

GREGORY P. IRISH  
INTERIM GENERAL MANAGER

# CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

COMMUNITY DEVELOPMENT  
DEPARTMENT

1200 W. SEVENTH STREET  
LOS ANGELES, CA 90017

Contact:  
Tonja Bellard (213) 744-7279

April 1, 2013

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

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

At its December 13, 2012 meeting, the Board of Civil Service Commissioners approved the civil service exemptions for ten (10) grant funded positions in the Community Development Department (CDD). This action is in accordance with Section 1001 (d)(4) of the City Charter. A copy of the specific section of the December 13, 2012 minutes approving this request by the Board of Civil Service Commissioners is attached. The following is a brief description of each position:

One (1) Assistant Chief Grants Administrator position assigned to the South Region – Operations Division of the CDD. The primary duties of this position include overseeing the implementation of the Workforce Development, Family Development, and Economic Development programs within the regional office. This position is also responsible for soliciting and coordinating grant-funded and leveraged programs designed to assist low income and low skilled individuals attain the knowledge and skills needed to achieve self-sufficiency. The Assistant Chief Grants Administrator position also recommends, interprets and oversees the implementation of policies, procedures and regulations to ensure the effective delivery of program and administrative services.

Seven (7) Senior Project Coordinator positions. The first position is assigned to the WorkSource System – Rapid Response Section of the CDD. The primary duties of this position include serving as the Rapid Response System Program Manager; reviewing Rapid Response monitoring reports; and providing ongoing technical assistance to contractors. This position also prepares information bulletins and directives for WorkSource System providers and makes presentations on Center activities to community leaders, organizations and constituents.

The second Senior Project Coordinator position is assigned to the South Valley Region – Operations Division of the CDD. The primary duties of this position include serving as the System Sector Initiative Program Manager; reviewing all Sector Initiative monitoring reports; and providing ongoing technical assistance to contractors. This position also prepares information bulletins and directives for WorkSource System providers and makes presentations on Center activities to community leaders, organizations and constituents.

The third Senior Project Coordinator position is assigned to the Planning, Research and Evaluation Division – Planning Section of the CDD. The primary duties of this position include coordinating the contractor performance evaluation process; overseeing the contract renewal process and negotiating contracts with outside agencies. This position is also responsible for ensuring that contractors follow the correct procedures regarding employment, training and the fulfillment of contractual and financial obligations.

The fourth Senior Project Coordinator position is assigned to Planning, Research and Evaluation Division – Performance Excellence Section of the CDD. The primary duties of this position include implementing performance management practices throughout the Department; developing and establishing departmental performance management practices and procedures; and managing the development and deployment of short and long-term strategic plans.

The fifth Senior Project Coordinator position is assigned to the Planning, Research and Evaluation Division – Research and Evaluation Section of the CDD. The primary duties of this position include overseeing new construction projects and improvements; staff relocations; and assisting in the research and identification of eligible funding sources for new construction projects. This position also serves as the primary liaison to outside departments and agencies on facility-related issues and manages the Department's facility improvement and enhancement projects.

The sixth Senior Project Coordinator position is assigned to the Planning, Research and Evaluation Division – Research Section of the CDD. The primary duties of this position include preparing reports highlighting both the CDD and City research efforts and preparing Requests for Qualifications to select and hire consultants and experts. This position also prepares reports for executive management, the Workforce Investment Board, elected officials, and others on the status of relevant research.

The seventh Senior Project Coordinator position is assigned to the FamilySource System of the CDD. The primary duties of this position include serving as the FamilySource System Program Manager; reviewing all FamilySource monitoring reports; and providing technical assistance to contractors. This position also prepares information bulletins and directives for FamilySource System providers and makes presentations on Center activities to community leaders, organizations and constituents.

One (1) Project Coordinator position assigned to the East Region – Operations Division of the CDD. The primary duties of this position include monitoring assigned contracts for program functioning and compliance with fiscal and/or program requirements; preparing routine correspondences and reports; and responding to client inquiries. This position also makes presentations on Center activities to community leaders, organizations and constituents.

One (1) Senior Systems Analyst position assigned to Research, Planning and Evaluation Division – Evaluation Division of the CDD. The primary duties of this position include managing various grant data collection systems and serving as the primary liaison to outside agencies and departments in the development and implementation of new applications for database management and system connectivity. This position is also responsible for providing direct oversight and supervision to staff and/or consultants.

### **Recommendation**

The General Manager of the Community Development Department recommends that the City Council:


APPROVE the action taken by the Board of Civil Service Commissioners on December 13, 2012 to exempt from civil service the following grant funded positions in the Community Development Department:

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1577	1234	Assistant Chief Grants Adminstator	Operations – South Region	11-1323
1	1538	1296	Senior Project Coordinator	Operations – WorkSource System Rapid Response	11-1323
1	1538	1303	Senior Project Coordinator	Operations – South Valley Region	11-1323
1	1538	1292	Senior Project Coordinator	Planning, Reasearch & Evaluation – Planning	11-1323
1	1538	1291	Senior Project Coordinator	Planning, Reasearch & Evaluation – Performance Excellence	11-1323
1	1538	1290	Senior Project Coordinator	Planning, Reasearch & Evaluation – Research and Evaluation	11-1323
1	1538	1294	Senior Project Coordinator	Planning, Reasearch & Evaluation – Research	10-1301
1	1538	1197	Senior Project Coordinator	Operations – FamilySource Center	08-0190
1	1537	1254	Project Coordinator	Operations – East Region	11-1323
1	1597	1520	Senior Systems Analyst I	Planning, Research & Evaluation – Evaluation	11-1323

### Fiscal Impact Statement

There is no impact to the General Fund as these positions are grant funded.

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



GREGORY P. IRISH  
Interim General Manager

GI:TB:cw  
Attachment: CSC 12-13-12 minutes



CITY OF LOS ANGELES  
BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

ANTHONY DE LOS REYES  
President

NANCY P. MCCLELLAND  
Vice President

GABRIEL J. ESPARZA  
PAUL W. SWEENEY, JR.  
SAM YEBRI  
Commissioners

REGULAR MEETING – THURSDAY  
DECEMBER 13, 2012, 10:00 A.M.  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012

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Digital recordings of the meetings are kept for 30 days. You may contact the Commission Office at (213) 473-9107. Website Address: <http://www.lacity.org>

Present:

President Anthony de los Reyes  
Vice President Nancy P. McClelland  
Commissioner Gabriel J. Esparza  
Commissioner Paul W. Sweeney, Jr.

Absent:

Commissioner Sam S. Yebri  
General Manager Margaret Whelan  
Deputy City Attorney Jennifer Handzlik  
Commission Executive Director  
Bruce E. Whidden

1. **CALL TO ORDER**

Meeting called to order at 10:04 a.m.

2. **PRESENTATION**

Personnel Department General Manager Maggie Whelan presented the Personnel Department "Employee of the Quarter" Award to Tonja Bellard, Deborah McCraney and James Schiffhauer for their outstanding efforts at the Department of Animal Services as part of the Liaison Services Bureau, helping to bring the HR function of that Department up to standards.

3. **APPROVAL OF MINUTES**

APPROVED the minutes of the regular meeting of Thursday, November 8, 2012, on a motion by Commissioner Sweeney, seconded by Commissioner McClelland; motion approved on a vote of 3 yeas and one abstention by Commissioner Esparza who did not attend the November 8 meeting.

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

Unanimously APPROVED routine and nonappearance matters under Unfinished Business, Pages 8 and 9, items 7, 8 and 9, and New Business, Pages 9 through 16, items 11 and 12 and the Supplemental Agenda, on a motion by Commissioner Esparza, seconded by Commissioner Sweeney.

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

There was no public comment.

12. CLASSIFICATION ACTIONS

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

5. Extend the exemption of the following position in the Community Development Department 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>
1769	1	Project Coordinator, 1537

6. Approve the new exemption of the following positions in the Community Development Department from the Civil Service provisions of the Charter for a term not to exceed two years, based on the positions being grant-funded, in accordance with Charter Section 1001 (d) (4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1771	1	Assistant Chief Grants Administrator, 1577
1772	7	Senior Project Coordinator, 1538
1773	1	Project Coordinator, 1537
1774	1	Senior Systems Analyst, 1597

File No. 53338

b. The General Manager recommends that the Board:

1. Approve the class title changes as noted below;

<u>From: Class Title and Code</u>	<u>To: Class Title and Code</u>
General Services Police Officer, 3183	Municipal Police Officer, 3183
General Services Police Sergeant, 3185	Municipal Police Sergeant, 3185
General Services Police Lieutenant, 3198	Municipal Police Lieutenant, 3198
General Services Police Chief, 3188	Municipal Police Captain, 3188

2. Adopt the class specifications for Municipal Police Officer, 3183; Municipal Police Sergeant, 3185; Municipal Police Lieutenant, 3198; and Municipal Police Captain, 3188.

File No. 53339

12. CLASSIFICATION ACTIONS

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

- 5. Extend the exemption of the following position in the Community Development Department from the Civil Service provisions of the Charter for a third and final year, in accordance with Charter Section 1001 (d) (4).

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General Services Police Chief, 3188	Municipal Police Captain, 3188

- 2. Adopt the class specifications for Municipal Police Officer, 3183; Municipal Police Sergeant, 3185; Municipal Police Lieutenant, 3198; and Municipal Police Captain, 3188.

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