

# CITY OF LOS ANGELES

CALIFORNIA

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

CAROLYN M. HULL  
GENERAL MANAGER



KAREN BASS  
MAYOR

September 8, 2023

Honorable Members of the City Council  
Los Angeles City Hall  
c/o City Clerk, Room 395

**RE: REQUEST FOR EXEMPTION (TWO YEAR) PURSUANT TO CHARTER SECTION  
1001(d)(4)**

At its meeting on August 24, 2023, the Board of Civil Service Commissioners approved a Civil Service exemptions for the following grant funded position in the Economic and Workforce Development Department (EWDD):

<b>Org Chart Reference</b>	<b>Pos. ID #</b>	<b>Class Code</b>	<b>Class Title</b>	<b>Division</b>	<b>Council File #</b>
p. 9	New Position	1538	Senior Project Coordinator	Workforce Development	23-0600

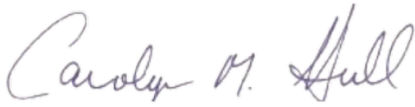
The Senior Project Coordinator (SPC) will manage Adult Workforce Development Special Projects including but not limited to, projects funded by the State of California Employment Development Department (EDD), such as the National Dislocated Worker Grant (NDWG) projects, EDD Additional Assistance emergency grants, the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) program, the Prison to Employment (P2E) program, and other grant initiatives as assigned. The SPC will lead the coordination of city-wide and region-wide (greater Los Angeles County) dislocated worker recovery efforts to meet program goals and objectives, including connections to workforce development (career services, and transitional work experience) for eligible participants. Additionally, the SPC will lead the coordination of activities that include program implementation of services described above amongst workforce development system providers, including coordination with various departments in the City and County of Los Angeles. The SPC will provide direct technical assistance to program partners and will work directly with contracted providers.

The SPC will be responsible for the coordination of monitoring site visits and program reporting. Additionally, the SPC will prepare monthly/quarterly program narrative reports and updates as requested by grantors, including support with the development of project proposals and funding applications. Regular reporting will be submitted to the Mayor's office, City Council, the Workforce Development Board, and various funders both private and governmental.

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Should you have any questions or require additional information regarding this request, please contact Brandee Goss at [brandee.crawleygoss@lacity.org](mailto:brandee.crawleygoss@lacity.org).

Sincerely,

A handwritten signature in blue ink that reads "Carolyn M. Hull". The signature is written in a cursive, flowing style.

CAROLYN M. HULL  
General Manager

Attachments

cc: Leticia Ortiz, Assistant General Manager, Personnel Department  
Jennifer Lopez, Chief Administrative Analyst, City Administrative Officer  
Susan Rios Bellenot, Senior Administrative Analyst, City Administrative Officer