DATE: January 13, 2017

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director Workforce Development System

SUBJECT: WDS DIRECTIVE NO. 17-09 CITY OF LOS ANGELES TARGETED LOCAL HIRE (TLH) PROGRAM

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to set forth the procedures for WorkSource Centers (WSC) to participate in the Targeted Local Hire (TLH) program being implemented through the City of Los Angeles' Workforce Development System. Six WSCs have been designated as TLH lead application sites:

- South Los Angeles WorkSource
- Northeast Los Angeles WorkSource
- Harbor Gateway WorkSource
- Downtown / Pico Union WorkSource
- West LA WorkSource
- Sun Valley WorkSource

BACKGROUND
Mayor Garcetti released Executive Directive No. 15 on April 29, 2016 in which he laid out a plan to hire 5,000 new civilian employees over the next few years. The City of Los Angeles is presented with the challenge of recruiting, hiring, and training a new generation of public servants that will have to be prepared to reform service delivery by meeting the technology, efficiency, and transparency demands of this century.

The goal of the Targeted Local Hire Task Force is to create alternative pathways into the City's workforce through trainee and vocational worker programs. The General Manager of the Personnel Department was ordered to develop appropriate recruitment and on-boarding policies as well as training programs to support City Departments in hiring, managing, and retaining local Angelenos, as well as workers from communities that have traditionally experienced disproportionate unemployment.

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**ACTION REQUIRED**

**Screening and Assessment:**
There are six job classifications that will be available to candidates through the TLH program; including:
- Office Trainee,
- Assistant Tree Surgeon,
- Garage Assistant,
- Assistant Gardener,
- Custodial Services Assistant, and
- Maintenance Assistant.

Staff at the WSC/AJCC should help candidates determine which career is appropriate to their interests, skill set, and capabilities prior to the application process.

**Intake:**
1) Individuals interested in applying for the TLH program have the option of applying only for the TLH program, without any requirement to register with the WSC/AJCC.

2) Individuals registered with one of the 11 non-T LH WSC/AJCC, or referring Community Based Organizations (CBOs), must go to one of the six designated WSC/AJCC sites to apply for the City’s TLH program. All 17 WSCs should use this Program Overview for program orientations. Please see attached TLH Program Overview.

3) Individuals will be encouraged to register with a WSC/AJCC to take advantage of available support services provided by the WSC/AJCC that requires WIOA registration and activity participation.

4) The six designated WSC/AJCC sites will follow the intake procedures outlined in the attached Intake Procedures for Application Sites presentation.

**DEADLINE FOR RESPONSE**
Agencies need to be prepared to assist clients upon issuance of this directive.

**WDS CONTACT**
If you have any questions or require further information, please contact Florita Avila at Florita.Avila@lacity.org or at (213) 744-7150, TTY (213) 744-9395.

**RS:GR**
Attaching: TLH Hiring Process Flow Chart
Intake Procedures for Application Sites
TLH Program Overview