

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

JAN PERRY  
GENERAL MANAGER

ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

Contact: Tonja Bellard (213) 744-7279

January 25, 2017

Honorable Members of the City Council  
Los Angeles City Hall  
c/o City Clerk, Room 395

**RE: AMENDED REQUEST FOR EXEMPTION PURSUANT TO CHARTER SECTION 1001 (d)(4)**

At its October 27, 2016 meeting, the Board of Civil Service Commissioners approved civil service exemptions for the following thirteen (13) grant funded positions in the Economic and Workforce Development Department (EWDD):

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1537	1254	Project Coordinator	Workforce Development	13-0361-S1
1	1538	1292	Senior Project Coordinator	Workforce Development	13-0361-S1
1	1538	1294	Senior Project Coordinator	Workforce Development	13-0361-S1
1	1538	1296	Senior Project Coordinator	Workforce Development	13-0361-S1
1	1538	1303	Senior Project Coordinator	Executive Management	13-0361-S1
1	1538	1558	Senior Project Coordinator	Executive Management	13-0361-S1
1	1577	1656	Assistant Chief Grants Administrator	Workforce Development	13-0361-S1
1	1550	1239	Program Aide	Workforce Development	13-0361-S2
1	1537	1252	Project Coordinator	Workforce Development	13-0361-S2
1	1546	1272	Senior Project Assistant	Workforce Development	13-0361-S2
1	1538	1304	Senior Project Coordinator	Workforce Development	13-0361-S2
1	1542	1247	Project Assistant	Workforce Development	14-1217-S1
1	1542	1621	Project Assistant	Workforce Development	14-1217-S1

Position ID #1254 - The Project Coordinator position is assigned to the Contract Monitoring Section. The duties of this position include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides ongoing technical assistance on program activities and works with agencies to address performance issues or other areas in need of improvement.

Position ID #1292 - The Senior Project Coordinator position is assigned to the Strategic Planning and Research Section. The duties of this position include planning and coordinating the contractor performance evaluation process; overseeing the contract renewal process and the reallocation of funds to contractors based on the evaluation results. This position also assists with the development of the Department's Workforce Innovation and Opportunity Act (WIOA) Annual Plan budget, strategies, and policies; researching, analyzing, and interpreting federal, state, and local legislation and regulations related to the WIOA program that apply to the expenditure of federal funds, to ensure contractor compliance regarding employment, training activities, and the fulfillment of their contractual and financial obligations.

Position ID #1294 - The Senior Project Coordinator position is assigned to the Youth Operations Section. This position coordinates the business outreach efforts for YouthSource, HIRE LA's Youth, and the City's Summer Youth Employment Program, with the goal of creating subsidized and unsubsidized job opportunities for youth and young adults. This position also develops strategies that maximize existing job funding by securing sector based career pathways for job trainees and is responsible for developing and implementing special initiative programs for youth; provides ongoing technical assistance on program activities and services; and works with agencies to address performance issues or other areas needing improvement.

Position ID #1296 - The Senior Project Coordinator position is assigned to the Rapid Response Section. This position supervises the Rapid Response Layoff Aversion team and the staff responsible for monitoring, tracking, and evaluating special funding which includes Rapid Response, National Emergency Grants, and other special funded grants. Responsibilities also include contract administration; working with YouthSource and WorkSource Centers in the region to ensure that WIOA program operations are consistent with the business services model and are effectively applied to community needs.

Position ID #1303 - The Senior Project Coordinator position is assigned to the Resource Development Unit. The primary duties of this position include identifying and recommending potential funding opportunities to support the Department's service delivery systems, and coordinating the grant application process for preparation and submission of grant proposal packages.

Position ID #1558 - The Senior Project Coordinator is assigned to the Executive Management Section. The duties of this position include investigating and comparing department and City-wide practices with those in similar organizations; assisting in the overall planning of work in the department; coordinating the distribution of mass emails concerning summer youth employment; and assembling all documents and speaking points for the meetings and conferences attended by the General Manager.

Position ID #1656 - The Assistant Chief Grants Administrator position is assigned to the Youth Operations Section. This position is responsible for overseeing day-to-day operations of the YouthSource Development System and administering grants that support youth workforce development. This position is also responsible for interpreting regulations and creating policy recommendations that address youth workforce development issues in the City of Los Angeles and for formulating new program delivery methods, policies, and procedures that achieve continuous improvement.

Position ID #1239 - The Program Aide is assigned to the YouthSource Watts Center. The position assists with case management of YouthSource Center participants. The duties of this position include providing assistance with the administration of assessments designed to identify participant's basic employment interests, aptitudes, educational, vocational, and personal goals; providing assistance during worksite and home visits; and referring youth to appropriate educational and training programs.

Position ID #1252 - The Project Coordinator is assigned to the Strategic Planning and Research Section and manages the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) program. The duties for this position include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides ongoing technical assistance on program activities and works with agencies to address performance issues or other areas in need of improvement.

Position ID #1272 - The Senior Project Assistant is assigned to the Youth Operations Section. This position is responsible for monitoring YouthSource and Summer Youth Employment contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides technical assistance on program activities and services; responds to questions from clients; and makes presentations concerning the Department's programs and activities to community leaders, organizations, and constituents.

Position ID #1304 - The Senior Project Coordinator is assigned to the YouthSource Watts Center. This position is responsible for overseeing and managing the daily Watts Center activities and manages the Center's budget. Duties also include developing and coordinating programs that are designed to assist low income individuals and families with achieving economic self-sufficiency; maintaining ongoing communication with program participants and coordinators to ensure the relevance and success of the Center's programs; and serving as a liaison to community leaders, local businesses, schools, and other City departments.

Position ID #1247 - The Project Assistant position is assigned to the YouthSource Boyle Heights Center. This position provides assistance with the monitoring of participant progress, classroom and worksite activities. Duties include assisting with the review of instructor and supervisor evaluations; interviewing instructors and supervisors for feedback on participant progress; the preparation of participant case management records; conducting objective assessments for all youth enrolled in the program in order to refer them to appropriate educational activities or training programs; and making follow-up contacts with the youth by phone or site visit after termination with the program.

Position ID #1621 - The Project Assistant position is assigned to Strategic Planning and Research – Management Information Systems Section. This position is responsible for reviewing and entering client information and activity status of WIOA Title I funded programs and other workforce related grant programs into CalJOBS System. The duties also include correcting problem data in the CalJOBS system; reconciling participant data for program evaluation purposes; preparing client filing system; and responding to emails directed to the help desk.

The action requested is in accordance with Charter Section 1001(d)(4). A copy of the specific section of the Board of Civil Service Commissioners minutes, approving the exemption of these positions for a term not to exceed two (2) years is attached.

### **Recommendation**

The General Manager of the Economic and Workforce Development Department requests that the City Council:

NOTE AND FILE the EWDD transmittal, dated January 4, 2017, relative to the same subject; and

APPROVE the action taken by the Board of Civil Service Commissioners on October 27, 2016; to exempt from civil service the above grant funded positions in the Economic and Workforce Development Department.

For additional information regarding this request, please contact Tonja Bellard at (213) 744-7279.



JAN PERRY  
General Manager

JP:TB:za  
Attachment: CSC 10-27-16 minutes



CITY OF LOS ANGELES  
BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

REGULAR MEETING

THURSDAY OCTOBER 27, 2016, 10:00 A.M.  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012

COMMISSIONERS  
JONATHAN M. WEISS  
President  
JEANNE A. FUGATE  
Vice President  
GABRIEL J. ESPARZA  
NANCY P. McCLELLAND  
SUZANNE M. STEINKE  
Commissioners

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Website Address: <http://www.lacity.org>

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Present: General Manager Wendy G. Macy (departed at noon)  
Assistant General Manager Williams Weeks.  
Deputy City Attorney Jennifer Handzlik  
Commission Executive Director  
Bruce E. Whidden

President Jonathan M. Weiss  
Vice President- Elect Jeanne A. Fugate  
Commissioner Nancy P. McClelland  
Commissioner Gabriel J. Esparza

Absent:  
Commissioner Suzanne M. Steinke

1. **CALL TO ORDER**

The Commission President Weiss called meeting to order at 10:09 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, October 13, 2016 on a motion by Commissioner Fugate, seconded by Commissioner McClelland. Approved with three "yea" votes, Commissioner Esparza abstaining.

3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

The Board unanimously approved routine and nonappearance matters under Unfinished Business, page 6, item 8 and New Business, pages 9 through 11, items 9 and 10 on a motion by Commissioner Esparza, seconded by Commissioner Fugate.

4. **GENERAL MANAGER'S REPORT**

The General Manager commended the staff of the Personnel Department for its continued willingness to support worthy causes. On October 23, the Department participated in the AIDS Walk through Los Angeles fielding one of the largest teams of walkers dressed in specially designed T-shirts and raising more than \$2,500. Coordination for the effort was provided by staff members from the Department's Medical Services Division.

5. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

No requests for public comment.

**9. CLASSIFICATION ACTIONS, (Continued)**

a. The General Manager recommends the Board approve the following Classification actions, (Continued):

6) Allocate the following new position in the Public Works Department, in the Bureau of Street Services, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2499	1	Communications Information Representative, 1461

7) Allocate the following new position in the Los Angeles Police Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2505	1	Executive Administrative Assistant, 1117 File No. 54521

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2016-2017 Budget, effective July 1, 2016.

Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
<b>DEPARTMENT OF GENERAL SERVICES</b>		
16/17-400	1	Senior Parking Attendant , 3529
16/17-401	4	Parking Attendant, 3530
<b>DEPARTMENT OF PUBLIC WORKS – BUREAU OF SANITATION</b>		
16/17-402	1	Senior Communications Operator, 1467 File No. 54522

c. The General Manager recommends that the Board of Civil Service Commissioners:

1) Approve the change in class title from SMS Payment Clerk, Class Code 1241 to Supply Services Payment Clerk, Class Code 1241.

2) Approve the class specification for Supply Services Payment Clerk, Class Code 1241.  
File No. 54523

d. The General Manager recommends that the Board of Civil Service Commissioners: Approve the exemption of the following positions in the Economic and Workforce Development Department (EWDD) in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2486	1	Project Coordinator, 1537
2487	1	Senior Project Coordinator, 1538
2488	1	Senior Project Coordinator, 1538
2489	1	Senior Project Coordinator, 1538
2490	1	Senior Project Coordinator, 1538
2491	1	Assistant Chief Grants Administrator, 1577
2492	1	Program Aide, 1550
2493	1	Project Coordinator, 1537
2494	1	Senior Project Assistant, 1546
2495	1	Senior Project Coordinator, 1538
2496	1	Senior Project Coordinator, 1538

File No. 54524

9. CLASSIFICATION ACTIONS, (Continued)

e. The General Manager recommends that the Board of Civil Service Commissioners:

Approve the exemption of the following positions in the Economic and Workforce Development Department (EWDD) in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2497	1	Project Assistant, 1542
2498	1	Project Assistant, 1542

File No. 54525

**COMMISSION ACTION: RECOMMENDATIONS APPROVED**

10. ADJOURNMENT

The meeting adjourned at 12:49 p.m. by Commission President Weiss.

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JONATHAN M. WEISS,  
President

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BRUCE E. WHIDDEN,  
Commission Executive Director