Date: August 31, 2016

To: Targeted Local Hire Working Group

From: Personnel Department Staff

Subject: Advancement Timeline for Office Trainee and Vocational Worker

Recommendation:
That the Targeted Local Hire Working Group approve the proposed advancement timeline for Office Trainee and Vocational Worker transition to the applicable full civil service classification.

Background:
The Targeted Local Hire Working Group reviewed an earlier version of Staff Report 16-02 on August 2, 2016. However, concerns were raised about receiving, approving, and filing the report as it appeared there may be a conflict with the Letter of Agreement (LOA). As a result, a Subcommittee was formed comprised of Ms. Cheryl Parisi, American Federation of State, County, and Municipal Employees, Mr. David Sanders, Service Employees International Union, Local 721, Ms. Maritta Aspen, Office of the City Administrative Officer, and Mr. Vincent Cordero, Personnel Department. The goal of the Subcommittee was to further review the proposal set forth in Staff Report 16-02 to ensure it fulfilled the intent of the LOA.

The Subcommittee met on August 9, 2016. During the meeting, Subcommittee members agreed upon the classifications to be used for the Targeted Local Hire Program and the advancement timeline for the classifications to be utilized. As such, the Subcommittee is now moving forward the recommendation to the full Working Group, to approve the revised advancement timeline between Vocational Worker/Office Trainee and the Assistant classifications.

Discussion:
Should the Targeted Local Hire Working Group (TLHWG) approve the use of the proposed classifications in Staff Report 16-01, staff proposes the following advancement timeline for Vocational Worker and Office Trainee:
Overview of Timeline:

1. The employee is hired as an exempt Vocational Worker or via an emergency appointment to Office Trainee. The employee is working full-time with benefits, but does not yet have civil service status.
   - **Vocational Worker**
     - Candidates who are selected for hire as Vocational Workers will be appointed to an exempt position. Vocational Worker positions in the City have been exempted from Civil Service, as provided for by Los Angeles City Charter Section 1001(d)(1). Section 1001(d)(1) allows for exemptions of unskilled laborers. Exemption of all Vocational Worker positions were approved by the Civil Service Commission on February 25, 2016 and subsequently approved by the City Council on April 19, 2016 (see Council File #16-0240).
   - **Office Trainee**
     - Candidates who are selected for hire as Office Trainees will be emergency appointed to the classification. Emergency appointments are provided for by Charter Section 1013 and Civil Service Rule 5.27 and are made by the
appointing authority, upon approval of the Personnel Department General Manager.

2. The employee then serves a six (6) month training and assessment period.
   - This period is utilized as a training and assessment period to qualify for the Assistant classification, or as an alternate examination method to be used other than the traditional written or oral examination.

3. Upon successful completion of the six (6) month training and assessment period, the employee is then ready to be appointed to an Assistant classification.
   - The job bulletin for any Assistant classification will minimally require a “willingness to hire” document from the employing department.
   - Once the employee has met the Assistant bulletin requirements, the employee will be placed on the eligible list for the appropriate Assistant classification. The employing department will appoint the employee to the new classification.

4. The employee will then serve a six (6) month probationary period as an Assistant.
   - The length of time for the probationary period is in accordance with Civil Service Rule 5.26 and Charter Section 1011, which indicate probationary periods for entry level classifications are to be six months, unless otherwise determined by the Civil Service Commission up to a maximum period of twelve (12) months.
   - Civil Service Rule 1.26 further indicates that the probationary period is the working test period during which an employee is required to demonstrate job fitness by the actual performance of the duties and responsibilities of the position.
     - Departments are to use this time to continue on-the-job training as well as further development of the employee.
     - The employee will continue to have access to City employee development tools as well as possible supportive services from outside agencies as identified by the Targeted Local Hire program.
   - The six month probation period for Assistant along with the six month assessment period as a Vocational Worker or Office Trainee allows a department twelve months to train and develop the employee for long term employment success. Further, it is reflective of the intent included in the Memoranda of Understanding (MOU) for the various Assistant classifications, in that the hourly rate during this period will be equivalent to the first step trainee level Assistant pay for twelve months.

5. Upon successful completion of the probationary period, the department will request a Charter Section 1014 transfer from the Assistant classification to the targeted Civil Service classification.
   - A Charter Section 1014 transfer allows for reassignment to another classification without examination when an employee has completed a
probationary period. An employee may be transferred to another classification should it not result in a promotion and should the employee meet the minimum qualifications of the classification he/she is transferring into, as also indicated under Section 6 of the Civil Service Rules.

Should the TLHWG approve this timeline, staff will review the appropriate classification specifications and bulletins to ensure requirements are appropriately updated to reflect this process.

Submitted by: __________________________

Esther Chang

Approved by: __________________________

Vincent Cordero