

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 6, 2026

To: The Honorable Members of the Personnel and Hiring Committee

From: Malaika Billups, General Manager, Personnel Department



Subject: **COUNCIL FILE NO. 26-0600-S82 - Recommendations for Alternative Qualifications and Pathways for Housing and Building Inspector Candidates**

RECOMMENDATION

That the City Council note and file this report.

BACKGROUND

Pursuant to Council File No. 26-0600-S82 adopted on August 14, 2026, the City Council instructed the Personnel Department, in coordination with the Los Angeles Housing Department (LAHD) and the Los Angeles Department of Building and Safety (LADBS), to submit recommendations to the Personnel and Hiring Committee regarding expanded candidate entry pathways and alternative qualifying criteria for Housing Inspector and Building Inspector classifications. Working in close partnership with both operating departments, the Personnel Department has prepared this comprehensive overview detailing ongoing strategic initiatives.

DISCUSSION

Current Framework and Established Pathways

Presently, the City expands the pipeline into Housing Inspector and Building Inspector by means of two (2) established classifications and career pathways that provide, practical on-the-job training to prepare entry-level talent for the journey-level inspector roles:

1. **Assistant Inspector Class** - The classification of Assistant Inspector involves on-the-job training to develop qualified Inspectors for the City of Los Angeles, including Housing Inspector and Building Inspector. Additionally, it functions as a foundational promotional entry point, enabling candidates possessing basic technical qualifications to gain direct operational experience in field investigations, regulatory compliance, and code enforcement under appropriate supervision.

The current minimum requirements for Assistant Inspector are:

- Successful completion of 60 semester or 90 quarter units of coursework from an accredited trade school, college or university; or
- One year of full-time paid experience in any one of the following:
 - a. Building, civil, or architectural design drafting, surveying or engineering construction; or

- b. Building or public works inspection; or
- c. Performing at least helper duties in any of the following: carpentry, electrical, heating and refrigeration, plumbing, iron worker, masonry or operating engineering work, inspected public works construction or any combination of these crafts; or
- d. Working in property management of multi-family residential properties, coordinating the maintenance and repairs; or
- e. Performing inspections for a private inspection service relating to construction, building, or housing; or
- f. Two years of full-time paid experience with the City of Los Angeles' Departments of Building and Safety, Housing and Community Investment, Public Works, Bureau of Contract Administration, or Los Angeles World Airports processing compliance orders, plans, permits, appeals, property research, certificates of occupancy, inspection requests, or City contracts.

2. **Bridge to Jobs Program (Inspector Trainee)** - To broaden the candidate pool for Inspectors in the City of Los Angeles, the Personnel Department introduced the Inspector Trainee classification as part of the [Bridge to Jobs Program](#). The Inspector Trainee classification is a parallel equivalent to the Assistant Inspector classification and offers structured, intensive on-the-job training. This classification is designed to reduce employment barriers, offering a pathway for individuals who express a strong career interest for inspection work, but do not currently satisfy all criteria for Assistant Inspector.

The current minimum requirements for the Inspector Trainee classification are:

- o Current placement in the Bridge-to-Jobs candidate pool with the City of Los Angeles; and
- o A letter of recommendation from the personnel office of the employing City department, which includes a statement on the department's willingness to hire the employee as an Inspector Trainee. The letter must be attached to the application at the time of filing.

Employment Timeline for Assistant Inspector and Inspector Trainee

Per Section 5.30 of the Rules of the Civil Service Commission, positions in the Assistant Inspector and Inspector Trainee classifications serve as temporary training positions. Therefore, employees in these classifications undergo comprehensive on-the-job training, which encompasses classroom instruction, departmental testing, and practical field experience.

Once employees successfully fulfill the on-the-job training period and/or satisfy the minimum requirements for the Housing Inspector or Building Inspector classifications, they are required to apply for the civil service examination. To gain civil service status in either the Housing Inspector or Building Inspector classifications, individuals must attain a passing score on the civil service examination and placement on the civil service eligibility list.

The Personnel Department confirmed with LAHD and LADBS that both departments actively rely on the Assistant Inspector and Inspector Trainee pathways to address vacancies in the Housing Inspector and Building Inspector classifications. They also expressed satisfaction with the current mechanisms and had no recommendations for modification.