Access an exciting career through TLH. To see a full list of City of LA employee benefits, visit **keepinglawell.com**.

OFFICE TRAINEES CAN BECOME

ADMINISTRATIVE CLERKS
who perform general office work, which may include customer service, basic word processing, data entry, filing and organizing, and other related work.

DELIVERY DRIVERS
who collect mail, supplies, and deliver other department materials. Drivers also collect water samples for use in laboratory tests, and prepare routine reports.

VOCATIONAL WORKERS CAN BECOME

ANIMAL CARE TECHNICIANS
who care for many types of domestic and wild animals. Typical tasks may include bathing animals, cleaning cages and facilities, transferring animals to shelters, helping with adoptions, and tending to healthy and sick animals.

ANIMAL LICENSE CANVASSERS
who canvass residences and businesses for valid dog and equine licenses, collect license fees, and verify current rabies vaccinations and sterilization of dogs in the field.

CUSTODIANS
who perform a variety of cleaning and janitorial tasks in City buildings.

GARAGE ATTENDANTS
who work with cars, trucks, and motorcycles. Sample tasks include shuttling of passengers, parking cars, washing and waxing, and minor repairs.

GARDENER CARETAKERS
who assist with landscape construction & maintenance of City parks, playgrounds, traffic islands, and other landscaped areas.

MAINTENANCE LABORERS
who perform a variety of manual tasks for the City, such as assisting with construction and maintenance, and transporting materials and equipment.

MECHANICAL HELPERS
who assist mechanics, machinists, welders, blacksmiths, pipefitters, plumbers, boilermakers and other mechanical craft workers, and perform routine mechanical maintenance & repair tasks.

STREET SERVICE WORKERS
who help pave and slurry City roads, and make small asphalt repairs.

TREE SURGEON ASSISTANTS
who assist in tree trimming and perform a variety of tasks on the ground.

WAREHOUSE & TOOLROOM WORKERS
who help order, receive, store, and account for materials, supplies, automotive parts, tools, and equipment.

GO ONLINE

To learn more about TLH, visit lalocalhire.lacity.gov/welcome or email lalocalhire@lacity.org for more information.

To learn more about additional opportunities with the City of Los Angeles, visit personnel.lacity.gov.

FIND US ON SOCIAL MEDIA!

@CITYLAJOBS

#CareersStartHere #WorkLivePlayInLA #bestjobEVER

PERSONNEL DEPARTMENT

APPLY TO THE CITY OF LOS ANGELES' TARGETED LOCAL HIRE PROGRAM

The City of Los Angeles has an opportunity for you! Through Targeted Local Hire, we seek to employ diverse applicants who have an interest in one of our **12 exciting careers**.

Learn how you can apply, receive on-the-job training, earn a living wage, and advance to permanent employment complete with benefits.

The City of Los Angeles seeks to connect all Angelenos to employment opportunities. The Targeted Local Hire program helps individuals find an alternative pathway to rewarding Civil Service careers. Selected applicants will receive on-the-job training, and complete a probationary period before transitioning to Civil Service employment. ***Interested?***

Follow these steps to start your journey to City employment with TLH. Before you begin, you'll need to identify your nearest referral agency where staff will determine your job readiness. The City of Los Angeles requires its hires to have a legal right to work in the United States. All applicants are subject to a background check. To learn more, visit **lalocalhire.lacity.gov/welcome**.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department.

The ordinance is available at: **clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf**.

THINGS TO KEEP IN MIND

1. The City of Los Angeles requires its hires to have a legal right to work permanently in the United States.
2. All applicants are subject to a background check.
3. When a City department has open positions, they will request a list of referrals from the applicant pool.
4. Chosen individuals from the applicant pool are randomly selected.
5. If you are hired, your City department may assign you to wherever its greatest need is at any time.

1 READY TO APPLY?

☐ **LOCATE YOUR NEAREST REFERRAL AGENCY AT *lalocalhire.lacity.gov/where-apply***

On the website, use the map tool to find an approved agency. The agency will provide TLH a overview and determine your job readiness.

☐ **MAKE AN APPOINTMENT WITH A REFERRAL AGENCY**

The referral agency will:
1. Determine your job readiness
2. Approve your referral form if you're job ready

☐ **SCHEDULE AN APPOINTMENT AT AN APPLICATION CENTER**

Note: Some referral agencies are application centers

1. Attend the program orientation and application session
2. Get a referral code to apply
3. Apply for the Targeted Local Hire program

2 SUBMITTED YOUR APPLICATION?

After you submit your application, you will receive two emails:

1. A same-day message confirming your application was received
2. At a later date, a message confirming your application was reviewed and either:

Approved: You are now in the program's applicant pool
Disqualified: An email explaining why you were disqualified and how to resubmit

3 SELECTED FOR HIRING CONSIDERATION?

If you are randomly selected, you'll learn what department is considering you for a position via:

1. An email
2. A text message to a valid phone number

Immediate action is required. You will typically have a minimum of three working days to respond, and will likely be asked to provide your **resume**.

Want to improve your job skills? Contact your nearest WorkSource Center.

Once you respond, **you may be to complete additional evaluations**, such as an interview or test to compete against other applicants who were randomly selected and referred to the same opportunity.

4 SELECTED FOR HIRE?

Congratulations! You've been hired by a City department as an **Office Trainee** or **Vocational Worker**, and will receive on-the-job training for the first six months. If you successfully complete your training:

You will advance to the **Assistant Class**, and enter a six-month probationary period to show you can do the job.

If you pass probation, you will receive a regular **civil service appointment**. You will also receive a pay increase.