

CITY OF LOS ANGELES

CALIFORNIA

JOHN L. REAMER, JR.
INTERIM GENERAL MANAGER



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Contact: Tonja Bellard (213) 744-7279

July 31, 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 June 27, 2019 meeting, the Board of Civil Service Commissioners approved civil service exemptions for the following twenty-four (24) grant funded positions in the Economic and Workforce Development Department (EWDD):

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1579	1194	Chief Grants Administrator	Economic Development	14-0091-S1
2	1577	1233	Assistant Chief Grants Administrator	Workforce Development	14-1217
3	1537	1249	Project Coordinator	Workforce Development	14-1217
4	1537	1251	Project Coordinator	Workforce Development	14-1217
5	1546	1259	Sr. Project Assistant	Workforce Development	14-1217-S2
6	1546	1265	Sr. Project Assistant	Workforce Development (Watts)	14-1217
7	1546	1266	Sr. Project Assistant	Workforce Development (Watts)	14-1217
8	1546	1267	Sr. Project Assistant	Workforce Development	14-1217
9	1546	1268	Sr. Project Assistant	Workforce Development (Watts)	14-1217
10	1546	1269	Sr. Project Assistant	Workforce Development (Watts)	14-1217
11	1546	1270	Sr. Project Assistant	Workforce Development (Watts)	14-1217
12	1546	1271	Sr. Project Assistant	Workforce Development (Watts)	14-1217
13	1546	1274	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217

Request for Exemptions

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July 31, 2019

No.	Class Code	Pos. ID	Class Title	Division	Council File #
14	1546	1275	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
15	1546	1277	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
16	1546	1278	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
17	1546	1279	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
18	1546	1280	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
19	1546	1282	Sr. Project Assistant	Workforce Development	13-0361-S2
20	1546	1286	Sr. Project Assistant	Workforce Development	14-1217
21	1538	1288	Sr. Project Coordinator	Executive Management	14-1217
22	1538	1297	Sr. Project Coordinator	Economic Development	14-1217
23	1538	1306	Sr. Project Coordinator	Workforce Development	14-1217
24	1538	1307	Sr. Project Coordinator	Workforce Development	14-1217

Position ID: #1194 – The Chief Grants Administrator position is assigned to the Market Investment and Innovations Group. This position oversees the development of policies and procedures related to major lending, bonds, small business, and micro-lending programs. The duties of this position include project and loan management; the development, administration, and evaluation of economic development programs and services; interpreting regulations and shaping major policy recommendations for economic development issues in the City of Los Angeles. This position is also responsible for marketing and promoting programs and incentives to attract new business into the City of Los Angeles and assists businesses in remaining and expanding in the City of Los Angeles; collaborating with other governmental agencies and various public and private organizations in planning and implementing economic development projects in the City of Los Angeles; and directs preparation of the division budget.

Position ID #1233 - The Assistant Chief Grants Administrator position is assigned to the Adult Operations Section. This position is responsible for administering adult workforce related grants that support job training and placement services and managing the \$17.9 million workforce development budget. This position also oversees the day-to-day operations of the Adult Operations workgroup; supervises the preparation of complex narrative and statistical reports and correspondence; interfaces directly with elected and appointed officials at the Federal, State, and local levels, to interpret, clarify, and collaborate on policies for the City's WorkSource system.

Position ID #1249 - The Project Coordinator position is assigned to the YouthSource Center in Watts and assists with oversight of the YouthSource Probation Program. This position is responsible for providing employment, educational, and advanced training services to out-of-school WIOA participants (ages 16-24). The duties for this position include developing new relationships with employers, educational/vocational institutions, and community based resources to enhance services offered by the YouthSource Center; coordinating case management services and the file retention process; preparing reports on participant enrollment, training and placement activity, tracking statistics, and implementing continuous quality improvement strategies.

Position ID: #1251 – 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: #1259 – The Senior Project Assistant position is assigned to the Strategic Planning and Research Section. This position conducts trainings for service providers and internal staff; provides technical support; updates and corrects data entry errors in the CalJOBS and JobsLA systems; and supervises clerical staff.

Position IDs: #1265 and #1270 – These Senior Project Assistant positions are assigned to the YouthSource Watts Center. The duties of these positions include case management of youth enrolled in the YouthSource or Summer Youth Employment program; performing outreach and recruitment; developing and monitoring Individual Service Strategy (ISS) plans for enrolled youth; and following-up with youth by phone or site visits for 12 months after program completion. These positions work with a multidisciplinary service team comprised of various partner agencies to ensure program goals for the youth are being met; contacts program partners to confirm that data is being reported to program service funders on a timely basis; and makes sure that attendance and other records vital to the program are maintained for each enrolled youth.

Position ID: #1266 – The Senior Project Assistant position is assigned to YouthSource Watts Center. The duties of this position include providing case management and career coaching services to disconnected youth with barriers to employment; performing outreach, conducting program orientations and program eligibility assessments. This position coordinates objective assessments of youth enrolled in the program to identify basic employment interests, aptitudes and goals which help to develop and Individual Employment Plan (IEP); refers participants to appropriate educational and training programs; and coordinates participant follow-up by phone or site visit upon program completion.

Position ID: #1267 – The Senior Project Assistant position is assigned to the YouthSource Boyle Heights Center. The duties of this position include case management of disconnected youth enrolled in Federal, State, County, and City funded workforce programs; performing outreach and recruitment to identify youth who are out of school and/or on probation; develop ISS plans; monitoring and tracking the progress of enrolled youth receiving services and completing their ISS plans; and working with a multidisciplinary service team comprised of various partner agencies to ensure that youth are on track to meeting goals and not displaying behavior that could lead to committing further offenses. This position prepares participant case management records; contacts program partners and confirms that data is being reported to LA County Probation, the Department of Justice, and other program service funders on a timely basis; provides services for incarcerated youth and those re-entering their communities; and administers educational and career assessments.

Position IDs: #1268, #1269, and #1271 – These Senior Project Assistant positions are assigned to the YouthSource Watts Center. The duties of these positions include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; and reviewing instructor and/or supervisor evaluations of participant progress. These positions also assist in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program.

Position IDs: #1274, #1275, #1277, #1278, #1279, and #1280 – These Senior Project Assistant positions are assigned to the YouthSource Boyle Heights Center. The duties of these positions include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; and reviewing instructor and/or supervisor evaluations of participant progress. These positions assist in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program.

Position ID: #1282 – The Senior Project Assistant position is assigned to the Youth Operations Section. This position is responsible for 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 technical assistance on program activities and services; responds to questions from clients; and participates in workshops, trainings, community events, and meetings related to contract administration and management functions.

Position ID: #1286 – The Senior Project Assistant position is assigned to the Rapid Response Section. This position is responsible for coordinating with employers to inform dislocated workers and employees of their rights and available resources as mandated by the Workforce Innovation and Opportunity Act (WIOA). The duties for this position include researching employers and employment trends in the affected industry; identifying potential non-Worker Adjustment and Retraining Notification (WARN) employers; attending job and resource fairs to promote Rapid Response and the Workforce System to employers in Los Angeles; and keeping abreast of relevant updates regarding employee benefits, local, State, and Federal government guidelines and regulations.

Position ID: #1288 - The Senior Project Coordinator position is assigned to the Executive Management Division. This position is responsible for oversight and management of external and internal websites working closely with the Information Technology Division and outside consultants to revise, maintain, and update information provided to the public and City staff. The duties for this position include responding to media and press calls; arranging interviews and materials for press events; organizing the Department's response to public records requests; and providing speeches, speaking points, and presentations to General Manager for public speaking engagements and press events.

Position ID: #1297 – The Senior Project Coordinator position is assigned to the Market Investments and Innovation Section. This position actively markets City business assistance programs, financing, products, and services to all eligible and potential businesses with goals of expansion, retention, and attraction. The duties of this position include attending business stakeholder group meetings; developing short and long term strategies to market City business incentives; analyzing the effectiveness of incentives in attracting and retaining businesses within the City of Los Angeles; and preparing periodic reports for submission to managers.

Position ID: #1306 – The Senior Project Coordinator position is assigned to the Strategic Planning and Research Section. The position is responsible for administration of workforce development grants that support the Los Angeles Regional Initiative for Social Enterprises (LA:RISE) program; planning, implementation and oversight of program activities for LA:RISE; and monitoring contracts to ensure program performance and compliance with fiscal and programmatic requirements. The duties of this position include preparing and administering grant program budgets and agreements; analyzing and negotiating contracts and budgets with service providers; preparing routine correspondence and various reports for submission, review and approval; supervising and

evaluating work of program staff; and representing EWDD in meetings with the public, various groups, and other governmental agencies.

Position ID: #1307 – The Senior Project Coordinator position is assigned to the Contract Monitoring Section. This position is responsible for monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements. The duties of this position include conducting desk reviews and site visits to observe activities and review client files for eligibility; preparing and submitting various reports and correspondence for review and approval; providing ongoing technical assistance on program activities; and working with agencies to address performance issues or other areas in need of improvement.

This action is in accordance with Section 1001(d)(4) of the City Charter. 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 year is attached.

Recommendation

The 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 (CSC) on June 27, 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

Attachments: CSC Minutes dated June 27, 2019
CSC Minutes dated May 9, 2019

JLR:TB:za



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
MARINA A. TORRES
Commissioners

REGULAR MEETING

THURSDAY, JUNE 27, 2019 – 10:00 A.M.

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
Vice President Raul Perez
Commissioner Nancy P. McClelland
Commissioner Marina A. Torres

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

Absent:
Commissioner Erica L. Jacquez

1. **CALL TO ORDER**

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

2. **PRESENTATION – “Retirement of Mark A. Crisan”**

Commission President Jeanne Fugate, General Manager Wendy Macy and Assistant General Manager William Weeks presented a Civil Service Commission Resolution to Liaison Services Bureau Division II Director, Mark A. Crisan, who is retiring after more than 30 years of service to the City of Los Angeles.

3. **PRESENTATION – “Retirement of Charlette Rodgers Starkey”**

Commission President Jeanne Fugate, General Manager Wendy Macy and Selection Division Chief Tina Lee Rodriguez presented a Civil Service Commission Resolution to Sr. Personnel Analyst II, Charlette Rodgers Starkey, who is retiring after more than 30 years of service to the City of Los Angeles.

4. **APPROVAL OF MINUTES**

- a. The Board unanimously approved the minutes of the regular meeting of Thursday, May 9, 2019 on a motion by Commissioner Perez, seconded by Commissioner McClelland.
- b. The Board unanimously approved the minutes of the regular meeting of Thursday, May 23, 2019 on a motion by Commissioner Perez, seconded by Commissioner McClelland.



**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
VACANT
Commissioners

REGULAR MEETING

**THURSDAY, MAY 9, 2019 – 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Present: Deputy City Attorney Jennifer Gregg
Vice President Raul Perez Assistant General Manager Aram Kouyoumdjian
Commissioner Erica L. Jacquez Commission Executive Director
Commissioner Nancy P. McClelland Bruce Whidden

Absent:
President Jeanne A. Fugate

1. **CALL TO ORDER**

The Commission Vice President called the meeting to order at 10:18 a.m.

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

There was no request for public comment.

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

The Board unanimously approve, as amended, routine and nonappearance matters under Unfinished Business, page 5, items 6 and 7, and New Business, pages 6 through 9, items 8 and 9 on a motion by Commissioner McClelland, seconded by Commissioner Jacquez.

4. **GENERAL MANAGER'S REPORT**

Personnel Department Assistant General Manager for Public Safety Aram Kouyoumdjian reported on the City's new automated scheduling system for Police Recruits called "The Virtual Mentor." This new cutting-edge element of the Personnel Department's Police Recruitment efforts will permit candidates to remain fully engaged in the Police hiring and selection process 24-hours a day, seven days a week from any device. They can schedule test parts, submit questions and check their status in the process. Experience has proven that the more engaged a candidate is in the process, the faster they move through and the better potential police officer they become.

9. CLASSIFICATION ACTIONS, (Continued)

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

CSC No.	No. of Positions	Class Title and Code
3232	1	Chief Grants Administrator, 1579
3233	1	Project Coordinator, 1537
3234	1	Senior Project Coordinator, 1538
3235	1	Senior Project Assistant, 1546
3236	1	Senior Project Coordinator, 1538
3237	1	Senior Project Assistant, 1546
3238	1	Senior Project Assistant, 1546
3239	1	Senior Project Assistant, 1546
3240	1	Senior Project Assistant, 1546
3241	1	Senior Project Assistant, 1546
3242	1	Senior Project Assistant, 1546
3243	1	Senior Project Assistant, 1546
3244	1	Senior Project Assistant, 1546
3245	1	Senior Project Assistant, 1546
3246	1	Senior Project Assistant, 1546
3247	1	Senior Project Assistant, 1546
3248	1	Senior Project Assistant, 1546
3249	1	Senior Project Assistant, 1546
3250	1	Senior Project Assistant, 1546
3251	1	Senior Project Assistant, 1546
3252	1	Senior Project Coordinator, 1538
3253	1	Senior Project Coordinator, 1538
3254	1	Assistant Chief Grants Administrator, 1577
3255	1	Project Coordinator, 1537

File No. 55293

COMMISSION ACTION: RECOMMENDATIONS APPROVED

10. ADJOURNMENT

The Meeting was adjourned by the Commission Vice President at 11:15 a.m.

RAUL PEREZ,
Vice President

BRUCE WHIDDEN
Commission Executive Director