

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of one Project Assistant (Class Code 1542) for the Los Angeles Department of Aging (LADOA) pursuant to Charter Section 1001(b).

Recommendation for Council action:

APPROVE exemption of one Project Assistant (Class Code 1542) position for the Los Angeles Department of Aging from the Civil Service pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

**TIME LIMIT FILE – JANUARY 25, 2023**

**(LAST DAY FOR COUNCIL ACTION – JANUARY 25, 2023)**

Summary:

On January 17, 2023, your Committee considered a December 7, 2022 Communication from the Mayor relative to the exemption of one Project Assistant (Class Code 1542) position for the LADOA from the Civil Service pursuant to Charter Section 1001(b). According to the Mayor, Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 17 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 148th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 8 are filled.

The Project Assistant will maintain the Senior Community Service Employment Program database system by creating and reviewing data reports with staff, locating and correcting data entry errors, entering new data, and reviewing and revising division policy and procedures. The Project Assistant advises staff on questions from enrollees regarding salaries, benefits, civil service rules, and other personnel related matters. The Project Assistant will also prepare and implement periodic formal training for host agencies and trainees, incorporating new program changes, and monitors caseload of enrollees and prepares enrollment as well as re-certification documents. The Project Assistant serves as training coordinator for enrollees and host agencies and special projects as assigned. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

## Personnel, Audits, and Hiring Committee

### **COUNCILMEMBER VOTE**

McOSKER: YES

PRICE: ABSENT

SOTO-MARTINEZ: YES

ARL

1/17/23

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**