

# CITY OF LOS ANGELES

CALIFORNIA



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LOS ANGELES, CA 90015  
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August 6, 2013

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 13, 2013 meeting, the Board of Civil Service Commissioners approved the civil service exemption for a grant funded Project Assistant (classification code 1542) within the Bureau of Sanitation (BOS). This action is in accordance with Section 1001 (d)(4) of the Charter.

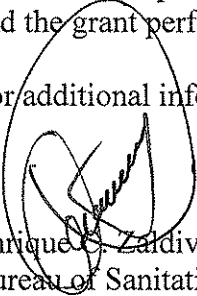
The Project Assistant will work within the Solid Resources Support Services Division – Community Services Group and perform liaison duties to support the Waste Receptacle Program. The work provided by the Project Assistant assigned to this program mitigates the presence of litter at heavily traveled pedestrian traffic locations within the City and ensures effective collection of bottles, cans and other recyclable items. Should this position not be approved, there would be debris and litter throughout the City contributing to community blight and thereby impacting public health and safety.

This position will be supported through the Integrated Solid Waste Management Fund (ISWMF). Receipts from the SB332 Bottle Bill and Litter Abatement program are deposited in ISWMF. Litter Abatement and bottle and can recycling are among the authorized uses of the SB332 Bottle Bill grant funds.

A copy of the specific section of the June 13, 2013 minutes approving this request by the Board of Civil Service Commissioners and a position description are attached.

There is no impact to the General Fund as this position is grant funded. Once the project is completed and the grant performance period has ended, this position will be terminated.

For additional information regarding this request, please contact Neil Guglielmo at (213) 485-2210.

  
Enrique C. Zaldivar, Director  
Bureau of Sanitation

Attachments





CITY OF LOS ANGELES  
BOARD OF CIVIL SERVICE COMMISSIONERS

**AGENDA**

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Commissioners

REGULAR MEETING – THURSDAY  
JUNE 13, 2013, 10:00 A.M.  
ROOM 350, PERSONNEL BUILDING  
700 EAST TEMPLE STREET  
LOS ANGELES, CALIFORNIA 90012

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Digital recordings of Commission Board meetings are kept for 30 days. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107.

Website Address: <http://www.lacity.org>

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1. **CALL TO ORDER**

2. **PRESENTATION**

General Manager Maggie Whelan and Assistant General Manager Gloria Sosa to present the Personnel Department "Employee of the Quarter" Award.

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

Approve routine and nonappearance matters under Unfinished Business, Pages 5 through 7, items 7, 8 & 9 and New Business, Pages 7 through 12, items 10 and 11, subject to any requests for reconsideration by the end of the meeting.

4. **APPROVAL OF MINUTES**

Minutes of the regular and special meetings of Thursday, May 9, 2013, submitted for approval.

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

A maximum of 10 minutes will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. No single speaker shall exceed 5 minutes.

11. CLASSIFICATION ACTIONS, (Continued)

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

- 4. Exempt the following position in the Department on Disability as described by CSC No. 1834 in accordance with Charter Section 1001(d)(4) from the civil service provisions of the Charter, based on the position being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1834	1	Management Analyst, 9184

- 5. Allocate the following new position as described below in the Public Works, Bureau of Sanitation: and

- 6. Exempt the position in accordance with Charter Section 1001(d)(4) from the civil service provisions of the Charter, based on the position being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1836	1	Project Assistant, 1542

File No.

- b. Make it a matter of record, as part of the 2012-13 budget, and in accordance with Charter Section 514 and Civil Service Commission Rule 8.6, the City Council approved the functional transfers of 96 positions from various City departments to the Personnel Department.

File No.

COMMISSION ACTION:

12. GENERAL MANAGER'S REPORT

13. ADJOURNMENT

## POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:  Cecelia Shackelford	2. Employee's Present Class Title/Code:  Project Assistant (1542)	3. Present Salary or Wage Rate:  2353	
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position		Routine Report of Duties Review for Proper Allocation	Date Prepared: 5/21/13
5. Location of office or place of work:  1149 S. Broadway Los Angeles, CA 90015		6. Name of Department: Public Works/Sanitation Division: Solid Resources Support Services Division Section: Community Services Group	

7. Name and title of the person from whom you ordinarily receive instruction and who supervises or reviews your work:

Name: Janice Murray      Title: Community Affairs Advocate

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
80%	<u>Program Support:</u> Performs database management, preparation of Requests for Proposals, financial plans, budget and program forecasts related to the Waste Receptacle Program and LACC/Clean and Green Environmental Revitalization Project. Record, monitor expenses and track monthly invoices of state and federal grants; maintains files and record-keeping
20%	<u>Public Outreach:</u> Organizes community clean-ups and requests for Bureau of Sanitation services at public events. Represents Bureau of Sanitation at public events by disseminating literature on various environmental programs.

9. How long have the duties been substantially as described above? 3 years
10. List any machinery or equipment operated and any unusual or hazardous working conditions: General office equipment including but not limited to computers
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 title. N/A.
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

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

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. The duties and responsibilities are accurately and sufficiently 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.  
Supervision will consist of instructions or direction, verbal or written, and occasional follow-up of work at necessary intervals. Work is subject to review in terms of adherence to policy, soundness of judgment and results attained. Assignments are given in general terms and supervision provided by the Community Affairs Advocate.
16. **REQUIREMENTS.** Indicate the minimum requirements to perform the duties of this position:
- (a) Education (include specific matter).  
High School diploma (at least)
  - (b) Experience (type and length: list appropriate city classes, if any)  
N/A

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

<input checked="" type="checkbox"/> Strength to: <input checked="" type="checkbox"/> Lift <input checked="" type="checkbox"/> Push <input checked="" type="checkbox"/> Pull			Hours per
Average weight <u>15</u> Heaviest	<b>SPECIAL NEED FOR:</b>	<b>EXTENSIVE USE OF:</b>	week
Weight <u>    </u> lbs.	<input checked="" type="checkbox"/> Vision to read fine print/numbers	<input checked="" type="checkbox"/> Legs, for walking/standing	<u>40</u>
<input type="checkbox"/> Climbing (stairs, ladders, poles)	<input checked="" type="checkbox"/> Hearing, for telephones/alarms	<input checked="" type="checkbox"/> Hands and fingers	<u>40</u>
How far	<input type="checkbox"/> Balance, for working heights	<input type="checkbox"/> Back, for strenuous labor	<u>    </u>
<input type="checkbox"/> Face severe working conditions	<u>Other/Explain:</u>	<u>Other Explain:</u>	
Outdoors <input type="checkbox"/> on/near water			

Other/Explain:

- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above. Assistive devices may be used. All reasonable efforts to accommodate handicapped individuals will be made.

18. **RESPONSIBILITIES.**

- (a) **Policy and Methods:** Describe the responsibilities for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.  
Position is responsible for the implementation and enforcement of divisional and department policies and procedures.
- (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 same.  
Responsible for general economy of time and materials.
- (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.  
Responsible for prudent use of office equipment.
- (d) **Money:** Describe the responsibility for and access to cash, stamps or other negotiable, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiable handled 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 contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.  
Frequently contact with all levels of staff within the Division, Bureau, Board, Mayor, Council, and other City departments and governmental agencies; local elected officials and City residents.
- (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.  
Prepare information to be released to the public relative to Sanitation Community Services; compile prepare reports and analyses on technical matters for the program and its performance.

Signature of the immediate supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Class Title: Community Affairs Advocate

Extension: \_\_\_\_\_

Signature of department head: Rafael Patis

Date: \_\_\_\_\_

BUREAU OF SANITATION  
SOLID RESOURCES SUPPORT SERVICES DIVISION  
ADOPTED 2012-2013

