



January 6, 1999

Metropolitan  
Transportation  
Authority  
One Gateway Plaza  
Los Angeles, CA  
90012-2952

**TO: BOARD OF DIRECTORS**

**FROM: RAY INGE** *RI*  
**EXECUTIVE OFFICER, HUMAN RESOURCES**

**SUBJECT: NEW PARTNERSHIP WITH STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT**

**ISSUE**

The Employment Section of the Human Resources Department has entered into a pilot program with the State of California Employment Development Department (EDD), Los Angeles Division, to utilize a wide-ranging alternative recruitment strategy for the recruitment of qualified Bus Operator applicants throughout Los Angeles County.

**BACKGROUND**

Human Resources Department has been working all year to fill vacant Bus Operator positions created by attrition (e.g. retirements), consent decree, and other bus improvement efforts. The Employment Section has averaged 8-10 new Bus Operator hires per week. From July 1, 1998 to date, a total of 187 Bus Operators have been hired. While this is an increase when compared to FY '97's rate of hire, Human Resources has to consider creative alternatives in order to "do more with less."

One solution to the demand to fill so many vacancies in Transit Operations is to consider alternative recruitment strategies. For these reasons, MTA entered into a partnership with EDD, a public service employment agency. EDD is a major contact point throughout Los Angeles County for people searching for jobs. They also have established systems for processing those applicants through their Intensive Services and Job Agents programs which work in partnership with other employment community-based organizations, such as "One Stop".

Effective December 1, 1998, the MTA Employment Section will coordinate with three major EDD Centralized Order-Taking Offices in Los Angeles County (El Monte, San Fernando, and Crenshaw) to recruit qualified Bus Operator candidates.

Some of the specific elements of the MTA/EDD Partnership Agreement are listed below.

- MTA staff will train EDD staff on procedures for screening MTA Bus Operator applications.
- We will train professional EDD staff to participate in appraisal interview panels for Bus Operator positions. Along with MTA staff, trained EDD personnel will also participate in the Bus Operator interview panels.
- We will advertise the joint program on car cards inside our buses and by printing posters and flyers.
- Our web page will advertise that Bus Operator applications are also accepted at the El Monte, San Fernando, and Crenshaw EDD offices.
- We will continue to notify EDD's CalJOBS of all external job openings.
- We will participate jointly with EDD at major job fairs at least once per quarter to disseminate applications.
- EDD will provide one to two Jump Start Orientations per month for prospective Bus Operator applications at each of the three locations in order to prepare prospective candidates for the MTA hiring process.

This pilot program will run through June 30, 1999. All parties are looking forward to this opportunity and will be closely evaluating for results. If successful, we will continue beyond this period agreement and consider other EDD Division Offices in Los Angeles County.

**Prepared by:**  
**Mario Perez-Ceballos, Employment Services Manager**