

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 26, 2020

CAO File No. 0220-00540-1431

Council File No. 19-0323

Council District: Citywide

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Housing and Community Investment Department (HCID) transmittal dated January 22, 2020; Received by the City Administrative Officer on February 6, 2020; Additional Information Received through February 25, 2020

Subject: **REQUEST FOR AUTHORITY FOR VARIOUS ACTIONS TO IMPLEMENT THE U.S. HOUSING & URBAN DEVELOPMENT 2019 LEAD-BASED PAINT HAZARD REDUCTION PROGRAM GRANT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Adopt Recommendations A, (1) through (6) of the Housing and Community Investment Department (HCID) transmittal dated January 22, 2020 (Report) relative to implementing the U.S. Housing and Urban Development 2019 Lead-Based Paint Hazard Reduction Program grant;
2. Authorize the General Manager of HCID, or designee, to:
 - a. Release a Request for Proposals in substantial conformance with the Attachment to the HCID Report to select contractors for the provision of Lead Hazard Remediation Program outreach, education, enrollment, and training services, subject to the review and approval of the Office of the City Attorney as to form, assessment of the qualifications submitted, and return to the Mayor and City Council with contractor recommendations, funding levels, and Controller instructions;
 - b. Execute a First Amendment to contracts with the five organizations listed below for the provision of services related to the ongoing operation of the Lead Hazard Remediation Program, in substantial conformance with the Draft Amendments attached to the HCID's Report, to increase compensation in the amounts listed below for each contractor, subject to the review and approval of the City Attorney as to form and legality, compliance with the City's contracting requirements, compliance with federal requirements, contractor performance reviews, and funding availability:

- i. Barr & Clark Inc. (C-134779) for the continued provision of lead and asbestos inspection, survey, and analysis services to increase the compensation amount by \$58,500 for a revised contract amount not to exceed \$68,500 from the newly established Lead Grant 12 Fund No. TBD;
 - ii. Lead Tech Environmental Inc. (C-134622) for the continued provision of lead and asbestos inspection, survey and analysis services to increase the compensation amount by \$58,500 for a revised contract amount not to exceed \$68,500 from the newly established Lead Grant 12 Fund No. TBD;
 - iii. ESML Analytical, Inc. (C-134577) for the continued provision of laboratory lead and radon testing services to increase the compensation amount by \$102,800 for a revised contract amount not to exceed \$122,800 from the Community Development Trust Fund No. 424 (\$20,000) and newly established Lead Grant 12 Fund No. TBD (\$82,800);
 - iv. Overland, Pacific, & Cutler (C-134807) for the continued provision of relocation services to increase the compensation amount by \$75,000 for a revised contract amount not to exceed \$105,000 from the newly established Lead Grant 12 Fund No. TBD; and,
 - v. Forensic Analytical Consulting Services Inc. (C-134808) for the continued provision of technical training services to increase the compensation amount by \$20,000 for a revised contract amount not to exceed \$70,000 from the newly established Lead Grant 12 Fund No. TBD; and,
- c. Prepare Controller instructions and any technical adjustments consistent with the Mayor and Council actions related to this matter, subject to the approval of the City Administrative Officer;
3. Authorize by resolution the employment of the following five positions within HCID to implement the 2019 Lead-Based Paint Hazard Reduction Program grant for the period March 1, 2020 through June 30, 2020, subject to allocation by the Civil Service Commission and paygrade determination by the City Administrative Officer's (CAO) Employee Relations Division:

Number	Class Code	Classification Title
2	1569-1	Rehabilitation Construction Specialist I
1	1537	Project Coordinator
1	1542	Project Assistant
1	1358	Administrative Clerk
5		TOTAL

4. Authorize the positions described in Recommendation 3 above as exempt from the civil service provisions of the City Charter, pursuant to City Charter Section 1001(d)(4) based on the positions being grant-funded for a term of no more than two years, which may be

extended for one additional year for a maximum exemption period of three years.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to administer a \$5.6 million 2019 Lead-Based Paint Hazard Reduction Program grant (Lead Grant 12) which was recently awarded by the U.S. Department of Housing and Urban Development (HUD). On November 18, 2019, the Mayor and Council authorized HCID to apply, accept, execute a grant agreement, and report back to the Mayor and Council on the HUD Lead Grant 12. The \$5.6 million grant consists of \$5 million for lead hazard remediation and a \$600,000 Healthy Homes Supplement to be expended over a 42-month period effective January 15, 2020 through July 14, 2023. The Grant Agreement is included as Attachment A to this report. HCID now requests authority to: 1) establish a new fund, create new accounts, and appropriate funding to implement the grant; 2) release a Request for Proposals to select contractors for the provision of Lead Hazard Remediation Program (LHRP) outreach, education, enrollment, and training services; 3) amend five existing contracts for the provision of lead technical services related to the LHRP; 4) employ by resolution authority five new and exempt positions; and, 5) employ by resolution authority a new Senior Management Analyst II position and not continue an existing, filled Rehabilitation Project Coordinator II position. This Office does not recommend a new resolution authority for a Senior Management Analyst II position in order to avoid a potential layoff situation. This Office concurs with the remaining recommendations of the Department, as amended to: 1) have the proposed contract amendments subject to the review and approval of the City Attorney as to form and legality, compliance with the City’s contracting requirements, compliance with federal requirements, contractor performance reviews, and funding availability; and 2) accurately cite the City Charter Section for the requested exemptions from civil service provisions.

Program Budget and Funding Match Resources

The Department requests an appropriation of Lead Grant 12 funds to cover HCID’s administrative and operational expenses through June 30,2020 (\$262,111), and to establish a program delivery and technical services budget (\$3.1 million) and a three-year reserve (\$2.5 million). Although the grant period is effective from January 15, 2020 through July 14, 2023, HCID requests to make the HCID Administration costs of \$262,111 retroactive to December 2019 to reimburse travel expenses related to a mandatory training for acceptance of the Lead Grant 12. The \$5.6 million Lead Grant 12 budget is summarized below.

Program Cost Category	Amount
Lead Hazard Reduction Direct Program Delivery	\$1,807,200
HCID Administration through June 30, 2020	262,111
Related Costs through June 30, 2020	128,468
Healthy Home Supplement	600,000
Technical Services	294,800
Administrative (Program Delivery) Three-Year Reserve	2,507,421
Total	\$5,600,000

Acceptance of Lead Grant 12 requires the City to provide a 15 percent funding match for the \$5 million grant for lead remediation. HCID’s transmittal dated January 22, 2020 (Report) includes a breakdown of the City’s \$749,965 funding match, which consists of \$630,965 in Community Development Block Grant (CDBG) and HCID fee funding for the Rent Stabilization Ordinance and Systematic Code Enforcement Programs, and \$119,000 in anticipated in-kind support from other organizations. HCID clarified that the organizations and in-kind contribution amounts included in the table in their Report are for illustrative purposes and are subject to change based on the results of a pending Request for Proposals (RFP). Additional information on the LHRP overview is included in HCID’s Report.

Request for Proposals

With previous Lead Grant funding, HCID contracted with community-based organizations (CBOs), selected through the City’s RFP process to conduct education, outreach and enrollment activities for the LHRP. The Department states that contracting with CBOs is an effective way to control costs and access tenants and owners. HCID requests to issue a RFP to select contractors to provide outreach, education, enrollment services, and training. Additional information on the proposed RFP is provided in HCID’s Report.

Pursuant to Charter Section 1022, the Personnel Department determined on December 2, 2019 that the City does not have the employee classifications with the necessary qualifications to perform the work of outreach, education, enrollment services, and training for the LHRP.

Technical Service Contract Amendments

The HCID requests authority to execute a First Amendment to contracts with five organizations for the continued provision of lead technical services related for the LHRP to increase compensation for each contractor by the amounts listed in the table below. The contracts would continue to have a one-year term from October 1, 2019 through September 30, 2020, with two one-year renewal options.

Lead Hazard Remediation Program Technical Services Contracts				
Contractor	Contract Number	Original Amount	First Amendment	Revised Amount
Barr and Clark, Inc.	C-134779	\$10,000	\$58,500	\$68,500
Lead Technical Environmental	C-134622	10,000	58,500	68,500
ESML Analytical, Inc.	C-134577	20,000	102,800	122,800
Overland, Pacific, & Cutler	C-134807	30,000	75,000	105,000
Forensic Analytical Consulting Services	C-134808	50,000	20,000	70,000
	Total	\$120,000	\$314,800	\$434,800

Funding for the proposed First Amendments will be provided by the Community Development Trust Fund No. 424 (\$20,000) and the newly established Lead Grant 12 Fund No. TBD (\$414,800). The Department stated that with the addition of Lead Grant 12 funding for staff, they are requesting to transfer \$20,000 in CDBG funding for the Handyworker Program from the Salaries, General

Account to the Contractual Services Account to fund the ESML Analytical, Inc. contract.

Pursuant to Charter Section 1022, the Personnel Department determined on February 3, 2020 that the City has employee classifications with the necessary qualifications to perform the work for the inspection, survey and analysis technical services. Additionally, this Office determined on February 24, 2020 that it is more feasible to contract because the services required exceed staffing availability, are of limited duration, and additional staff cannot be deployed or trained in a timely manner. The Personnel Department determined that the City does not have the employee classifications with the necessary qualifications to perform the work for the following three services: 1) relocation services; 2) technical training; and, 3) laboratory lead and radon testing.

Position Authorities

The Lead Grant 12 will be administered and operated by four existing staff that were included as part of the 2019-20 Adopted Budget consisting of one Rehabilitation Project Coordinator II (Program Manager), one Rehabilitation Construction Specialist (RCS) II, one Project Assistant, and one Administrative Clerk. HCID requests five additional resolution authority positions for the administration and operation of the Lead Grant 12 consisting of two RCS I, one Project Coordinator, one Project Assistant, and one Administrative Clerk. The existing four and requested five new, exempt positions will allow HCID to oversee and plan Lead Grant 12 activities and to monitor the budget and expenditures for compliance with HUD requirements. The position descriptions for the requested five exempt positions are included as Attachment B of this report.

The HCID further requests a new Senior Management Analyst II to provide program oversight and not continue an existing, filled Rehabilitation Project Coordinator II resolution authority. The Personnel Department confirmed that the request for a Senior Management Analyst II is not an appropriate classification for HCID's proposed job duties and organizational structure. This Office recommends that HCID continue to work with the Personnel Department to identify an appropriate classification to address HCID's supervisory needs while the Rehabilitation Project Coordinator II continues to manage the program.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. Funding for the proposed first amendments to the contracts with five organizations for the provision of technical services and employment of five positions will be provided by the U.S. Department of Housing and Urban Development's Office of Lead Hazard Control and Healthy Homes 2019 Lead-Based Paint Hazard Reduction Program grant (Lead Grant 12) and the Community Development Trust Fund. Funding for the Lead Grant 12 requirement for City matching funds will be provided by the Community Development Trust Fund, Rent Stabilization Trust Fund, Systematic Code Enforcement Trust Fund, and in-kind contributions from community based organizations providing outreach and other services for the Lead Hazard Remediation Program.

FINANCIAL POLICIES STATEMENT

The recommendations in this report comply with the City's Financial Policies in that program costs are paid for by grant funds and special fees.

RHL:EIC:02200120c

Attachment A: Grant Agreement

Attachment B: Position Descriptions

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number CALHD0419-19	4. Amendment Number 1	5. Effective Date of this Action See Block #20	6. Control Number
7. Name and Address of Recipient CITY OF LOS ANGELES 1200 WEST 7TH STREET, 9TH FLOOR LOS ANGELES, CA 90017-2349		8. HUD Administering Office HUD, Office of Lead Hazard Control and Healthy Homes 451 Seventh Street, SW Room 8236 Washington, DC 20410	
10. Recipient Project Manager Joe Berumen, Joe.Berumen@lacity.org, 213-808-8834		8a. Name of Administrator WILLIAM C. NELLIS	8b. Telephone Number (202)402-7684
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		9. HUD Government Technical Representative DAMIAN L. SLAUGHTER, (202)402-6350, damian.l.slaughter@hud.gov	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office U.S. Dept. of HUD CFO Accounting Center, 6AF 801 Cherry St., Unit #45 Ste. 2500 Fort Worth, TX 76102	
14. Assistance Amount Previous HUD Amount \$0.00		15. HUD Accounting and Appropriation Data 8619/200174 - 19LRLH/LRLBD 8619/200174 - 19LRHH/LRHHI	
HUD Amount this action		15b. Reservation number LHD19-21	
LEAD \$5,000,000.00			
HHO \$ 600,000.00			
Total HUD Amount \$5,600,000.00		Amount Previously Obligated \$0.00	
Recipient Amount \$ 749,965.02		Obligation by this action \$5,600,000.00	
Total Instrument Amount \$6,349,965.02		Total Obligation \$5,600,000.00	
16. Description Employer Identification: 95-6000735 DUNS: 808255160 Program: LBD/HHO This instrument sets forth the agreement between the parties as to all terms and conditions and provisions herein. By signing this award document, the Grantee certifies that it is in compliance with all administrative and financial provisions of this award. This grant instrument consists of the following, some of which are incorporated by reference: 1. Cover Page, HUD 1044 <u>and attached second page</u> 2. Schedule of Articles / FY 2019 Terms and Conditions 3. Statement of Work/Work Plan/Benchmark Standards 4. Lead Hazard Control Program Policy Guidance Issuances "PGI-2015-01- Clarification of Costs for LHRD and LBPFC Grant Programs" 5. Grantee's financial and technical proposal 6. Mutually agreed and negotiated proposal changes 7. Abstract of grant activities 8. <u>TITLE 2: GRANTS AND AGREEMENTS - PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS</u> http://www.ecfr.gov/cgi-bin/text-idc?node=2:1.1.2.2.1 9. HRS Training is no longer required 10. Notice of Grant Opportunity announced in GRANTS.GOV (FR-6300-N-13) – Posted date: 08/09/2019 Period of Performance: 42 months – January 15, 2020 through July 14, 2023			
17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Luz Santiago Signature & Title Assistant General Manager Date (mm/dd/yyyy) 1/8/2020		20. HUD (By Name) Robert M. Houston Signature & Title Houston Digitally signed by: Robert M. Houston DN: CN = Robert M. Houston email = rober@lm.houston@hud.gov, O = U.S. Department of Housing and Urban Development, OU = Office of Lead Hazard Control and Healthy Homes Date: 2018.12.31 15:17:51 -0500	

form HUD-1044 (8/90)
ref. Handbook 2210.17

Page two

Instrument Number: CALHD0419-19 City of Los Angeles

The Grantee must resubmit all the budget narratives and workbooks with corrected dates.

The Grantee must resubmit revised match letters documenting what the match is paying for in the amount of \$749,965.02.

Please have your Authorized Official sign this amendment and return email it to me.

POSITION DESCRIPTION

Attachment B

DO NOT USE THIS SPACE

City of Los Angeles

1. Name of Employee: NEW	2. Employee's Present Class Title/Code: Rehabilitation Construction Specialist I/1569-1	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 02/18/20
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5. Location of office or place of work: 1200 W. 7th Street, Los Angeles, CA 90017	6. Name of Department Housing + Community Investment Department Division Housing Strategies and Svcs Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
 Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Prepare, review and interpret Risk Assessments. Obtain and provide necessary documents for Environmental Review. Research property information. Create work plan for hazardous control/abatement. Prepare bid documents for construction.
20%	Coordinate bid process with owner and contractor. Coordinate and preside over pre-construction meetings. Monitor the pre-work containment and ongoing activity at job site for compliance of regulatory and Grant requirements.
10%	Obtains and provides necessary documents for Environmental Review. Research property information.
10%	Perform clearance inspections, prepare documentation for release of samples to testing laboratories. Interpret results of clearance tests and prepare project close out documentation.
10%	Process disbursement request for payment. Perform follow up with administrative staff to complete project. i.e. review final documents sign off all paperwork. Notices of completion, waste manifest, invoicing, section 3 documentation, and conditional and unconditional notices. Monitors RCS dosimeters and assure monthly replacements are assigned.
3%	Maintain current awareness of HUD and California DHS regulations.
3%	Address contractor's issues relating to program participation Performs pre-screens. Provides support to other staff members.
3%	Maintains database in regards to lead remediation fields.
1%	Other duties as assigned.

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties description is accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Direct supervision by Director of Enforcement Operations

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per Bulletin Requirements

(b) Experience (type and length; list appropriate city classes, if any).

As per Bulletin Requirements

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alerts

Balance, for working heights

Other/explain _____

As per bulletin _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

As per bulletin _____

Hours per week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW	2. Employee's Present Class Title/Code: Project Coordinator/1537	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 02/18/20
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5. Location of office or place of work: 1200 W. 7th Street, Los Angeles, CA 90017	6. Name of Department Housing + Community Investment Department Division Housing Strategies and Svcs Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Report writing - This position will be responsible for a significant amount of writing assignments that may include program progress reports, transmittals to city council, requests for proposals, and program marketing literature.
20%	Public Presentations -The Project Coordinator will be required to make regular public presentations on the effects of high exposure to lead and on keeping a "healthy home". In addition, the position will be responsible for marketing the program.
20%	Coordinating Temporary Relocation -Tenants may have to temporarily relocate while lead remediation work is done. This may involve occupants moving to temporary lodging, securing personal items before work starts. Coordinate the temporary move with the property owners, tenants, contractors, consultant and Los Angeles Housing and Community Investment Department (HCIDLA) construction staff and ensure Tenant Temporary Relocation forms are filled out.
10%	Project Eligibility -This position will be required to review grant applications and verify owner and tenant incomes to qualify for the program. The Project Coordinator will also meet with property owners and tenants to explain the program and process.
9%	Assists the Program Manager is duties that include the overall management of the program's budget and operations.
1%	Other duties as assigned.

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties description is accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Under direct supervision of Program Supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per Bulletin Requirements

(b) Experience (type and length; list appropriate city classes, if any).

As per Bulletin Requirements

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain

As per bulletin

**Hours per
week**

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW	2. Employee's Present Class Title/Code: Project Assistant/1542	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 02/18/20
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5. Location of office or place of work: 1200 W. 7th Street, Los Angeles, CA 90017	6. Name of Department Housing + Community Investment Department Division Housing Strategies and Svcs Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
20%	Assists in evaluating grant application to determine eligibility for program funding. Includes evaluating income, title information, inspection reports.
20%	Assists in preparing routine inter-office memos, letters, and reports to other City offices, private citizens or companies, or to other governmental agencies. Assists in the preparation of operating manuals, contracts, Requests for Proposals (RFP), Requests for Qualifications (RFQ), transmittals and other reports.
15%	Assists in coordinating outreach efforts with Community Based Organizations, Grant Partnerships or other workgroups. Assists in making presentations on the Grant Program before various groups including residents and governmental agencies.
15%	Assists in maintaining program data in database. Collect, organize, and record data for recurring reports. Assists in preparing disbursement requests and other program budget requests.
15%	Assists in coordinating, as needed, temporary relocation.
10%	As needed, will meet with property owners and/or tenants to explain the program and process.
3%	Procures supplies, materials, and equipment for unit. Monitors Rehabilitation Construction Specialist (RCS) dosimeters and assure monthly replacements are assigned.
2%	Other duties as assigned.

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties description is accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Direct supervision by Sr. MA II

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per Bulletin Requirements

(b) Experience (type and length; list appropriate city classes, if any).

As per Bulletin Requirements

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain

As per bulletin

**Hours per
week**

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

N/A

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

N/A

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____; amount of bond \$ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

N/A

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

N/A

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW	2. Employee's Present Class Title/Code: Administrative Clerk/1358	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared 02/18/20
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5. Location of office or place of work: 1200 W. 7th Street, Los Angeles, CA 90017	6. Name of Department Housing + Community Investment Department Division Housing Strategies and Svcs Section _____
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name _____ Title _____

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30%	Assembles project folders and routes them.
30%	Assist with administrative support including coordinating Environmental Clearances with other staff members.
15%	File maintenance - updating of the data bases (HIMS, FMS, Lead Registry) on a regular basis to ensure ease of project tracking. New registrations- entry of data to establish a record of all newly registered units.
5%	Types notices, letters, reports, memoranda, correspondence and other related materials. Ensures requested documents have been received. Files and proofreads as required.
5%	Reproduces notice, correspondence, reports and other forms and materials related to the Lead Hazard Remediation Program.
7%	Assists with processing invoices and other financial request for payment.
5%	Assists the public, regarding program qualifications in person and by telephone including making routine telephone responses to mail inquires.
2%	Takes inventories and prepares requisitions for supplies.
1%	Other duties as assigned.

9. How long have the duties been substantially as described above? _____

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____

12. Indicate the number of employees supervised by class titles.

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties description is accurate as described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Direct supervision

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per Bulletin Requirements

(b) Experience (type and length; list appropriate city classes, if any).

As per Bulletin Requirements

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

As per bulletin _____

EXTENSIVE USE OF:

Legs, for walking/standing _____

Hands and fingers _____

Back, for strenuous labor _____

Other/explain _____

As per bulletin _____

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

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(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____