

JOHN L. REAMER, JR.
INTERIM GENERAL MANAGER

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Contact: Tonja Bellard (213) 744-7279

April 15, 2019

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

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

At its March 28, 2019 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	1550	1239	Program Aide	Workforce Development	17-0028
1	1542	1247	Project Assistant	Workforce Development	17-0028
1	1537	1252	Project Coordinator	Workforce Development	17-0028
1	1537	1254	Project Coordinator	Workforce Development	17-0028
1	1546	1272	Senior Project Assistant	Workforce Development	17-0028
1	1538	1292	Senior Project Coordinator	Workforce Development	17-0028
1	1538	1294	Senior Project Coordinator	Workforce Development	17-0028
1	1538	1296	Senior Project Coordinator	Workforce Development	17-0028
1	1538	1303	Senior Project Coordinator	Executive Management	17-0028
1	1538	1304	Senior Project Coordinator	Workforce Development	17-0028
1	1538	1558	Senior Project Coordinator	Executive Management	17-0028
1	1542	1621	Project Assistant	Workforce Development	17-0028
1	1577	1656	Assistant Chief Grants Administrator	Workforce Development	17-0028

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 #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 #1252 - The Project Coordinator is assigned to the YouthSource Boyle Heights Center. This position assists in oversight of center staff involved in the performance of services related to providing employment, educational and advanced training services to out-of-school WIOA participants and all youthful offender programming. Duties include creating incentives to keep youth engaged; developing new partnerships with employers, educational/vocational institutions and community based resources to enhance services offered by the YouthSource Centers; coordinating the delivery system for case management services; and working collectively with other units within the YouthSource program to address organizational wide projects, issues, and needs.

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 #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 #1292 - The Senior Project Coordinator position is assigned to the Strategic Planning and Research Section. This position is responsible for reviewing census, demographic, labor market and other economic research data for use in the preparation of demographic and workforce performance reports. The duties include preparing performance reports for workforce development programs and other ad hoc performance reports; developing demographic and/or labor market graphs and GIS maps for use in reports and presentations; and providing support in the development of the Workforce Development Board's Annual Plan.

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 #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 #1558 - The Senior Project Coordinator is assigned to the Executive Management Section. The position is responsible for preparing correspondence, reporting on pertinent issues related to administrative matters, assisting in the expediting of work in an operating department, and preparing final draft applications for philanthropic funding. This position is also responsible for scheduling meetings and conferences, assembling all necessary documents needed for meetings, preparing agendas, typing letters and memorandums, and taking notes during meetings.

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.

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.


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 one (1) year is attached.

Recommendation

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

APPROVE the action taken by the Board of Civil Service Commissioners on March 28, 2019; 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.



JOHN L. REAMER, JR.
Interim General Manager

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Attachments: CSC Minutes dated March 28, 2019
CSC Minutes dated February 28, 2019



CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

JEANNE A. FUGATE
President

RAUL PEREZ
Vice President

ERICA L. JACQUEZ
NANCY P. MCCLELLAND
TODD SARGENT
Commissioners

REGULAR MEETING
THURSDAY, MARCH 28, 2019
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, with notice of 72 hours, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Digital recordings of Commission Board meetings are kept for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

Present:

President Jeanne A. Fugate
Commissioner Erica L. Jacquez
Commissioner Nancy P. McClelland
Deputy City Attorney Jennifer Gregg
General Manager Wendy Macy
Commission Executive Director
Bruce Whidden

Absent:

Vice President Raul Perez
Commissioner Todd Sargent

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:03 a.m.

2. **PRESENTATION – “Employee of the Quarter”**

Commission President Jeanne Fugate, General Manager Wendy Macy and Assistant General Manager William Weeks presented the Personnel Department “Employee of the Quarter” Award to Steven Presberg, Chief Advocate, Personnel Department.

3. **PRESENTATION – “Retirement of Caryl Miller”**

Commission President Jeanne Fugate, General Manager Wendy Macy and Liaison Services Bureau Division II Director, Mark Crisan presented a Civil Service Commission Resolution to Senior Personnel Analyst I Caryl Miller, who is retiring after more than 30 years of service to the City of Los Angeles.

4. **APPROVAL OF MINUTES**

- a) The Board continued the minutes of the regular meeting of Thursday, February 14, 2019 to a meeting when Commissioners Fugate, Perez and Sargent are all present.
- b) The Board unanimously approved the minutes of the regular meeting of Thursday, February 28, 2019, on a motion by Commissioner Jacquez, seconded by Commissioner McClelland.
- c) The Board continued the minutes of the regular meeting of Thursday, March 14, 2019 to a meeting when Commissioners Fugate, McClelland and Sargent are all present.



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

MINUTES

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President

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Vice President

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NANCY P. MCCLELLAND
TODD SARGENT
Commissioners

**REGULAR MEETING
THURSDAY, FEBRUARY 28, 2019
ROOM 350, PERSONNEL BUILDING – 10:00 A.M.
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Present:
President Jeanne A. Fugate
Commissioner Erica L. Jacquez
Commissioner Nancy P. McClelland

Deputy City Attorney Jennifer Gregg
General Manager Wendy Macy
Commission Executive Director
Bruce Whidden

Absent:
Vice President Raul Perez
Commissioner Todd Sargent

1. **CALL TO ORDER**

The Commission President called the meeting to order at 10:06 a.m.

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

There were no requests for public comment.

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

Board unanimously approved routine and nonappearance matters under New Business, pages one through six, items 4 and 5, on a motion by Commissioner McClelland, seconded by Commissioner Jacquez.

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

a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions, (Continued):

8. Reallocate the following positions in the **Department of General Services**, as indicated:

<u>CSC</u>	<u>No. of</u>	<u>From:</u>	<u>To:</u>
<u>No.</u>	<u>Positions</u>	<u>Class Title and Code</u>	<u>Class Title and Code</u>
3168	1	Senior Roofer, 3477	Building Repairer, 3333
3169	2	Roofer	Building Repairer, 3333 File No. 55256

b. The General Manager recommends that the Board extend the exemption in the **Economic and Workforce Development Department** of the following positions from the Civil Service provisions of the Charter for a third and final year, in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3155	1	Program Aide, 1550
3156	1	Senior Project Coordinator, 1538
3157	1	Project Assistant, 1542
3158	1	Project Coordinator, 1537
3159	1	Project Coordinator, 1537
3160	1	Senior Project Assistant, 1546
3161	1	Senior Project Coordinator, 1538
3162	1	Project Assistant, 1542
3163	1	Senior Project Coordinator, 1538
3164	1	Assistant Chief Grants Administrator, 1577
3165	1	Senior Project Coordinator, 1538
3166	1	Senior Project Coordinator, 1538
3167	1	Senior Project Coordinator, 1538

File No. 55257

COMMISSION ACTION: RECOMMENDATIONS APPROVED

6. **ADJOURNMENT**

The Meeting was adjourned by the Commission President at 10:07 a.m.

JEANNE FUGATE,
President

BRUCE E. WHIDDEN,
Commission Executive Director