



TARGETED LOCAL HIRE PROGRAM CITY OF LOS ANGELES

EMPLOYEE CHECKLIST

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

EFFECTIVE HIRE DATE: _____

DEPARTMENT: _____

On-the-Job
Training Classification _____

Transitional Classification _____

Target Civil Service
Classification _____

KEY DATES & DEADLINES

Program Status Update (2nd Month) _____

Program Status Update (SCORED 5th Month) _____

Appointment to
Transitional Classification _____

Probationary Evaluation (2nd Month) _____

Probationary Evaluation (5th Month) _____

1014 Transfer to Target
Civil Service Classification _____

Next Step Progression Date* _____

*Notes:

1. When possible, should be 12 months after the TLH Hire Date unless otherwise stated in the applicable MOU.

2. Per the Minimum Wage Ordinance, some employees may be automatically moved to a higher step. Please refer to applicable MOUs and Appendices.

TO COMPLETE BEFORE HIRE

Fingerprints/Background

- ☐ **OFFICE TRAINEE ONLY** - Submit City job application for **Office Trainee (1101)**
- ☐ Complete fingerprint/background process **before** effective hire date
 - o Please be reminded to engage in the Fair Chance Initiative for Hiring Ordinance discussion with the candidate, if applicable. For more information, please contact wagesla@lacity.org or call 1-844-WAGESLA (924-3752)
- ☐ Conviction History Review
 - o Complete all mandatory tasks of the Conviction History Review Procedures.

Appointment to Position

Immediately after candidate clears fingerprints/background process (Office Trainee Only):

- ☐ Request to place on eligible list for: **Office Trainee (1101)**
 - Submit requisition in NeoGov for: Office Trainee (1101)
 - Approval 1: Select "LA Local Hire" as the first Approval Group and "Personnel LA Local Hire" as the first Approvers.
 - Note that it is a Targeted Local Hire Program requisition, include the original TLH Requisition #, and include the candidate's name.
 - Email cover memo (willingness to hire) signed by Personnel Director to la.localhire@lacity.org.
- ☐ Certify and appoint from list: Office Trainee (1101)

After appointment:

- ☐ Program Status Update – 2nd month
- ☐ Scored Program Status Update – 5th month

Employee Setup in Workday

- ☐ Add employee in Workday
 - **Hire Reason:** Hire Employee > LA Local Hire
 - If the hire is a current City Employee: LA Local Hire Program > Appointment of existing City Employee (LA Local Hire)
 - **Hire Date:** Effective Hire Date
 - For **Job Position**, please enter the **position number** in this field, likely the full civil service classification (e.g., Administrative Clerk, 1358).
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:**
 - **Probation** is not required.
 - **Compensation:**

If the individual is currently with the City this will be a "Change Job" task in order to move them to the desired position.

TLH PROGRAM TIMELINE

I. On-the-Job Training Period

Effective:

After Hire:

- ☐ Onboard employee
 - Provide employee with general onboarding for department
 - Notify employee they will be enrolled in a *LA Local Hire Program Orientation* (as soon as possible after hire)
- ☐ Onboard direct supervisor and/or manager(s)
 - Notify direct supervisor they will be enrolled in a *LA Local Hire Supervisor Briefing* (prior to hire of a TLH employee or as soon as possible)
- ☐ Program Status Update - 2nd Month
- ☐ Program Status Update – Scored 5th month

II. Transition to Assistant Class

Effective:

Approximately one month PRIOR to:

- ☐ Submit SCORED 5th Month PSU
- ☐ Request to place on eligible list for:
 - Cover memo (willingness to hire) signed by Personnel Director
 - Email to: laalocalhire@lacity.org
 - Updated City job application (submitted on-line by employee) **LA Local Hire staff will notify employee to submit*
- ☐ Certify and appoint from list:
 - Submit requisition in NeoGov for:
 - Note that it is a Targeted Local Hire Program requisition, and include the candidate's name
- ☐ Workday "Change Job"
 - **When does change take effect?:** Transition Effective Date
 - **Why are you making this change?:** LA Local Hire Program > Appointment to temporary Probation Class (LA Local Hire)
 - **Position:** Budgeted Position (TLH hires "Assistants" in-lieu of the civil service classification; therefore, this will likely be the full civil service classification)
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:** Civil Service - Regular
 - **Compensation:**
 - **Progression Start Date:**

Note: Delete step anniversary and add it again to ensure the correct step anniversary date.

After appointment:

- ☐ Probationary Evaluation - 2nd Month
- ☐ Probationary Evaluation – 5th Month

Note: Employee remains at lowest available Pay Step for all Assistant Classifications.

III. Transition to Civil Service Classification

Effective:

Approximately one month PRIOR to:

- ☐ Request 1014 transfer through Workday "Change Job"
 - **When does change take effect?:** 1014 Transfer Effective Date
 - **Why are you making this change?:** LA Local Hire Program > Appointment to permanent Civil Service Job (LA Local Hire)
 - **Position:** Budgeted Position
 - **Job Profile:**
 - **Employee Type:** Full Time
 - **Appointment Type:** Civil Service - Regular
 - **Compensation:**

Upon effective date of 1014 transfer:

- ☐ Ensure pay advancement to their next Step for all classifications.



Questions? Please contact us at:

laalocalhire@lacity.org

For the Departmental Guide and useful templates, visit our internal page, Inside TLH, at: **laalocalhire.lacity.org/insidetlh**

For public information about the Targeted Local Hire Program, visit our website at: **<https://laalocalhire.lacity.org/target-local-hire>**