



LISA M. GARRETT
DIRECTOR OF PERSONNEL

July 26, 2022

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 July 26, 2022

CELIA ZAVALA
EXECUTIVE OFFICER

APPROVAL OF NEW BOARD POLICY – INCLUSIVE HIRING (ALL DISTRICTS) (3 VOTES)

SUBJECT

Recommendation by the Department of Human Resources (DHR) to approve a new Board of Supervisors' (Board) Policy to remove citizenship as a barrier to most County employment positions.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached proposed Board Policy, entitled Inclusive Hiring, which establishes universal standards for County departments to remove citizenship as a requirement for positions where citizenship is not mandated by law and ensure that applicants for employment are fairly and equitably considered, without regard to national origin, citizenship or other non-merit factors that are not substantially related to successful performance of the duties of the position.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 22, 2021, the Board directed the County Counsel, the Department of Human Resources, and the Chief Executive Office ("Workgroup") to research ways in which the County can become a more inclusive employer; more specifically, to assess the Board's authority to waive any citizenship requirement for Board-appointed County office(s) and their employees/appointed deputies. Accordingly, the Workgroup reviewed existing County classification specifications, job posting language, and the legality of removing citizenship status as a minimum requirement for County positions.

In its report back on this review, the Workgroup confirmed that the Board can waive citizenship

requirements for its workforce unless State or federal law explicitly imposes such a requirement for the position (e.g., peace officers).

Subsequently, in an August 10, 2021, motion, the Board directed all department heads to take affirmative steps to remove citizenship requirements from County positions unless otherwise mandated by State or federal law.

The Board also directed the development of new policy statements to memorialize the County's stance on this matter and outline the conditions under which a citizenship requirement is to be waived for County positions.

The proposed new Board Policy memorializes the Board's August 10, 2021, directive to expand County employment opportunities to otherwise qualifying immigrant populations by waiving citizenship requirements for all County positions, unless such requirement is mandated by law. The proposed Board Policy:

- Establishes that the best interests of the County are served by reducing barriers to employment and broadening the applicant pool.
- Communicates the Board's commitment to an inclusive and representative workforce that is reflective of the diverse communities served by County departments.
- Acknowledges that employees with lived immigration status and diverse language abilities are able to enhance County services by connecting with vulnerable communities and establishing new connections to critical services.
- Directs department heads to remove citizenship requirements for all County positions, where that requirement is not mandated by State or federal law.
- Establishes that all County positions with a citizenship requirement, excluding peace officers, are subject to review by the Chief Executive Office and the Department of Human Resources.

It is recommended that the Board approve the proposed new Board Policy to best ensure uniform hiring standards and oversight of citizenship requirements throughout all County departments.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan, Goal II: Foster Vibrant and Resilient Communities, particularly Strategies 11.1-Drive Economic and Workforce Development in the County.

FISCAL IMPACT/FINANCING

There is no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

At its meeting held on June 15, 2022, the Audit Committee reviewed and approved the proposed draft Board Policy.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

No negative impact on services or projects is anticipated.

CONCLUSION

Upon Board approval, please return two adopted-stamped copies of this Board letter to David M. Morfin, Senior Human Resources Manager, Department of Human Resources.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa M. Garrett". The signature is fluid and cursive, with a long horizontal stroke at the end.

LISA M. GARRETT

Director of Personnel

LMG:PAM:JAWTDMM:LR

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Chief Executive Office-Classification and
Compensation

9.XXX Inclusive Hiring

Effective Date:

PURPOSE

Establishes that the best interests of the County are served by reducing barriers to employment and broadening the applicant pool.

Communicates the Board's commitment to an inclusive and representative workforce that is reflective of the diverse communities served by County departments.

Acknowledges that employees with lived immigration status and diverse language abilities are able to enhance County services by connecting with vulnerable communities and establishing new connections to critical services.

Directs Department Heads to remove citizenship requirements for all County positions, where that requirement is not mandated by State or federal law.

REFERENCE

California Government Code [§24001](#)

June 22, 2021, [Board Order, No. 28](#)

August 10, 2021, [Board Order, No. 3](#)

POLICY

It is the policy of the County of Los Angeles that applicants for employment are fairly and equitably considered, without regard to national origin, citizenship or other non-merit factors that are not substantially related to successful performance of the duties of the position.

Furthermore, the Board of Supervisors finds that the needs of the County are best served by allowing qualified individuals to be considered for County positions. As such, citizenship should not be included as a requirement for any County position, except where a citizenship requirement is mandated by law.

Each Department Head is responsible for evaluating the needs of their departmental operations and establishing the qualifications and selection criteria for their workforce. Departments must waive any citizenship requirement for current and future County positions, unless such requirement is required by law.

Citizenship requirements for any County position, excluding Peace Officers, are subject to review by the Chief Executive Office and Department of Human Resources.

RESPONSIBLE DEPARTMENT

Department of Human Resources

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date:	Sunset Review Date: Four (4) Years Recommended
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