

# CITY OF LOS ANGELES

CALIFORNIA

RICHARD L. BENBOW  
GENERAL MANAGER



COMMUNITY DEVELOPMENT  
DEPARTMENT

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

ANTONIO R. VILLARAIGOSA  
MAYOR

November 8, 2012

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

## RE: CIVIL SERVICE EXEMPTION

At its October 25, 2012 meeting, the Board of Civil Service Commissioners approved the allocation and civil service exemption for the following positions:

No.	Class Code	Class Title	Division	Council File #
1	1538	Senior Project Coordinator	Operations- Youth Workforce	12-1165
1	9184-2	Management Analyst II	Operations- Youth Workforce	12-1165

This action is in accordance with Section 1001(d)(4) of the City Charter. This request (C.F. #12-1165) was approved by the City Council on August 22, 2012, and received Mayoral concurrence on August 29, 2012.

Feel free to contact Deitra Fernandes at (213) 744-7279 if you have any questions or require additional information.

Sincerely,

RICHARD L. BENBOW  
General Manager

RLB:DF:ln  
Attachment: Position Description



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.

N/A

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.

Weekly progress checks and regular communication with direct supervisor in-person, via email and/or by telephone.

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

(a) Education (include specific subject matter).

Bachelor's degree in related field

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

Minimum 5 years in a leadership position providing direct program implementation and oversight

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

Hours per  
\_\_40\_\_ week

Strength to:  Lift  Push  Pull

5 Average weight 20 Heaviest weight

Climbing stairs, ladders, poles

How far \_\_\_\_\_

Face severe work conditions

Outdoors  on/near water \_\_\_\_\_

other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain \_\_\_\_\_

(a) list any alternative methods or devices that can be used to aide 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.

Responsible for ensuring all federal, state and city policies are adhered to in program delivery.

(b) Materials or 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 the same.

Responsible for ensuring all federal, state and city policies are adhered to in program delivery.

(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 handles each month, or the amounts which are authorized to be expended each month.

Is position bonded? No

amount of bond\$ \_\_\_\_\_ N/A \_\_\_\_\_

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

Frequent contact in-person, via email or by telephone with individuals outside of the City and Department is necessary for program success.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind value of records or reports in descriptive terms, and the action employee takes in respect thereto. Regular reports generated by the employee is required per grantor and City.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Extension \_\_\_\_\_

Signature of department head  Date 10/1/12

**POSITION DESCRIPTION**

DO NOT USE THIS SPACE

PDES 3 (REV 9/12/03)

**CITY OF LOS ANGELES**

1. Name of Employee:	2. Employee's Present Class Title/Code: Management Analyst II (9184 - 2)	3. Present Salary or Wage Rate: \$ 85,837.68
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4. Reason for Preparing Descript	<input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	Routine Report of Duties <input checked="" type="checkbox"/> Review for Proper Allocation
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5. Location of office or place of work: CDD - Garland Building 1200 W. 7th Street, 6th Floor, Los Angeles, CA 90017	6. Name of Department: <u>Community Development Department</u> Division: <u>Operations Division - Youth Workforce</u> Section: <u>Los Angeles Reconnections Career Academy (LARCA)</u>
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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: Lisa Salazar Vacant Title: Acting Chief Management Analyst Sr. Project Coordinator

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
25%	Reports to and assists the Los Angeles Reconnections Career Academy (LARCA) Program Manager in the overall implementation and oversight of the LARCA program, which is funded by the Workforce Investment Act (WIA) Workforce Innovation Fund (WIF) grant. Monitors assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements by conducting desk reviews and monitoring site visits to observe activities and to review client files for eligibility, documentation, residency, income, at-risk status, assessment and performance; reviews case management operations in such areas as follow-up and reporting. Uses tools such as the ISIS software application to generate reports.
20%	Assists LARCA Program Manager with creation of program policies and procedures, client file set up and participant and expenditure plans. Assists LARCA Program Manager with the preparation and submission of routine correspondence, statistical and narrative reports, program reviews, survey results query responses and budget approvals. Reports and documents information relating to discussions of non-compliance issues, etc., that affect contractor performance.
25%	Provides ongoing technical assistance by telephone, written correspondence, and/or in person on program activities and services, documents required, cash requests and/or adjustments, procurement standards and documentation, and contractor documents required for contract execution. Responds to questions concerning clients; interprets agreement provisions, departmental procedures, City policies, forms and reporting requirements. Works with agencies to address performance issues or other areas needing improvement.
10%	Participates in workshops, training, community events and meetings relating to contract administration and management functions. Prepares reports or summaries as required.
15%	Assists LARCA Program Manager with the convening of monthly partner and quarterly stakeholder meetings and establishing professional working relationships with community leaders, local schools, businesses, elected officials and other entities to ensure that the local constituents are aware of the services provided in the Center and are utilizing the resources available in the community. Gives presentations and provides information regarding program activities to community leaders, organizations and constituents.
5%	Consistent with the procurement guidelines of the City, monitors contractor compliance with securing, storing, and safekeeping inventory assets and properties of the City by inventorying new purchases and checking existing inventory at least once annually or as required by the contract. Performs other related 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.

Personal Computer, Smart Phone, Fax, Photocopier, Phone, Calculator

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

N/A

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

None

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Extension: \_\_\_\_\_

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Duties/responsibilities are accurately described.

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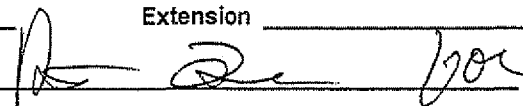
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Class Title \_\_\_\_\_ Extension \_\_\_\_\_  
Signature of department head  Date 10/2/12