DATE: January 30, 2017

TO: LA's Workforce Development System

FROM: Gerardo Ruvalcaba, Director
Workforce Development System

Vincent Cordero, Senior Personnel Analyst II
Los Angeles Personnel Department

SUBJECT: WDS DIRECTIVE No. 17-10
CITY OF LOS ANGELES TARGETED LOCAL HIRE PROGRAM
NOTIFICATION OF START DATE FOR CLIENT REFERRAL

EFFECTIVE DATE
This directive is effective upon date of issuance.

PURPOSE
This directive is being released in order to notify all City of Los Angeles WorkSource Centers (WSC) of pertinent dates for the “Targeted Local Hire Program” (TLH) as follows:

A. Beginning Monday, January 30, 2017, all WSC may refer clients to Application Sites to start requesting appointments. Clients should contact the individual designated on the attached “Application Site Contacts & Hours” (rev 1/26/17) for the Application Site they have selected for their appointment. All clients must have a completed Referral Form (attached) before requesting an appointment. The WSC acting as Application Sites will start scheduling orientations to begin the week of February 6, 2017.

B. Beginning on Monday, February 6, 2017, Application Sites may begin conducting orientations and accepting applications.

BACKGROUND
Per Mayor Eric Garcetti’s Executive Directive No. 15, released on April 29, 2016, the City will recruit, train and hire 5,000 new municipal employees in the next few years. The TLH will represent an alternative pathway into City service through trainee and vocational worker programs. The General Manager of the Personnel Department was required to develop recruitment and on-boarding policies and training programs to support City departments in hiring, training and retaining candidates under this program, including
individuals from communities that have traditionally high unemployment rates or have otherwise faced employment barriers. Previous convictions should not serve as a deterrent for individuals to apply to the TLH. City background checks and personnel policies, however, may remain in effect:

**ACTIONS REQUIRED**

A. Beginning **January 30, 2016**, all WorkSource Centers may begin referring candidates to Application Sites for appointment. Please have all candidates contact the individual designated on the attachment for the Application Site they have selected for their appointment. All candidates must have a Referral Form completed before requesting an appointment.

**Application Site, Contacts, Appointment Schedule**
Also included in the attachment is the Targeted Local Hire Program Orientation schedule for each Application Site - each site will have designated days/hours for conducting TLH orientation and accepting applications.

**Program Overview (Slides)**
Please use this tool to review the Program with potential candidates. A copy will be e-mailed directly to each Application Site.

**Referral Form**
A copy is attached for your reference. As indicated in the briefings, please complete a Referral Form for each candidate and e-mail the completed form to the appropriate Application Site (where the candidate wishes to schedule an appointment). Refer to the attached list and e-mail to the appropriate person indicated. The original will stay with the candidate. We encourage you to also keep a copy.

B. Beginning **February 6, 2016**, Application Sites may begin conducting orientations and accepting applications

All Application Sites may begin to receive requests for appointment starting the week of January 30, 2017. Please begin scheduling them for sessions starting February 6, 2017 and in accordance with your preset schedule for Targeted Local Hire orientations.

**Intake Review**
Here is a quick review of the forms needed for candidate intake at the Application Sites (please refer to your binders):

- **Referral Form** - please ensure all candidates have a form before scheduling for orientation.
- **Program Orientation** - provide candidates information about program and process.
- **NeoGov Manual (rev. 1/26/17)** - to assist you with submitting Program applications.

- **Self-Identification Form (rev. 1/26/17)** - to assign valid referral codes to each candidate's application (see also Referral Codes in binder).

- **Approved List Of Candidates** - to note all candidates in orientation & their referral codes. **Please send to lalocalhire@lacity.org after each orientation.**

Note that all documents distributed in your binder are available on InsideTLH - [http://lalocalhire.lacity.org/insideth](http://lalocalhire.lacity.org/insideth). To access the subpage for Application Sites, enter "localhire123" in the access code field and press TAB (you will find a link to the job application, the Program Orientation, and the NeoGov manual).

**POINT OF CONTACT**
If you have any other questions or concerns, please feel free to contact the Targeted Local Hire Program staff at lalocalhire@lacity.org. Should you require assistance with NeoGov when helping a candidate apply, please contact Cinthia Ramirez at (213) 473-9365 or Esther Chang at (213) 473-3423. For questions about this directive, please contact Florita Avila at florita.avila@lacity.org or (213) 744-7150, TTY (213) 744-9395.

RS:GR
Attachments: Agency Referral Form Jan 17
TLH Contact Matrix Revised 1-30-17
INSTRUCTIONS

• Instructions to Referral Agency
Thank you for your interest in participating as a partner in the Targeted Local Hire Program ("Program"). Please complete the form below for candidates whom you have certified as being “job ready” and prepared to be a successful candidate in the Program. Have an authorized signer at your organization sign this form; scan and e-mail it to the Application Site that the candidate will choose to visit to complete the Program orientation and submit the application.

• Instructions to Prospective Candidates
Please make an appointment at the designated Application Site where the Referral Agency e-mailed this Agency Referral Form. During your appointment, you will go through a brief orientation and receive help submitting an application for the Targeted Local Hire Program. It is recommended that you retain this original Agency Referral Form for your own records and bring it to your appointment, just in case the Application Site did not receive the submission from the Referral Agency.

I. CLIENT
FIRST NAME: ___________________________ LAST NAME: ___________________________ MIDDLE INITIAL: ___________________________
PHONE NO. ___________________________ *E-MAIL ADDRESS: ____________________________

II. Referral Agency INFORMATION
• REFERRAL AGENCY NAME: ____________________________
• REFERRAL AGENCY ADDRESS: ____________________________
• REFERRAL AGENCY WEBSITE: ____________________________
• BUSINESS HOURS: ____________________________
• CASE MANAGER/CONTACT PERSON FOR CLIENT: ____________________________
• PHONE NO. ____________________________
• E-MAIL ADDRESS: ____________________________

III. TRAINING & DEVELOPMENT
1. Has your Agency provided job readiness training to the client?
   ☐ Yes ☐ No. The client named in Item 1 above is being referred for job readiness training delivered by the Application Site.

2. Number of training hours completed by client: ____________________________

3. Training Method (Select All that apply):
   ☐ Online ☐ In-Person ☐ Group/Classroom ☐ Individual/one-on-one training ☐ Hands-on ☐ N/A

4. If yes, briefly describe the content of the job readiness training provided to the client.
   ____________________________

5. OPTIONAL: Does the client have any training or experience in the following areas?
   ☐ Clerical/Customer Service ☐ Gardening & landscape ☐ Maintenance & Construction
   ☐ Custodial Services ☐ Mechanical
IV. SUPPORTIVE SERVICES
1. Please list all supportive services available to your client through your Agency, if any:


2. How long will client receive the support services listed above?

3. Will client receive supportive services after employment?

V. CONTINUED SUPPORT
1. Does your Agency commit to provide the client with continued support after employment?
   □ Yes □ No
   (Examples of “continued support”: help client resolve a difficult interpersonal challenge at work; provide mentoring services, etc.)

2. Please provide the contact person that will provide continued support.
   ● Name:
   ● Phone No.
   ● E-mail:

VI. TARGETED LOCAL HIRE PROGRAM
1. Please select the client’s job interests (Select All that apply):
   □ Clerical/Customer Service □ Gardening and Landscape
   □ Custodial Services □ Mechanical
   □ Maintenance and Construction

2. Please select the all work environments in which the client is willing to work (Select All that apply):
   □ willingness to work indoors □ willingness to work outdoors □ willingness to perform physical labor
   □ willingness to operate a vehicle and has a valid driver’s license

3. Please select the client’s geographic/work location preferences (Select All that apply):
   □ Downtown □ Harbor/San Pedro □ San Fernando Valley □ LAX/Westchester
   □ East Los Angeles □ South/Central Los Angeles

4. Please select the client’s work shift preferences (Select all that apply)
   □ Day □ Evening □ Late Night □ Weekends

VII. AUTHORIZED ORIGINAL SIGNATURE
Please provide an original signature from an authorized signer, authorized signer’s position title, e-mail and phone number.

X__________________________
Authorized Signer’s Position Title: ______________________
Telephone No.: __________________________
E-mail Address: __________________________
## CITY OF LOS ANGELES TARGET LOCAL HIRE (TLH) PROGRAM 2017

<table>
<thead>
<tr>
<th>AGENCY NAME / LOCATION</th>
<th>AGENCY PHONE NUMBER</th>
<th>DAYS/DATES</th>
<th>TIMES</th>
<th>E-MAIL ADDRESS FOR REFERRAL FORM</th>
<th>CONTACT PERSON &amp; PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>HARBOR GATEWAY WSC (CLB)</td>
<td>(562)570-4721/ (562) 732-5700</td>
<td>Tuesdays Thursdays</td>
<td>10:00am</td>
<td><a href="mailto:Tiffany.robertson@pacific-gateway.com">Tiffany.robertson@pacific-gateway.com</a></td>
<td>Tiffany Robertson, (562) 570-3740</td>
</tr>
<tr>
<td>SUN VALLEY WSC (EPDB)</td>
<td>818-504-0334</td>
<td>Tuesdays Fridays</td>
<td>3:00pm 11:00 am</td>
<td><a href="mailto:Torozco@wscalnetworks.org">Torozco@wscalnetworks.org</a></td>
<td>Teresa Orozco 818-504-0334 #123</td>
</tr>
<tr>
<td>NORTHEAST LA WSC (GOODWILL)</td>
<td>(323) 539-2000</td>
<td>Wednesdays Thursdays</td>
<td>9:00am</td>
<td>y <a href="mailto:hernandez@goodwillsocal.org">hernandez@goodwillsocal.org</a></td>
<td>Yvette Hernandez 323-333-0715</td>
</tr>
<tr>
<td>WEST LA WSC (JVS)</td>
<td>(310) 309-6000</td>
<td>Tuesdays Wednesdays Thursdays</td>
<td>9am, 10am and 2pm</td>
<td><a href="mailto:plockett@jysla.org">plockett@jysla.org</a></td>
<td>Phoenix Lockett (424)744-4089</td>
</tr>
<tr>
<td>DOWNTOWN / PICO UNION WSC (PACE)</td>
<td>(213) 353-1677</td>
<td>Tuesday Thursday's</td>
<td>2:00pm 10:00am</td>
<td><a href="mailto:info@westlake-worksource.org">info@westlake-worksource.org</a></td>
<td>WSC Staff (213) 353-1677</td>
</tr>
<tr>
<td>SOUTH LA WSC (UAW)</td>
<td>323-730-7900</td>
<td>Tuesday 1st &amp; 3rd Thursdays (Construction)</td>
<td>8am</td>
<td><a href="mailto:technician@letc.com">technician@letc.com</a></td>
<td>Angela Samstag 323-730-7900 #236</td>
</tr>
</tbody>
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