

LAURA TREJO  
GENERAL MANAGER

**CITY OF LOS ANGELES**  
CALIFORNIA



ERIC GARCETTI  
MAYOR

**DEPARTMENT OF AGING**  
AN AREA AGENCY ON AGING  
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LOS ANGELES, CA 90012  
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June 25, 2021

Honorable City Councilmembers  
City of Los Angeles  
c/o City Clerk, City Hall  
City Hall, Room 395  
Los Angeles, CA 90012

**RE: REQUEST FOR RESOLUTION AUTHORITIES FOR THE EXPANSION OF  
DEPARTMENT OF AGING MEAL PROGRAMS**

**SUMMARY**

The Department of Aging (Aging) requests resolution authorities for one Senior Management Analyst II, one Senior Management Analyst II, three Management Analysts, two Management Assistants, one Senior Accountant II, two Accounting Clerks, two Accountants, three Nutritionists, one Auditor and two Administrative Clerks to implement an expansion of Aging Meal Programs. Direct and indirect costs will be provided by funds received from the City's General City Purpose for FY 2021-22.

**RECOMMENDATIONS**

That the Council, subject to the approval of the Mayor, authorize by resolution, subject to position allocation by the Board of Civil Service Commissioners and paygrade determinations by the Employee Relations Division of the City Administrative Officer and one Senior Management Analyst II (Class Code: 9171-2), one Senior Management Analyst I (Class Code: 9171-1), three Management Analysts (Class Code: 9184), two Management Assistants (Class Code: 1539), one Senior Accountant II (Class Code: 1523-2), two Accounting Clerks (Class Code: 1223), two Accountants (Class Code: 1513), three Nutritionists (Class Code: 2323), one Auditor (Class Code: 1517) and two Administrative Clerks (Class Code: 1358) for the period July 1, 2021 to June 30, 2022 to implement an expansion of Aging's Meal Programs.

**BACKGROUND**

The Department of Aging advocates for the interests and welfare of older adults by administering programs and services focused on the needs of older adults and

caregivers, providing services in partnership with community-based agencies at Citywide Multipurpose Senior Centers which act as focal points for delivery of services.

Senior Management Analyst II Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding one Senior Management Analyst II for the overall administration of contracts executed for the purpose of providing various services to seniors and caregivers in addition to managing and administering the department's Elder Nutrition Programs (EPN) that includes congregate meals, home-delivered meals, and meals delivered through local restaurants and partners.

Senior Management Analyst I Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding one Senior Management Analyst I to plan, organize, and direct the expansion of the Department's Elder Nutrition Programs to include the Local Restaurant Senior Meal Program.

Management Analyst I Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding three Management Analysts to monitor the programmatic administration and fiscal expenditures of operating agencies and service providers to ensure compliance with contract requirements and contractor performance.

Management Assistant Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding two Management Assistants to assist with the programmatic administration and fiscal expenditures of operating agencies/service providers to ensure compliance with contract requirements and contractor performance.

Senior Accountant II Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding one Senior Accountant II to provide technical and complex accounting activities; prepare, analyze, and approve required administrative reports and state reporting requirements; and to develop internal control accounting procedures.

Accounting Clerk Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding two Accounting Clerks to coordinate purchases, monitor encumbrances, expenditures, fund allocations and contract compliance.

Accountant Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding two Accountants to provide various specialized and general administrative activities; analyze various financial reports, justify cash request, report compliance and ensure accuracy.

Nutritionist Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding three Nutritionists to provide specialized and technical expertise in the development of nutrition education, in-service training for food service staff and volunteers; approve and certify menus for nutritional content; to develop contracts; and to monitor Citywide nutritional standards.

Auditor Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding one Auditor to conduct field audits, resolve issues surrounding questioned costs, performance contract monitoring, eligibility requirements issues, and/or inadequacies of internal accounting and administrative controls.

Administrative Clerk Resolution Authority Request

The Department of Aging is requesting to increase its administrative capacities by adding two Administrative Clerks to provide general administrative task support to the Elder Nutrition Program.

**FISCAL IMPACT STATEMENT**

There is no General Fund impact in FY 2021-22. Direct and Indirect costs of \$ 1,915,980 for these positions will be provided by the Department of Aging.

Sincerely,

Laura Trejo  
Laura Trejo (Jun 23, 2021 13:32 PDT)

LAURA TREJO, MSG, MPA  
General Manager

cc: Daniela Cuevas, Office of the City Administrative Officer