



LA County Business Connect

Helping Business Thrive in LA County

HR 101—Navigating Best Practices for your Business.

Good advice and resources for employers and employees.

With so much to know, from payroll to compliance to hiring, recruiting and employee training, let us help guide you through the sometimes rough waters of Human Resources (HR) operations. Learning HR best practices can get you to smoother sailing while making sure your employees are at their best.

"HR is about people," says Carrie Rogers, Senior Vice President, Business Assistance & Development, Los Angeles County Economic Development Corporation (LAEDC). **"People and small business keep the economic engine running."**

Like any engine, there is always the need to keep the parts in good condition, at the top of technology and moving with all the needs met."

HR 101

The key parts of a good company HR program include:

- Employee compensation such as, payroll, taxes and medical benefits.
- Local, state and federal guidelines and notices.
- Hiring, training, layoffs and termination of employees.
- Training and performance reviews.
- Employee relations.

Despite what may seem like an extra work load or a formidable assortment of legal guidelines, **developing best practices in HR has tremendous value to employers**, employees and the entire organization.

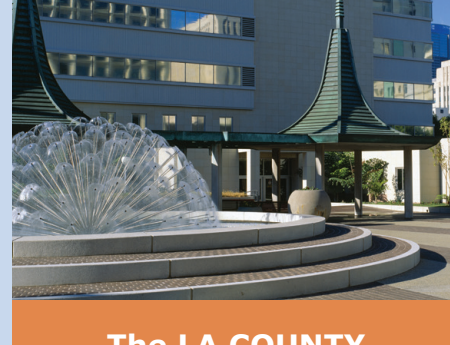
"The great advantage that HR has is that, ultimately, all strategy is executed by people—people who need to be supported, trained and equipped to fulfill the strategic vision. This is the real role of HR." [Harvard Business Review](#).

The LAEDC is here to offer some highlights of best HR practices that may help answer your questions across many areas of the HR sphere, including where to look for employee training.

We encourage you to check with your company's payroll service and the California Labor Board for specifics that relate to your business operations.

Core Competencies

According to [workforce.com](#), there are 31 core competencies that define any good HR person or department team. These talents help business professionals find appropriate actions when working with people that not only structure the operations, but keep employees challenged and satisfied.



The LA COUNTY Workforce Development Board (WDB) and the Los Angeles County Economic Development Corporation (LAEDC)

Partnering for business.

Welcome to our eighteenth issue of *LA County Business Connect*. Our newsletter is a service offered by the LA County WDB and the LAEDC to provide valuable tools to support and grow your business. One call, one click, can put you in touch with people who know where and how to get things done.

Just a few ways we can help:

- Resources for hiring and training employees.
- Identify incentives and resources that can save you money.
- Assist with access to financing.
- Provide existing workers with new skills to help you compete.
- Best of all, LAEDC services are **FREE!**

Call the LAEDC today, and let us connect you to resources to help your business thrive!

Visit [www.laedc.org/our-services/business-assistance-layoff-aversion/](#) or call **888-4-LAEDC-1**



Four Important Attributes

- I. Competencies dealing with people
- II. Providing motivational support
- III. Fostering teamwork
- IV. Empowering others

See all 31 core competencies at:

[www.workforce.com/articles/31-core-competencies-explained](#)

There are many **resources** throughout Los Angeles County available to employers and their employees that assist with labor laws and compensation, employee training and free and low cost programs for recruiting.

The Value of Training

It is important to keep your workforce up to date. It helps the company to be more competitive and is an employee morale booster.

Types of training includes:

- Soft skills such as relationship and leadership training.
- Writing abilities and English as a Second Language (ESL).
- Technology and mechanical skills.

All are equally of value to the health and growth of any company. Employees will appreciate knowing their employer cares about them and their future.

No Cost and Low Cost Resources

1. Transitional Subsidized Employment Program (TSE)

Under the TSE program qualified people can become transitional jobs workers, allowing them to get training and employment. As a business owner, all of the worker's expenses, including salary and workers compensation is paid by the TSE program for the term of company's program.

A win-win solution for business owners and workers.

TSE is a great interim solution for businesses because it allows them to have skilled workers to assist during busy times or until they can hire full time employees.

FIRST four months - FREE

- Sign up your business with the South Bay Workforce Development Board (SBWIB) to participate in the TSE program.
- You interview and choose eligible workers referred from the DPSS GAIN Program.
- SBWIB pays their wages, taxes and worker's compensation costs for four months.
- You teach them job skills and give them an opportunity to succeed.

Next four months - On the Job Training

- Add the worker to your payroll and continue to train them.
- SBWIB pays you a subsidy of 60% gross wage per month for the 4 month period.
- After the second four (4) months, you retain the worker on your staff.

Learn how to apply and get the TSE program working for you

at the Workforce Development Board at:
[www.sbwib.org/#!for-profit-businesses/cb8o](#)

2. Youth Opportunity

In addition to WIOA-funded programs, the L.A. County America's Job Center of California have a comprehensive, Youth Employment Program, which provides targeted work experience and on-the-job-training to young adults.

Visit [www.css.lacounty.gov/programs/employment-services/](#)

3. Workforce Innovation and Opportunity Act (WIOA)

Learn an overview of the United States Department of Labor WIOA at:

[www.doleta.gov/wioa/Overview.cfm](#)

4. Workforce Development Board (WDB)

To learn more visit:

WDB - Community and Senior Services for Los Angeles County:

[www.css.lacounty.gov/commissions-and-boards/workforce-development-board](#)

Los Angeles County Workforce Development Board (WDB):

[www.worksourcecalifornia.com/information/wib_lacounty.htm](#)

5. Workers Compensation

For questions or expert advice on Workers Comp resources, read our newsletter at

[www.laedc.org/wp-content/uploads/2015/02/LAEDCNewsletter15_121615.pdf](#)

6. Job Training and Employee Recruitment

If you are doing business in Los Angeles County, there are several funded programs and services that assist businesses with layoff aversion, employee job posting and employee recruitment, tax incentives and on-the-job training.

America's Job Centers of California is a great place to start to locate a resource center in your area. There are other training providers including community colleges, CMTC, private consultants, etc. that may hold multi-employer contracts so they can deliver state-funded training services. Also check with your local AJCC for their available programs.

Visit [www.etp.ca.gov](#)

Also check with your local AJCC for their available programs at:

[www.americasjobcenter.ca.gov/about_ajcc.aspx](#)

To find these and many other valuable resources contact the LAEDC. We are here to get you in touch with some of Los Angeles County's many organizations and to point you in the right direction to good HR practices.

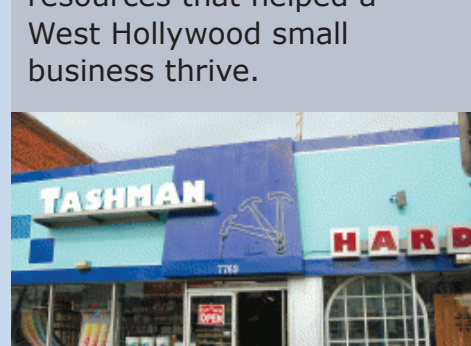
For a complimentary assessment of your business, contact the Los Angeles County Economic Development Corporation (LAEDC) at 888-4-LAEDC-1 or

Visit [www.laedc.org/our-services](#)

Grand Opening—LAEDC Success Story



LAEDC, partnered with SCORE, America's Job Center and On-the-Job Training (OJT) to create an exceptional toolbox of resources that helped a West Hollywood small business thrive.



Tashman Home Center has been a neighborhood fixture in West Hollywood since 1961. A third generation-owned hardware store and manufacturer, **Tashman's employs 28 individuals and is looking to grow.** After being contacted by the LAEDC, owner Kenny Tashman responded immediately. Tashman was seeking consulting services without lucrative fees, and needed assistance with workforce development. He had hired consultants in the past, and did not feel that the counsel offered was worth the significant financial investment.

After an in-depth assessment, **the LAEDC arranged an initial meeting between Tashman and a local SCORE Greater Los Angeles counselor.** SCORE is a non-profit organization dedicated to assisting small businesses with low or no-cost services, and a SCORE consultant was exactly what Tashman was looking for.

Additionally, **the LAEDC connected Tashman to a local America's Job Center of California** located in West Hollywood whose staff provided Tashman with a successful referral for a position he was looking to fill. **LAEDC and Job Center staff also introduced Tashman to the On-the-Job Training (OJT) Program**, which reimburses employers for costs associated with new hire training. Tashman plans on utilizing the OJT Program for future new hires.

After accessing these valuable resources for small businesses, Tashman plans on remaining in West Hollywood indefinitely, and possibly expanding. As a result, 28 jobs have been retained in Los Angeles County.

CONNECT WITH US!

Put the LA County WDB and the LAEDC to work for you!

Call **888-4-LAEDC-1** Or visit [LAEDC.org/business-assistance](#)



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