# COUNTY OF LOS ANGELES
## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL


November 5, 2007

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **VETERANS' INTERNSHIP PROGRAM (VIP)**

Current Status

This memorandum is to provide a status on the hiring of Veteran Interns by County departments as of October 26, 2007.

- Since your November 8, 2006, motion to create the VIP, staff has responded to numerous inquiries from veterans, County personnel, and other government agencies. To date, a total of 947 inquiries have been received and answered.

- ***250 hired on permanent items since January 1, 2007**
- ****8 hired on VIP items since October 1, 2007**

| Dept. | VIP Hired | Perm. Hired |
|---|---|---|
| **DHR | 1 hired from the Admin. Support | |
| *Fire | | 100 hired on permanent items |
| **Probation | 5 are pending background/medical clearance from the Office/Clerical Support | |
| **Public Library | 1 hired from the Crafts Support<br>1 hired from the Office/Clerical Support | |

| | | |
|---|---|---|
| **Public Social Services | 5 hired from the Office/Clerical Support | |
| **Public Works | | 13 hired on permanent items |
| *Sheriff's | | 137 hired on permanent items |
| **Treasurer-Tax | 1 is pending background/medical clearance from the Heavy Maintenance and Operational Support | |
| **Total** | **8** | **250** |

Marketing & Recruitment Efforts

- Six new classifications became effective on May 16, 2007: Veteran Intern, Administrative Support; Veteran Intern, Crafts Support; Veteran Intern, Heavy Maintenance and Operational Support; Veteran Intern, Information Technology Support; Veteran Intern, Office and Clerical Support; and Veteran Intern, Technical Support.

- The Centralized Examining and Test Research Division posted six open competitive exams on May 25, 2007. The VIP has generated a great deal of interest in the veterans' community, resulting in the following summary of eligible registers as of October 23, 2007:

| Specialty | Exam Number | Eligibles |
|---|---|---|
| Administrative Support | R8260A | 228 |
| Craft Support | R8261A | 106 |
| Heavy Maintenance | R8262A | 129 |
| IT Support | R8263A | 188 |
| Office Clerical Support | R8264A | 172 |
| Technical Support | R8265A | 185 |
| | **Total** | **1008** |

- A memo was distributed to all Department Heads on August 8, 2007, informing them of how to obtain the registers, accompanied with the program guidelines for the VIP.

- Partnerships continue to be formed within the veterans' community, as well as other government agencies. Key amongst those are with the Department of Military and Veterans Affairs; Department of Veterans Affairs; Employment Development Department, and the San Gabriel

Valley Veterans Employment Committee. These partnerships have resulted in a wide marketing campaign promoting the program.

- Staff continues to promote the program publicly with a PowerPoint presentation.

- To date, staff has participated in or is scheduled to attend the following job fairs:

| Name of Event | Date | Location |
|---|---|---|
| Hire a Hero Hire a Vet | 5/4/07 | Army National Guard<br>Glendale |
| 2007 Job & Education Fair | 5/19/07 | Maywood Academy High School<br>Maywood |
| Small Business 101 | 5/21/07 | Family & Community Center<br>Huntington Park |
| Veteran Job Expo | 5/24/07 | Cameron Park<br>West Covina |
| 10th Annual Remembering our Veterans & Families | 5/26/07 | Arcadia County Park<br>Arcadia |
| 1st Mental Health Community Forum | 6/4/07 | Hyatt Valencia<br>Valencia |
| Fatherhood Symposium | 6/30/07 | Southwest College<br>Los Angeles 90047 |
| Government Day | 7/14/07 | Panorama Mall<br>Panorama City |
| Father's Workshop & Information Fair | 8/4/07 | Child Support Svs. Dept.<br>Commerce |
| Jobs & Health Resource Fair | 8/11/07 | Plaza Community Ctr.<br>Los Angeles 90063 |
| Job Fair 2007 | 8/28/07 | Long Beach Convention Center<br>Long Beach |
| LA County Day at the LA County Fair | 9/9/07 | Pomona Fairplex<br>Pomona |
| Greater Ebenezer Church Job Fair/Career Day | 9/15/07 | Greater Ebenezer Church<br>Los Angeles 90062 |
| Antelope Valley Community Career Fair | 9/29/07 | Antelope Valley Fairgrounds<br>Lancaster |

| | | |
|---|---|---|
| Veterans Care Day | 10/6/07 | Belvedere Park<br>Los Angeles 90022 |
| Community Meeting | 10/20/07 | Pamela Park<br>Duarte |
| Veterans Job Fair | 10/25/07 | Marriott Burbank Airport<br>Burbank |
| Veterans Health & Employment Expo | 11/2/07 | Norwalk Arts & Sports Complex |
| Veterans Job Fair | 11/7/07 | LA Ambulatory Care Ctr<br>Los Angeles 90012 |
| Citrus College Salutes Veterans | 11/8/07 | Citrus College<br>Glendora |
| Hire a Hero Hire a Vet | 11/13/07 | Long Beach Convention Center<br>Long Beach |

Please call me if you have any questions regarding the VIP at (213) 974-2406. Your staff may call Sandra Wallace Blaydow, Senior Human Resources Manager, at (213) 351-8945 or via e-mail at sblaydow@hr.lacounty.gov; or Ann Gomez, program coordinator at (213) 738-2175 or via e-mail at agomez@hr.lacounty.gov. Thank you.

MJH:STS
SWB:ty

c: Each Department Head
Chief Deputies
Administrative Deputies
Departmental HR Managers