

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 9, 2009

To: Budget and Finance Committee

From: Miguel A. Santana, City Administrative Officer *Miguel A. Santana*

Subject: **REPORT BACK ON THE DEPARTMENT OF AGING'S VACANT GRANT FUNDED POSITIONS**

The Budget and Finance Committee requested this Office to report back on why Older American Act (OAA) grant funds were returned and related grant funded positions were not filled. This request was made during a discussion of the 2008-09 Year End Financial Status Report (FSR) in which the Department of Aging (Aging) reported a surplus of \$372,635 in the Salaries General Account. This surplus, consisting of various grant funds, is attributable to savings accumulated as a result of long standing vacancies during the 2008-09 fiscal year. Since the year end FSR was reported, more current and accurate numbers regarding Aging's surplus of grant funds have been calculated. The \$372,635 reported in the FSR was a projection that did not take into account encumbrances that were owed. Aging is reporting that the actual 2008-09 year end grant fund surplus is \$119,532.

Throughout 2008-09, Aging experienced an average of 13 vacancies. Table A in the attachment provides a breakdown of vacant positions along with the salary savings information for fiscal years 2007-08 and 2008-09. Positions became vacant for various reasons, including promotions and transfers to other City departments. Many of Aging's vacant positions were not given unfreeze approvals as they did not qualify under the criteria utilized under the 2008-09 Managed Hiring Process (MHP). Under the MHP criteria, unfreeze approvals were given to positions that were either revenue generating where the revenue generated achieved full recovery costs, special funded where the fee provides 100 percent cost recovery, or grant funded where the grant in the current year and projected grant for the following year covers 100 percent of the costs. Positions that did not demonstrate full cost recovery were subject to review by the Managed Hiring Team. A majority of Aging's vacant positions are funded by a combination of General Funds and grant funds. In addition, positions that are partially or fully funded through grant funds have matching share requirements. The matching share requirement percentage is contingent on the grant fund source and can range anywhere from 10 percent to 25 percent. Given the selectiveness of the MHP, Aging concentrated their efforts on unfreezing the most critical positions. Out of the 13 vacant positions held throughout the fiscal year, Aging was given approval to unfreeze three positions. Table B in the attachment provides more detail on the status of Aging's 2008-09 vacant positions. Our Office is looking at hiring options where we can move/transfer employees to the department.

MAS:MGR:02090250c

Attachment

DEPARTMENT OF AGING

Table A: On and Off Budget Position Vacancies

2007-08													
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Average
Authorities	63	63	63	63	63	63	63	63	63	63	63	63	63
Vacancies	9	9	10	9	9	10	10	11	11	12	12	11	10
Vacancy Rate	14%	14%	16%	14%	14%	16%	16%	17%	17%	19%	19%	17%	16%
2007-08 Year End Grant Fund Salary Savings:													\$134,361

2008-09													
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	Average
Authorities	61	61	61	61	61	61	61	61	61	61	61	61	61
Vacancies	11	11	11	14	14	15	14	12	12	14	14	14	13
Vacancy Rate	18%	18%	18%	23%	23%	25%	23%	20%	20%	23%	23%	23%	21%
2008-09 Year End Grant Fund Salary Savings:													\$119,532

Table B: Status of 2008-09 Vacant Positions

Position	Authority	Status V=Vacant; F=Filled	Funding OAA=Older Americans Act; T3E=Title III E; TV=Title V; GF=General Fun	Notes
Accountant II	Regular	V – 10/23/08	31% OAA; 69% GF	Requested 10/30/08. Request was not approved.
Administrative Intern	Reso – Off Budget	V	100% CDBG	Not pursued due to the need of other more critical positions.
Clerk Typist	Regular	V	100% Prop A	Not pursued due to the need of other more critical positions.
Management Aide	Regular	V	43% OAA; 57% GF	Could not fund due to Y-Rating of potential hires. Dept. is requesting to reallocate into an Accounting Clerk I in the 2009-10 Budget.
Management Analyst I	Regular	V	29% OAA; 23% T3E; 48% GF	Incumbent promoted within Dept. Position held vacant for MA II Sub for lay-off avoidance.
Management Analyst I	Regular	V	100% TV	Being held vacant to fund three half-time Clerk Typists.
Management Analyst I	Regular	V – 04/25/08	29% OAA; 71% CDBG	Requested 10/15/08. Request was not approved.
Management Analyst I	Regular	Deleted in Budget	29% OAA; 71% GF	Deleted in 2009-10 Adopted Budget.
Management Assistant	Regular	V – 10/23/08	100% TV	Requested 10/16/08. Not approved – GF match required (Amount based on CAP Rates)
Secretary	Regular	V – 12/21/07	44% OAA; 56% GF	Requested 01/07/08. Request was not approved.
Senior Accountant II	Regular	Filled	50% OAA; 50% GF	Requested 08/12/08 and 10/31/08. Request was approved.
Social Worker II	Reso – On Budget	Filled	79% T3E; 21% GF	Requested 09/11/08. Request was approved.
Social Worker III	Reso – On Budget	Filled	88% T3E; 12% GF	Requested 09/11/08. Request was approved.
Systems Analyst II	Reso – On Budget	Deleted in Budget	31% OAA; 69% GF	Deleted in 2009-10 Adopted Budget.
Systems Analyst II	Regular	V – 10/24/08	31% OAA; 69% GF	Requested 09/30/08. Request was not approved.