

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. 20-16
CITY OF LOS ANGELES LA LOCAL HIRE BRIDGE TO JOBS
(BRIDGE) PROGRAM**

EFFECTIVE DATE

This directive is effective upon date of issue.

PURPOSE

The purpose of this directive is to set forth the procedures for WorkSource Centers / America's Job Centers of California (WSC/AJCC) to participate in the LA Local Hire Bridge to Jobs (Bridge) program being implemented through the City of Los Angeles' Workforce Development System. All current WSC/AJCC locations have been designated as Bridge application sites.

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 Bridge program creates alternative pathways into semi-skilled City jobs through training positions. 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 histories and credit consumer reports should not serve as a deterrent for individuals to apply to the Bridge program. 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**Screening and Assessment**

There are two semi-skilled job classifications that will be available to candidates through the Bridge program, including:

- Communication Information Representative
- Inspector Trainee

Staff at the WSC/AJCC should help candidate determine which career is appropriate to their interests, skill set, and capabilities prior to the application process. Staff should be aware that unlike Target Local Hire program, the Bridge program will add an additional minimum requirement that participants will need to meet in order to be eligible to apply. Participants will need to meet one of the following requirements:

- High School Diploma or equivalent (submit proof with application)
- Approved Certification (submit proof with application)
- Qualifying Score on an LAUSD administered CASAS exam (select this option on application)
- Qualifying Score on the City of Los Angeles Aptitude Test (select this option on application)

Intake:

- 1) Individuals interested in applying for the Bridge program have the option of applying only for the Bridge program, without any requirement to register with the WSC/AJCC.
- 2) Individuals will be encouraged to register with a WSC/AJCC to take advantage of available support services provided by the WSC/AJCC that requires WIOA registration and activity participation.
- 3) All current WSC/AJCC sites will follow the intake procedures outlined in the Intake Procedures for Application Site presentation, which will be emailed directly to each Application Site.

DEADLINE FOR RESPONSE

Agencies need to be prepared to assist clients upon issuance of this directive. The Bridge program will launch on February 14, 2020.

WDS CONTACT

If you have any questions or require further information, please contact Donny Brooks at Donny.Brooks@lacity.org or at (213) 744-9093, TTY 711.

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