TARGETED LOCAL HIRE PROGRAM
OVERVIEW

January 2017
Personnel Department
The Targeted Local Hire Program ("Program") offers alternative job pathways into civil service careers with the City of Los Angeles.

- Non-traditional civil service exams where *on-the-job training* is provided!
- Entry level positions such as Office Trainee and Vocational Worker
TARGETED LOCAL HIRE PROGRAM CAREERS?

Office Trainee
- Office Services Assistant
  - Administrative Clerk
- Assistant Gardener
  - Gardener Caretaker
- Assistant Tree Surgeon
  - Tree Surgeon Assistant
- Custodial Services Assistant
  - Custodian
- Garage Assistant
  - Garage Attendant
- Maintenance Assistant
  - Maintenance Laborer

Vocational Worker
Office Trainee

- 6 months
- On-the-job training

Office Services Assistant

- 6 months
- Probationary period

Administrative Clerk

- Permanent civil service positions
An Office Trainee assists in performing a variety of routine office tasks while becoming acquainted with clerical career opportunities in the City of Los Angeles.

- On-the-Job Training Period
Office Trainee Requirements

- A completed online Targeted Local Hire Program Application; and
- A Referral from a WorkSource Center designated by the City of Los Angeles Targeted Local Hire Working Group. A list of the designated WorkSource Centers can be found at http://lalocalhire.lacity.org

Important Notice

- A legal right to work is required prior to appointment.
- This program does NOT guarantee a job. Participants will have an opportunity to be referred to a hiring City Department to compete for a job.
Vocational Worker

- 6 Months
- On-the-job training
- Training for one (1) of the five (5) “Assistant” Classifications

“Assistant” Classification

- 6 Months
- Probationary Period
- Assistant Gardener
- Assistant Tree Surgeon
- Custodial Services Assistant
- Garage Assistant
- Maintenance Assistant

Permanent Civil Service Position

- Gardener Caretaker
- Tree Surgeon Assistant
- Custodian
- Garage Attendant
- Maintenance Laborer
A Vocational Worker assists in performing a wide variety of work activities such as routine technical or manual work; receives training designed to provide or further develop skills.

- On-the-job Training Period for one (1) of five (5) “Assistant” Positions
A legal right to work is required prior to appointment.

This program does NOT guarantee a job. Participants will have an opportunity to be referred to a hiring City Department to compete for a job.
The Targeted Local Hire Program is an **opportunity** to be part of the **candidate pool** from which candidates will be **randomly selected** to participate in the **hiring process** with a City Department.

**Important Reminders:**
- City jobs are not guaranteed
- Applications are active for one (1) year
- Applications can be resubmitted after one (1) year.
- The number of referrals will depend on the number of vacancies available.
Who Can Apply?

Everyone and anyone who meets the requirements for Office Trainee or Vocational Worker!

Targeted populations:

- Homeless & formerly homeless
- Formerly incarcerated individuals, including those on parole or probation.
- Former gang members, including those affected by the City’s Rodriguez settlement
- Disconnected youth, foster youth, transition age youth
- Veterans
- Residents from zip codes as designated by the Public Works, Bureau of Contract Administration within their Project Labor Agreements (PLAs), including those with limited English proficiency (LEP) but with proficiency sufficient to take advantage of the Program’s opportunities.
- Individuals identifying as transgender
- Individuals with disabilities
- Older workers protected under the Age Discrimination in Employment Act of 1967 (ADEA)

Contact the Personnel Department at lalocalhire@lacity.org if you have additional questions about the referral procedures.
Targeted populations will have a higher chance of being referred.

Information about whether or not a candidate is part of a targeted population is NOT shared with anyone. It is collected for tracking purposes only and only the WorkSource Centers and Personnel Department will have access to this confidential information.

Identifying yourself as a member of a targeted population is NOT mandatory, but it is beneficial.

Contact the Personnel Department at lalocalhire@lacity.org if you have additional questions about the referral procedures.
HOW TO APPLY?

1. **South Los Angeles**
   UAW-LETC WorkSource Center
2. **Northeast LA**
   Goodwill WorkSource Center
3. **West LA**
   JVS WorkSource Center
4. **San Pedro/ Harbor**
   Harbor Gateway (Pacific Gateway) WorkSource Center
5. **Valley**
   El Proyecto del Barrio., Inc. WorkSource Center
6. **Downtown/Pico Union**
   PACE WorkSource Center

Call your nearest Application Site to schedule a Targeted Local Hire Program Orientation appointment

Attend and complete orientation

Obtain a valid referral code and submit online application
WHAT TO EXPECT AT THE DESIGNATED APPLICATION SITES?

- Staff that is ready to help you!
  - Supportive Services
  - Career Services
  - Help with the Targeted Local Hire Program Application

- What if I only want to apply for the Program?
  - Staff can help with the application only!
Next Steps?

Visit your nearest designated Application Site for more information on the Application for Targeted Local Hire Program! !!
QUESTIONS?