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Room 360, PERSONNEL BUILDING

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PERSONNEL DEPARTMENT

PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CA 90012

Margaret Whelan
GENERAL MANAGER

April 22, 2014

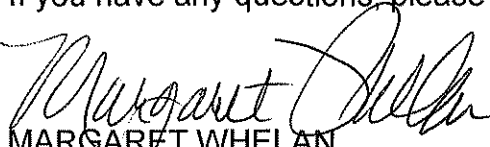
Honorable Members of the Budget and Finance Committee
c/o Erika Pulst, City Clerk
City Hall, Room 395
Los Angeles, CA 90012

2014-15 PROPOSED BUDGET - PERSONNEL DEPARTMENT

The Personnel Department is committed to providing quality human resources services in support of the City departments and the critical public services that they provide to Los Angeles City residents. We appreciate your continued support of our Department as we work to maximize our resources to address the City's hiring, employment, and workforce training needs.

The Department respectfully requests consideration of an additional Senior Personnel Analyst I authority in support of the consolidated human resource services provided to the Department of Building and Safety. This position will augment existing HR staff to provide required human resources administrative support and professional assistance on complex personnel matters. The Senior Personnel Analyst will be responsible for the investigation of Equal Employment Opportunity complaints, threat assessment issues, workers' compensation, position control, records retention, Americans' with Disabilities Act compliance, employee hiring, disciplinary actions and hearings, grievance handling and arbitrations, employee relations, and representing LADBS before the Civil Service Commission, Employee Relations Board, and Council Committees. There is no impact to the General Fund, as it is proposed that this position will be 100% reimbursed by the Building and Safety Development fund, including all related costs. The Department of Building and Safety is in support of this request.

If you have any questions, please contact Susan Nakafuji at (213)473-9120.


MARGARET WHELAN
General Manager

cc: Rick Cole, Deputy Mayor of Budget and Innovation
City Administrative Officer
Chief Legislative Analyst