


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 31, 2013

To: City Council
Attention: Adam Lid, Office of the City Clerk

From: Regina Houston-Swain, Executive Director
Department on Disability 

Subject: New Term of Exemption – Management Analyst I

RECOMMENDATION

The Department on Disability is requesting the City Council to grant a new term of exemption for the position described below, in accordance with Charter Section 1001(d)(4). The position was approved by the Civil Service Commission at its meeting of June 13, 2013.

1. Authorize a new term of exemption for one Management Analyst I position (Code 9184-1), assigned to the Department on Disability, AIDS' Coordinator Office (ACO), under PAYSR Request ID 20688.

BACKGROUND

Charter Section 1001(d)(4) specifies that grant funded positions can be exempted for two years. Board of Civil Service Commission's memorandum of January 22, 2008 directs Departments to submit requests for exemption to the Personnel Department, unless the position has already been allocated. The position has already been allocated, but must be authorized a new term of exemption. The new term of exemption was submitted to Personnel and the Civil Service Commission. The Civil Service Commission approved the re-exemption on June 13, 2013.

The position is funded through the Community Development Block Grant (CDBG), but receives front-funds from the General Funds FY 12-13 and FY 13-14 approved budgets.

DISCUSSION

This is an existing, exempt position, vacant upon the promotion of Ricardo Rosales to the City's AIDS Coordinator position. This position is funded through the Community Development Block Grant (CDBG). The position is currently vacant and must be granted a new term of exemption before the position is authorized through the Managed Hiring Committee. Duties will include, but are not limited to, the following:

Updating City stakeholders on implementing the City AIDS Policy and Planning Programs; assist department in advising the Mayor and City Council on AIDS Policy issues; helps to develop city initiatives to fund support services for persons living with HIV/AIDS; builds cooperative relationships with other public and private entities regarding AIDS related issues, and consequently will be responsible for sitting in on a number of Commissions and working groups; educates and raises the awareness of the public regarding AIDS prevention strategies and advances in treatments.

This position will plan and coordinate HIV/AIDS policy with the Los Angeles County Office of AIDS Programs and Policy, the Los Angeles County Commission on HIV Health Services and the Los Angeles County Prevention Planning Committee. This position will also have working relationships with City AIDS Prevention contractors, various AIDS treatment and services organizations, and other community-based organizations. Through a seat on the Los Angeles County HOPWA Advisory Committee (LACHAC), the AIDS Coordinator and this position will plan and coordinate with the City Housing Department's Housing Opportunities Persons with AIDS (HOPWA) program, regarding housing and supportive services assistance programs for persons living with HIV/AIDS.

The candidate for this position must travel often to attend local and national meetings on HIV Prevention and Education. Some travel will require the selected candidate to stay overnight in Washington, D.C. and Sacramento, California. The candidate must have knowledge of public health and public policy as it relates to HIV prevention and education. An understanding of demography is also helpful, since an understanding of demographic profiles of sub-regional areas helps in identifying areas of service needs.

As mentioned above under the specific duties, these positions require knowledge of federal statutes in the area of disability rights. The City does not have position classification for this level of expertise, especially in the areas of the Americans with Disabilities Act, and AIDS Policy.

FINANCIAL IMPACT

The position is grant-funded through the Community Development Block Grant, but receives front-funds from the General Fund for the entire \$73,853 annual salary.

c: Claudia Aguilar, City Administrative Office
Jack Reef, CLA