

# CITY OF LOS ANGELES

CALIFORNIA

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1200 W. 7TH STREET  
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**DATE:** February 7, 2020

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development Division

Vincent Cordero, Senior Personnel Analyst II  
Los Angeles Personnel Department

**SUBJECT: WDS DIRECTIVE No. 20-15  
CITY OF LOS ANGELES LA LOCAL HIRE PROGRAM EXPANSION  
AND NOTIFICATION OF START DATE FOR CLIENT REFERRAL**

## EFFECTIVE DATE

This directive is effective upon date of issue.

## PURPOSE

This directive is being released in order to notify all City of Los Angeles WorkSource Centers / America's Job Centers of California (WSC/AJCC) of the expansion of LA Local Hire Program to include all WSC/AJCC locations as application and referral sites, and the pertinent dates for the LA Local Hire Program implementation.

## BACKGROUND

Per Mayor Eric Garcetti's Executive Directive No. 15, released on April 29, 2016, the City will recruit, train and hire individuals that have traditionally faced barriers to full-time employment by creating alternative pathways into civil service careers by means of on-the-job training.

The LA Local Hire, which includes the Bridge to Jobs Program and the Targeted Local Hire Program, represent alternative pathways into City service by means of on-the-job training. 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 these programs, including individuals from communities that have traditionally high unemployment rates or have otherwise faced employment barriers.

Previous convictions histories and credit consumer reports should not serve as a deterrent for individuals to apply to LA Local Hire Programs. City background checks and personnel policies, however, may remain in effect. Therefore, upon accepting a conditional offer of employment, individuals will be asked to disclose previous conviction history, which will be reviewed on a case by case basis with respect to recency and nexus to the job.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

**REQUIRED ACTION**

- A. Beginning **February 3, 2020**, all WSCs/AJCCs may begin referring candidates for appointments. 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**

LA Local Hire Program Team has requested they would like to be present for the first two weeks of the new launch for each Application Site - each site is asked to contact the LA Local Hire Program Team at [lalocalhire@lacity.org](mailto:lalocalhire@lacity.org) and schedule designated days/hours for conducting LA Local Hire 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**

As indicated in the briefings, please complete a Referral Form for each candidate and the original will stay with the candidate. We encourage you to also keep a copy. A copy will be e-mailed directly to each Application Site.

- B. Beginning **February 14, 2020**, Application Sites may begin conducting orientations and accepting applications.

All Application Sites may begin to receive requests for appointment starting the week of February 3, 2020. Please begin scheduling them for sessions starting February 14, 2020 and in accordance with your preset schedule for LA Local Hire orientations.

**Intake Review**

Here is a quick summary of the procedures for candidate intake at the Application Sites:

1. Conduct LA Local Hire Program Overview (role: Referral Agency)
2. Complete Job Readiness Assessment (role: Referral Agency)
3. Schedule Candidates for LA Local Hire Program Orientation & Application Session (role: Application Site)
4. Conduct LA Local Hire Program Orientation & Application Session (role: Application Site)
5. Complete Online Application (role: Application Site)
6. Complete the LA Local Hire Approved List of Candidates (role: Application Site)
7. Submit the following documents to [lalocalhire@lacity.org](mailto:lalocalhire@lacity.org) (role: Application Site)
  - LA Local Hire Approved List of Candidates with valid referral codes
  - Agency Referral Forms for all candidates on LA Local Hire Approved List of Candidates
  - Copies of proof of High School Diploma or equivalent for BRIDGE candidates only

- Copies of proof of acceptable certifications for BRIDGE candidates only

Agencies need to be prepared to assist clients upon issuance of this directive. Additional documentation will be emailed to each WSC/AJCC before launch date. The LA Local Hire program will launch for all WSCs/AJCCs on February 14, 2020.

**WDS CONTACT**

If you have any other questions or concerns, please feel free to contact the LA Local Hire Program staff at [lalocalhire@lacity.org](mailto:lalocalhire@lacity.org). Should you require assistance with GovernmentJobs.com when helping a candidate apply, please contact Cinthia Fletes at (213) 473-9365 or Louie Fernandez at (213) 893-6373. For general questions about the Targeted Local Hire Program and/or the Bridge to Jobs Program, please email [lalocalhire@lacity.org](mailto:lalocalhire@lacity.org) or questions about this directive, please contact Donny Brooks at [Donny.Brooks@lacity.org](mailto:Donny.Brooks@lacity.org) or (213) 744-9093, TTY 711.

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