

# APPROVED

05-03-17

## BOARD OF RECREATION AND PARK COMMISSIONERS

NO. 17-107

BOARD REPORT

DATE May 3, 2017


C.D. All

### BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10461 – SECTION 1F  
(IN-LIEU POSITIONS)

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
\*H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
N. Williams \_\_\_\_\_



General Manager

Approved

Disapproved

Withdrawn

### RECOMMENDATION

Amend Personnel Resolution No. 10461 effective immediately as follows:

#### Section 1F – In-Lieu Positions

#### ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
12	1101-X	Office Trainee Administrative Clerk – Various
12	1360	Office Services Assistant – Various

### SUMMARY

Mayor Eric Garcetti's *Executive Directive No. 15 (Equitable Workforce and Service Restoration)* instructed all City Departments to hire and retain individuals facing significant barriers to employment by participating in what is now known as the "Targeted Local Hire Program." The Department of Recreation and Parks (RAP) wishes to participate in this Program by hiring up to twelve (12) eligible candidates in the Civil Service-exempt classification of Office Trainee Administrative Clerk, Code 1101-X, via the Targeted Local Hire Program. Candidates hired as Office Trainee Administrative Clerks will serve a six-month on-the-job training and assessment period. The Office Trainee Administrative Clerks who successfully complete this on-the-job training and assessment period will be considered for appointment to the classification of Office Services Assistant, Code 1360. Those appointed to Office Services Assistant positions will serve a six-month probationary period that will be the working test period during which the employees must demonstrate job fitness by performing the duties and responsibilities of the target, Civil Service classification (Administrative Clerk, Code 1358). Upon completing probation as Office Services Assistants, RAP staff will request that the successful employees be appointed as Administrative Clerks pursuant to *City of Los Angeles Charter § 1014* which allows for the reassignment of an employee to another classification without examination once an employee has completed a probationary period.

BOARD REPORT

PG. 2 NO. 17-107

This planned participation in the Targeted Local Hire Program is consistent with the goals set forth by RAP in its *Equitable Workforce and Service Restoration Plan* that was released September 2016.

This Report has been reviewed by staff of the Office of the City Administrative Officer.

FISCAL IMPACT STATEMENT

Approval of this Board Report will not have a fiscal impact on RAP's General Fund inasmuch as up to twelve (12) Administrative Clerk, Code 1358, Regular Authority positions will be held vacant to cover the direct cost of hiring a like number of individuals via the Targeted Local Hire Program.

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.