas; pumping gasoline and taking stink readings; and, operating the skip loader to load dirt and broken concrete for dump disposal. When assigned as the fourth man of a derrick crew, the position may operate pneumatic equipment in the removal of dirt and concrete for moving or replacing electroliner foundations and for boring operations in the placement of underground conduit, and clean, inspect and paint posts as part of a deteriorated post inspection program.
Describe why there is an increased need to perform these services necessitating new position authorities.	The Bureau will potentially lose 17 field employees to the Separation Incentive Program and continues to lose field employees to the Department of Water and Power. The Bureau must keep lights on to avoid liabilities and to ensure public safety. Essential workers are still staffing crews to keep outage numbers down for this effort.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Other field classifications are performing intense safety sensitive tasks that are critical to daily street lighting operations. The Bureau does not have extra staff to perform the work, as all employees are currently being utilized to keep lights on and meet Bureau goals.
List the current number of vacancies in the department, by classification.	5 Electrical Craft Helpers (ECH), 2 as-needed ECHs; 10 Exempt Maintenance Laborers; Hiring Hall ECHs; Hiring Hall Street Lighting Electricians. The Bureau relies heavily on as-needed workers throughout the year to ensure safety, and if the Bureau is unable to hire, they will need TLH employees as an option.
What special funds are eligible to be used to fund the requested position(s)?	Street Lighting Maintenance Assessment Fund
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	Employees will be assigned work orally, will receive supervision from a Yard Supervisor or direct supervision from a crew leader, and work will be checked frequently.
Provide any additional information that may be helpful to support this new position request.	No response

Attachment 1 - Requests for New TLH Positions

Department	PW Street Lighting
Number of Positions Requested	1
TLH Classification of the targeted class	Warehouse and Toolroom Worker
Anticipated Hire Date	Approximately October
Estimated Salary Cost for FY 2020-21.	\$32,338
Total Annual Salary Cost	\$43,117
Describe the duties and responsibilities of the requested position(s).	A Street Lighting Warehouse Worker does manual and clerical work in ordering, receiving, storing, issuing, repairing, painting and accounting for materials, supplies, tools and equipment; is required to lift heavy items, load and unload trucks, make minor repairs to hand and pneumatic tools and equipment; make deliveries and operate motor driven material handling equipment. Example of duties are: Verifies descriptions, issues and receives materials, supplies and equipment on authorized documents. Participates in inventories of Street Lighting tools and equipment.
Describe the services to be provided by the new requested position(s).	This position receives incoming specialized stock, materials, supplies, tools and equipment; inspects for damage and for conformance to purchase orders, requisitions, bills of lading and shipping tickets and routes items to proper authority; drives a pick-up truck for picking up emergency purchases and making deliveries to field crews, operates forklift, operates boom on trucks for relocating poles in yard and drive yard sweeper; assembles items such as potheads, teepees, lanterns and post; makes minor repairs and adjustments to tools and equipment; breaks down luminaires, recycles scrap metals, and refurbishes post and parts returned from field; and, identifies, tracks, and stores hazardous materials and notifies the Storekeeper when necessary.
Describe why there is an increased need to perform these services necessitating new position authorities.	The Bureau will potentially lose 17 field employees to the Separation Incentive Program and continues to lose field employees to the Department of Water and Power. The Bureau must keep lights on to avoid liabilities and to ensure public safety. Essential workers are still staffing crews to keep outage numbers down for this effort.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Other field classifications are performing intense safety sensitive tasks that are critical to daily street lighting operations. The Bureau does not have extra staff to perform the work, as all employees are currently being utilized to keep lights on and meet Bureau goals.
List the current number of vacancies in the department, by classification.	6 Electrical Craft Helpers (ECH), 2 as-needed ECHs; 10 Exempt Maintenance Laborers; Hiring Hall ECHs; Hiring Hall Street Lighting Electricians. The Bureau relies heavily on as-needed workers throughout the year to ensure safety, and if the Bureau is unable to hire, they will need TLH employees as an option.
What special funds are eligible to be used to fund the requested position(s)?	Street Lighting Maintenance Assessment Fund
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	Employees will be assigned work orally, will receive supervision from a Yard Supervisor or direct supervision from a crew leader, and work will be checked frequently.
Provide any additional information that may be helpful to support this new position request.	No response

Attachment 1 - Requests for New TLH Positions

Department	Zoo
Number of Positions Requested	2
TLH Classification of the targeted class	Warehouse and Toolroom Worker (1832)
Anticipated Hire Date	1/01/2021
Estimated Salary Cost for FY 2020-21.	\$42,952
Total Annual Salary Cost	\$86,234
Describe the duties and responsibilities of the requested position(s).	Order, receive, store, and issue supplies and materials.
Describe the services to be provided by the new requested position(s).	This position will provide services to the Zoo's Animal Nutrition Center.
Describe why there is an increased need to perform these services necessitating new position authorities.	The Zoo would convert part-time positions to full-time positions to ensure that there is consistent and reliable staffing to ensure that the proper supplies for the animals are ordered, prepared and delivered.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The turnover of the part-time has created staffing shortages.
List the current number of vacancies in the department, by classification.	2 - Administrative Clerk; 2- Animal Keeper; 1- Cement Finisher; 1- Custodian; 2 - Gardener Caretaker; 1 - Light Equipment Operator; 1 - Maintenance and Construction Helper; 1 - Personnel Analyst; 1 - Personnel Director; 1 - Public Relations Specialist; 1 - Senior Accountant I; 1 - Senior Management Analyst II; 1 -Storekeeper II; 1 - Welder; 1- Zoo Assistant General Manager; 1- Zoo Curator of Birds; 1 - Zoo Veterinarian II
What special funds are eligible to be used to fund the requested position(s)?	Zoo Enterprise Trust Fund (40E)
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	The positions will be under the oversight of the Zoo Nutritionist and Chief Veterinarian who will be able to provide adequate training and supervision.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	Zoo
Number of Positions Requested	10
TLH Classification of the targeted class	Custodian (3156)
Anticipated Hire Date	1/01/2021
Estimated Salary Cost for FY 2020-21.	\$170,768
Total Annual Salary Cost	\$342,850
Describe the duties and responsibilities of the requested position(s).	Clean buildings, offices and public restrooms located throughout the Zoo, including mopping and waxing floors, vacuuming carpets, and emptying trash containers.
Describe the services to be provided by the new requested position(s).	Cleaning and disinfecting offices, restrooms and facilities at the Zoo.
Describe why there is an increased need to perform these services necessitating new position authorities.	Due to COVID-19, enhanced cleaning is required.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The existing staffing is not adequate if the Zoo increases the number of Zoo guests in the future.
List the current number of vacancies in the department, by classification.	2 - Administrative Clerk; 2- Animal Keeper; 1- Cement Finisher; 1- Custodian; 2 - Gardener Caretaker; 1 - Light Equipment Operator; 1 - Maintenance and Construction Helper; 1 - Personnel Analyst; 1 - Personnel Director; 1 - Public Relations Specialist; 1 - Senior Accountant I; 1 - Senior Management Analyst II; 1 -Storekeeper II; 1 - Welder; 1- Zoo Assistant General Manager; 1- Zoo Curator of Birds; 1 - Zoo Veterinarian II
What special funds are eligible to be used to fund the requested position(s)?	Zoo Enterprise Trust Fund (40E)
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	Training and oversight will be provided by a Senior Park Maintenance Supervisor, Head Custodian Supervisor, and Custodian Supervisor.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	Zoo
Number of Positions Requested	4
TLH Classification of the targeted class	Maintenance Laborer (3112)
Anticipated Hire Date	1/01/2021
Estimated Salary Cost for FY 2020-21.	\$81,078
Total Annual Salary Cost	\$162,780
Describe the duties and responsibilities of the requested position(s).	Perform unskilled manual tasks and repair activities using various hand and power tools; assist various maintenance and construction crafts with a variety of tasks.
Describe the services to be provided by the new requested position(s).	The positions will provide support services to the Zoo's Construction crew in the following skilled crafts: plumbing, electrical, masonry, carpeting, heating and air conditioning and building maintenance.
Describe why there is an increased need to perform these services necessitating new position authorities.	Due to staffing shortages, these positions are needed to assist with critical projects.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	Due to staffing shortages, these additional positions are needed.
List the current number of vacancies in the department, by classification.	2 - Administrative Clerk; 2- Animal Keeper; 1- Cement Finisher; 1- Custodian; 2 - Gardener Caretaker; 1 - Light Equipment Operator; 1 - Maintenance and Construction Helper; 1 - Personnel Analyst; 1 - Personnel Director; 1 - Public Relations Specialist; 1 - Senior Accountant I; 1 - Senior Management Analyst II; 1 -Storekeeper II; 1 - Welder; 1- Zoo Assistant General Manager; 1- Zoo Curator of Birds; 1 - Zoo Veterinarian II
What special funds are eligible to be used to fund the requested position(s)?	Zoo Enterprise Trust Fund (40E)
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	Training and oversight will be provided by a Construction and Maintenance Supervisor, Senior Plumber, Senior Carpenter and Senior Electrician.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 1 - Requests for New TLH Positions

Department	Zoo
Number of Positions Requested	2
TLH Classification of the targeted class	Gardener Caretaker (3141)
Anticipated Hire Date	1/01/2021
Estimated Salary Cost for FY 2020-21.	\$42,952
Total Annual Salary Cost	\$86,234
Describe the duties and responsibilities of the requested position(s).	Performs routine grounds maintenance duties such as: pruning small trees and shrubs, mowing lawns with hand and power mowers, removes litter and debris, hand waters trees and shrubs, pulls weeds and cultivates soil, applies pesticides to landscape
Describe the services to be provided by the new requested position(s).	Grounds and landscaping services
Describe why there is an increased need to perform these services necessitating new position authorities.	The current staffing levels are not sufficient to properly care for the trees, shrubs and other landscaping at the Zoo.
Explain why the duties of the requested position cannot be performed by existing department staff reassigned to perform this function.	The current staffing levels are not sufficient to properly care for the trees, shrubs and other landscaping at the Zoo.
List the current number of vacancies in the department, by classification.	2 - Administrative Clerk; 2- Animal Keeper; 1- Cement Finisher; 1- Custodian; 2 - Gardener Caretaker; 1 - Light Equipment Operator; 1 - Maintenance and Construction Helper; 1 - Personnel Analyst; 1 - Personnel Director; 1 - Public Relations Specialist; 1 - Senior Accountant I; 1 - Senior Management Analyst II; 1 -Storekeeper II; 1 - Welder; 1- Zoo Assistant General Manager; 1- Zoo Curator of Birds; 1 - Zoo Veterinarian II
What special funds are eligible to be used to fund the requested position(s)?	Zoo Enterprise Trust Fund (40E)
Discuss how your department will be able to provide adequate training and oversight of the new TLH position(s).	Training and oversight will be provided by a Senior Park Maintenance Supervisor and two Senior Gardeners.
Provide any additional information that may be helpful to support this new position request.	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Aging	Animal Services	Building and Safety	Cannabis Regulation
Number of Positions Hired or Anticipated Hiring:	1	12	4	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Animal Care Technician (4310)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	9/28/20	11/23/2020	Anticipated-Sept 21, 2020	December 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Admin Clerk	Animal Care Technician	Administrative Clerk	in-lieu of Sr. Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$28,166	\$307,521	\$46,771	\$23,000
Total Annual Salary Cost	\$40,841	\$527,178	\$232,144	\$40,841
Source of Funds	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Revenue Generating	Special Fund - Full Cost Recovery
If special funded, list special funds.	N/A	N/A	Enterprise Fund (48R)	Fund No. 60E - Cannabis Regulation Special Revenue Trust Fund

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	City Administrative Officer	Controller	Cultural Affairs	Finance
Number of Positions Hired or Anticipated Hiring:	1	1	2	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	1/1/2021	12/6/2020 anticipated	07/27/2020, other date is pending	March 2021 - tentatively
Classification of the Position Authority (if being placed in-lieu of a different classification)	Senior Administrative Clerk	Administrative Clerk	N/A	Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$17,789	\$14,236	\$60,482	\$15,335
Total Annual Salary Cost	\$40,841	\$40,841	\$81,683	\$40,841
Source of Funds	General Fund - Not Revenue Generating	General Fund - Revenue Generating	General Fund - Not Revenue Generating	General Fund - Revenue Generating
If special funded, list special funds.	N/A	none	N/A	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Fire	General Services	General Services	General Services
Number of Positions Hired or Anticipated Hiring:	12	30	5	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Custodian (3156)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	Various	1/15/2021	ASAP	ASAP
Classification of the Position Authority (if being placed in-lieu of a different classification)	(8) Admin Clerk & (4) Senior Admin Clerk	N/A	N/A	N/A
Estimated Salary Cost for FY 2020-21	\$365,381	\$974,052	\$173,255	\$38,691
Total Annual Salary Cost	\$490,095	\$1,028,549	\$204,206	\$40,841
Source of Funds	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	Special Fund - Full Cost Recovery
If special funded, list special funds.	N/A	N/A	N/A	SCM

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	General Services	General Services	General Services	General Services
Number of Positions Hired or Anticipated Hiring:	2	1	4	1
TLH Classification of the targeted class	Garage Attendant (3531)	Garage Attendant (3531)	Warehouse and Toolroom Worker (1832)	Warehouse and Toolroom Worker (1832)
Actual or Anticipated Hire Date	ASAP	ASAP	ASAP	ASAP
Classification of the Position Authority (if being placed in-lieu of a different classification)	N/A	N/A	N/A	N/A
Estimated Salary Cost for FY 2020-21	\$65,709	\$32,855	\$163,365	\$40,841
Total Annual Salary Cost	\$83,520	\$41,760	\$172,469	\$43,117
Source of Funds	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Revenue Generating
If special funded, list special funds.	SWRF	N/A	N/A	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	General Services	General Services	Housing and Community Investment	Library
Number of Positions Hired or Anticipated Hiring:	4	2	1	1
TLH Classification of the targeted class	Warehouse and Toolroom Worker (1832)	Delivery Driver (1121)	Administrative Clerk (1358)	Delivery Driver (1121)
Actual or Anticipated Hire Date	ASAP	ASAP	10/26/20	October / November 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	N/A	N/A	N/A	N/A
Estimated Salary Cost for FY 2020-21	\$163,365	\$75,126	\$27,853	\$24,466
Total Annual Salary Cost	\$172,469	\$79,302	\$40,841	\$39,651
Source of Funds	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	Special Fund - Full Cost Recovery	Special Fund - Full Cost Recovery
If special funded, list special funds.	SCM (2 Pos), SLAF (2 Pos)	N/A	Rent, Code, Municipal Housing Finance Fund	Library Fund

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Library	Personnel	Personnel	Personnel
Number of Positions Hired or Anticipated Hiring:	20	4	1	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	March 2021	10/12/2020	10/12/2020	10/12/2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	N/A	Administrative Clerk (1358-0)	Principal Clerk (1201-0)	Sr. Admin Clerk (1368-0)
Estimated Salary Cost for FY 2020-21	\$237,184	\$106,733	\$26,683	\$26,683
Total Annual Salary Cost	\$816,826	\$163,365	\$40,841	\$40,841
Source of Funds	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating
If special funded, list special funds.	Library Fund	N/A	N/A	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Personnel	Personnel	Personnel	Personnel
Number of Positions Hired or Anticipated Hiring:	1	7	2	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	10/12/2020	9/14/2020	9/28/2020	9/28/2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Sr. Admin Clerk (1368-0)	Administrative Clerk (1358-0)	Benefits Specialist (1203-0)	Sr. Admin Clerk (1368-0)
Estimated Salary Cost for FY 2020-21	\$26,683	\$207,536	\$56,331	\$28,166
Total Annual Salary Cost	\$40,841	\$285,889	\$81,683	\$40,841
Source of Funds	Special Fund - Not Full Cost Recovery	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating
If special funded, list special funds.	55% SCE fee, 20% RST, 9% HIPP, 16% HCID Reimbursable	N/A	N/A	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Personnel	Personnel	Personnel	Personnel
Number of Positions Hired or Anticipated Hiring:	1	1	2	2
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	9/28/2020	9/28/2020	9/28/2020	11/9/2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Sr. Admin Clerk (1368-0)	Workers' Comp Analyst (1774-0)	Workers' Comp Claims Asst. (1775-0)	Accounting Clerk (1223-0)
Estimated Salary Cost for FY 2020-21	\$28,166	\$28,166	\$56,331	\$47,437
Total Annual Salary Cost	\$40,841	\$40,841	\$81,683	\$81,683
Source of Funds	Special Fund - Not Full Cost Recovery	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating
If special funded, list special funds.	30% GF, 70% MSAPR	N/A	N/A	N/A

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Personnel	Personnel	Personnel	Planning
Number of Positions Hired or Anticipated Hiring:	1	1	7	2
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	11/9/2020	11/9/2020	11/9/2020	February 2021
Classification of the Position Authority (if being placed in-lieu of a different classification)	Administrative Clerk (1358-0)	Benefits Specialist (1203-0)	Sr. Admin Clerk (1368-0)	Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$23,718	\$23,718	\$166,029	\$32,274
Total Annual Salary Cost	\$40,841	\$40,841	\$285,889	\$81,683
Source of Funds	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	N/A	N/A	N/A	52D - Planning Case Processing Special Revenue Fund

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Planning	Planning	Planning	Police
Number of Positions Hired or Anticipated Hiring:	2	2	1	5
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	February 2021	44228	February 2021	Pending
Classification of the Position Authority (if being placed in-lieu of a different classification)	Senior Administrative Clerk	Senior Administrative Clerk	Accounting Clerk	Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$32,274	\$32,274	\$16,137	\$99,048
Total Annual Salary Cost	\$81,683	\$81,683	\$40,841	\$204,206
Source of Funds	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery	General Fund - Not Revenue Generating
If special funded, list special funds.	52F & 62N	52F - Planning Long-Range Planning Special Revenue Fund & 62N - Short Term Rental Enforcement Trust Fund	52D - Planning Case Processing Special Revenue Fund & 52F - Planning Long-Range Planning Special Revenue Fund	not applicable

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Sanitation	PW Sanitation	PW Sanitation	PW Sanitation
Number of Positions Hired or Anticipated Hiring:	11	2	44	5
TLH Classification of the targeted class	Administrative Clerk (1358)	Gardener Caretaker (3141)	Maintenance Laborer (3112)	Custodian (3156)
Actual or Anticipated Hire Date	TBD	TBD	TBD	TBD
Classification of the Position Authority (if being placed in-lieu of a different classification)	Administrative Clerk	Gardener Caretaker	Maintenance Laborer	Custodian
Estimated Salary Cost for FY 2020-21	\$40,841	\$43,117	\$40,695	\$34,285
Total Annual Salary Cost	\$449,254	\$86,234	\$1,790,585	\$171,425
Source of Funds	Special Fund - Full Cost Recovery	Special Fund - Full Cost Recovery	Special Fund - Full Cost Recovery	Special Fund - Full Cost Recovery
If special funded, list special funds.	Citywide Recycling Trust Fund, General Fund, Sewer Construction and Maintenance Operations Fund, Solid Waste Resources Revenue Fund	Sewer Construction and Maintenance Operations Fund, Solid Waste Resources Revenue Fund	Citywide Recycling Trust Fund, GF, Measure W, Sewer Construction and Maintenance Operations Fund, Solid Waste Resources Revenue Fund	Sewer Construction and Maintenance Operations Fund

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Street Lighting [1]	PW Street Services	PW Street Lighting [2]	PW Street Services
Number of Positions Hired or Anticipated Hiring:	8	2	1	1
TLH Classification of the targeted class	Maintenance Laborer (3112)	Administrative Clerk (1358)	Warehouse and Toolroom Worker	Administrative Clerk (1358)
Actual or Anticipated Hire Date	Approximately October	11/9/2020	Approximately October	November 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Electrical Craft Helper	Senior Administrative Clerk	Electrical Craft Helper	Senior Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$244,170	\$51,588	\$32,338	\$25,794
Total Annual Salary Cost	\$325,560	\$81,682	\$43,117	\$40,841
Source of Funds	Special Fund - Full Cost Recovery	Special Fund - Not Full Cost Recovery	Special Fund - Full Cost Recovery	Special Fund - Full Cost Recovery
If special funded, list special funds.	Street Lighting Maintenance and Assessment Fund	Sidewalk Repair Fund	Street Lighting Maintenance and Assessment Fund	Measure M Local Return Fund

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Street Services	PW Street Services	PW Street Services	PW Street Services
Number of Positions Hired or Anticipated Hiring:	2	1	4	1
TLH Classification of the targeted class	Administrative Clerk (1358)	Administrative Clerk (1358)	Street Services Worker (4150)	Street Services Worker (4150)
Actual or Anticipated Hire Date	November 2020	November 2020	November 2020	November 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Administrative Clerk	Administrative Clerk	Street Services Worker I	Street Services Worker I
Estimated Salary Cost for FY 2020-21	\$51,588	\$25,794	\$114,645	\$28,661
Total Annual Salary Cost	\$81,683	\$40,841	\$181,572	\$45,393
Source of Funds	Special Fund - Not Full Cost Recovery	General Fund - Not Revenue Generating	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	Special Gas	N/A	Special Funds	Measure M

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Street Services	PW Street Services	PW Street Services	PW Street Services
Number of Positions Hired or Anticipated Hiring:	2	1	5	6
TLH Classification of the targeted class	Street Services Worker (4150)	Street Services Worker (4150)	Tree Surgeon Assistant (3151)	Tree Surgeon Assistant (3151)
Actual or Anticipated Hire Date	November 2020	November 2020	November 2020	November 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Street Services Worker II	Street Services Worker II	Tree Surgeon Assistant	Tree Surgeon Assistant
Estimated Salary Cost for FY 2020-21	\$57,323	\$28,661	\$128,482	\$154,178
Total Annual Salary Cost	\$90,786	\$45,393	\$203,476	\$244,171
Source of Funds	Special Fund - Not Full Cost Recovery	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	Special Gas	Street Damage and Measure M	N/A	Prop C, Sidewalk Repair and Special Gas

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Street Services	PW Street Services	PW Street Services	PW Street Services
Number of Positions Hired or Anticipated Hiring:	16	5	1	1
TLH Classification of the targeted class	Maintenance Laborer (3112)	Maintenance Laborer (3112)	Maintenance Laborer (3112)	Maintenance Laborer (3112)
Actual or Anticipated Hire Date	November 2020	November 2020	November 2020	November 2020
Classification of the Position Authority (if being placed in-lieu of a different classification)	Maintenance and Construction Helper	Maintenance and Construction Helper	Maintenance and Construction Helper	Maintenance Laborer
Estimated Salary Cost for FY 2020-21	\$411,141	\$128,482	\$25,696	\$25,696
Total Annual Salary Cost	\$651,122	\$203,476	\$40,695	\$40,695
Source of Funds	Special Fund - Not Full Cost Recovery	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	Measure R, Sidewalk Repair, Measure M and Local Return Fund, Road Maintenance and Rehab Fund, Prop C	Street Damage, Measure M	N/A	Measure R

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	PW Street Services	PW Street Services	Recreation and Parks	Recreation and Parks
Number of Positions Hired or Anticipated Hiring:	2	3	35	5
TLH Classification of the targeted class	Maintenance Laborer (3112)	Maintenance Laborer (3112)	Gardener Caretaker (3141)	Gardener Caretaker (3141)
Actual or Anticipated Hire Date	November 2020	N/A	01/01/2021	01/01/2021
Classification of the Position Authority (if being placed in-lieu of a different classification)	Maintenance Laborer	Maintenance Laborer	n/a	n/a
Estimated Salary Cost for FY 2020-21	\$51,397	\$77,089	\$715,000	\$102,000
Total Annual Salary Cost	\$81,390	\$122,085	\$1,508,227	\$215,461
Source of Funds	Special Fund - Full Cost Recovery	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating	General Fund - Not Revenue Generating
If special funded, list special funds.	Street Damage, Measure M and Prop A	N/A	Recreation and Parks Other Revenue	n/a

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Transportation	Transportation	Zoo	Zoo
Number of Positions Hired or Anticipated Hiring:	14	12	1	2
TLH Classification of the targeted class	Maintenance Laborer (3112)	Administrative Clerk (1358)	Warehouse and Toolroom Worker (1832)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	10/11/2020	11/08/2020	November, 2020	1/1/2021
Classification of the Position Authority (if being placed in-lieu of a different classification)	N/A	N/A	Storekeeper II	Administrative Clerk
Estimated Salary Cost for FY 2020-21	\$394,430	\$301,597	\$27,000	\$23,000
Total Annual Salary Cost	\$569,732	\$490,095	\$40,695	\$81,683
Source of Funds	General Fund and Special Funds	General Fund - Not Revenue Generating	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	There are multiple revenue sources that correspond to this request and they go as follows: 3 - GF Revenue Generating; 1 - GF Not Revenue Generating; 5 - SF Full Cost Recovery; 5 - SF Not Full Cost Recovery	N/A	Revenue generating	Revenue generating, with General Fund Subsidy

Attachment 2 - Proposals to Fill Existing Positions Using the TLH Program

Department	Zoo	Zoo	Zoo	Zoo
Number of Positions Hired or Anticipated Hiring:	2	1	2	1
TLH Classification of the targeted class	Gardener Caretaker (3141)	Warehouse and Toolroom Worker (1832)	Gardener Caretaker (3141)	Administrative Clerk (1358)
Actual or Anticipated Hire Date	11/1/2020	11/01/2020	44136	44197
Classification of the Position Authority (if being placed in-lieu of a different classification)	Gardener Caretaker	Storekeeper II	N/A	N/A
Estimated Salary Cost for FY 2020-21	\$50,000	\$28,084	\$56,168	\$23,342
Total Annual Salary Cost	\$86,234	\$43,117	\$86,234	\$40,841
Source of Funds	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery	Special Fund - Not Full Cost Recovery
If special funded, list special funds.	Revenue Generating, with General Fund Subsidy	Zoo Enterprise Trust Fund (40E)	Zoo Enterprise Trust Fund (40E)	Zoo Enterprise Trust Fund (40E)