

1 [Administrative Code - Reporting on Community Jobs Program]

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3 **Ordinance amending the San Francisco Administrative Code by adding Section 20.32**  
4 **to require the Human Services Agency and Department of Human Resources to**  
5 **periodically report to the Board of Supervisors and the Mayor on the Community Jobs**  
6 **Program's success in preparing program participants for employment and placing**  
7 **them in jobs.**

8 NOTE: Additions are *single-underline italics Times New Roman*;  
9 deletions are *strike-through italics Times New Roman*.  
10 Board amendment additions are double-underlined;  
Board amendment deletions are ~~strike-through normal~~.

11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. Findings. The Board of Supervisors finds and declares as follows:

13 1. The Community Jobs Program (CJP) is an on-the-job training program funded by  
14 the Human Services Agency that places program participants in non-public sector community  
15 service jobs in non-profit agencies. The CJP's goal is to provide job training and paid work  
16 experience to clients of the CalWORKs program, and until recently, the Personal Assisted  
17 Employment Services (PAES) program, to aid them in transitioning from welfare to work.

18 2. The purpose of this ordinance is to monitor and track the results of the CJP as a  
19 training program by tracking the success of CJP in expanding job opportunities for program  
20 participants and the success of participants in obtaining jobs in available entry-level City jobs  
21 and in the public and private sectors.

22 3. The City has a strong interest in assisting CJP participants in making the transition  
23 from welfare to work. The most important factor in determining a successful transition from  
24 welfare to work is the ability to secure a job that pays a living wage.

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1           4. With the exception of a temporary influx of Federal funding in federal fiscal years  
2 2008-09 and 2009-10, inadequate funding of the CJP has restricted the number of  
3 participants HSA can serve in the CJP, as well as limited its ability to expand the program  
4 duration from six months to one year. The minimum qualifications for most City jobs require  
5 one year's worth of full-time work experience. As the CJP is currently structured, most CJP  
6 graduates who have six months of work experience at thirty-two hours per week do not qualify  
7 for entry-level City jobs.

8           5. Historically, only a small percentage of CJP graduates have been eligible for and  
9 ultimately obtained entry-level City jobs. In addition, many employment opportunities within  
10 CJP have been in retail jobs and jobs with limited opportunities for growth in pay and  
11 promotion. Expanding the CJP to allow participants one year's worth of full-time work  
12 experience as well as placing participants in jobs that allow them to gain a wider array of  
13 qualifications will enable CJP graduates to qualify for more entry-level City jobs and other  
14 public and private sector jobs.

15           Section 2. The San Francisco Administrative Code is hereby amended by adding  
16 Section 20.32 to read as follows:

17 **SEC.20.32. REPORTING REQUIREMENT ON COMMUNITY JOBS PROGRAM.**

18           *Each fiscal year, the Human Services Agency ("HSA") and the Department of Human Resources*  
19 *shall submit to the Board of Supervisors and the Mayor one mid-year report covering the period of*  
20 *July 1 – December 31 and one year-end report covering the period of January 1 – June 30. The reports*  
21 *shall be due on February 1 and August 1, respectively, and shall contain the following information on*  
22 *the Community Jobs Program ("CJP") for the reporting period, and after the first report, as compared*  
23 *to prior reporting periods:*

24           *1.The number of participants enrolled in the CJP.*

25           *2.The number of participants who completed the CJP, including the employment component.*

1 3.HSA's budget, including the source of funds, for the CJP, and actual expenditures.

2 4. The worksite, job title, job duties and rate of pay for each CJP participant placed in a job  
3 while in the CJP.

4 5.The number of individuals who have secured temporary and/or permanent unsubsidized  
5 employment within one month, three months, and six months of completing CJP.

6 6.The employer, job title and rate of pay for each CJP participant who has secured  
7 unsubsidized temporary and/or permanent employment within one month, three months, and six months  
8 of completing CJP.

9 7.The City jobs for which the minimum qualifications have been revised to eliminate  
10 unnecessary barriers and allow for CJP graduates to be eligible for more entry-level City jobs.

11 8. A compilation of the current job classifications within the Pathways to City Employment  
12 Program and the job classifications added to the Pathways to City Employment Program within the  
13 reporting period. If no job classifications have been added, the report shall include an explanation of  
14 why no job classifications have been added to the Pathways to City Employment Program and efforts  
15 being made to add additional job classifications to the Pathways to City Employment Program.

16 9. The number of participants in the Pathways to City Employment Program who are graduates  
17 of the CJP, along with the position and rate of pay of each graduate in the Pathways to City  
18 Employment Program. The report also shall include the number of CJP graduates who applied for a  
19 job within the Pathways to City Employment Program, any achievements within the Pathways to City  
20 Employment Program and future goals of the Program.

21 10. A description of all efforts being made to expand the CJP from six months to one year, in  
22 order to allow for the one year's work experience required by many City entry-level jobs.

23 11. The total cost spent on each CJP participant during the reporting period.

1           12. All efforts made to allow CJP participants to advance to the two subsequent tiers of  
2           subsidized employment within the Jobs Now program and goals for the future to allow for such an  
3           expansion.

4           Section 3. Additional Provisions.

5           (a) Effective Date. This ordinance shall become effective 30 days from the date of  
6           passage.

7           (b) General Welfare. In adopting and implementing this ordinance, the City and  
8           County of San Francisco is assuming an undertaking only to promote the general welfare. It  
9           is not assuming, nor is it imposing on its officers and employees, an obligation for breach of  
10          which it is liable in money damages to any person who claims that such breach proximately  
11          caused injury.

12          (c) Conflict with State or Federal Law. This ordinance shall be construed so as not to  
13          conflict with applicable federal or State laws, rules or regulations. Nothing in this ordinance  
14          shall authorize any City agency or department to impose any duties or obligations in conflict  
15          with limitations on municipal authority established by State or federal law at the time such  
16          agency or department action is taken.

17          (d) Severability. If any of the provisions of this ordinance or the application thereof to  
18          any person or circumstance is held invalid, the remainder of those provisions, including the  
19          application of such part or provisions to persons or circumstances other than those to which it  
20          is held invalid, shall not be affected thereby and shall continue in full force and effect. To this  
21          end, the provisions of this ordinance are severable.

22          (e) Amendments. In enacting this Ordinance, the Board intends to amend only those  
23          words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation, charts,  
24          diagrams, or any other constituent part of the Administrative Code that are explicitly shown in  
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1 this legislation as additions, deletions, Board amendment additions, and Board amendment  
2 deletions in accordance with the "Note" that appears under the official title of the legislation.

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4 APPROVED AS TO FORM:  
5 DENNIS J. HERRERA, City Attorney

6 By: \_\_\_\_\_  
7 LINDA M. ROSS  
8 Deputy City Attorney  
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