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DEPARTMENT OF
BUILDING AND SAFETY
201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

—
RAYMOND S. CHAN, C.E., S.E.
GENERAL MANAGER

FRANK BUSH
EXECUTIVE OFFICER
—

May 26, 2015

Honorable Paul Koretz
Personnel and Animal Welfare Committee
200 N. Spring Street
Los Angeles, CA 90012-4137

Attention: Adam Lid, Legislative Assistant, City Clerk

SUBSTITUTE AUTHORITY REQUEST FOR ONE (1) CHIEF MANAGEMENT ANALYST

The Department of Building and Safety (LADBS) requests a substitute authority for one (1) Chief Management Analyst (Class Code 9182) to allow the Department to fill the void created by a staff loan to the Office of the Mayor (Charter Section 232). The staff on loan from LADBS to the Office of the Mayor is Matthew Crawford. Mr. Crawford, whose effective date with LADBS was May 15, 2015.


The Chief Management Analyst position at LADBS is in the Resource Management Bureau and is responsible for formulating and implementing the Department's budgetary policies; and providing administrative support services to the Department with about 1000 positions. The Bureau and this position perform a heavy workload throughout the year. The duties for the position include, but not limited to, the following: Department budget formulation and monitoring; general analysis and statistical reports; annual fee analysis for over 20 different fees; communications and facilities' services; department purchases; grants and contracts administration; department's risk and records management; administration of department's policies and procedures; cash register counter transactions; accounting services; management of the Department's call center, etc.

The Department requests a Substitute Authority to fill this position as soon as possible in order to continue the level of administrative support to the Department of Building and Safety to ensure proper functional and well-run public service

agency. The City Administrative Officer concurs and recommends this request be presented before the City Council.

Your timely and favorable consideration of this request will assist the Resource Management Bureau in meeting its support and service obligations. Filling this position will enable LADBS to better serve the Los Angeles construction industry and our City residents. If you need more information or have questions regarding this request, please contact Steve Ongele at (213) 482-6703.

RAYMOND S. CHAN
General Manager



c: Sharon Tso, Chief Legislative Analyst
Rick Cole, Deputy Mayor
Jason Killen, Office of the CAO

Attachment

- Position Description
- Organizational Chart