

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Contact:
Tonja Bellard (213) 744-7279

June 10, 2015

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

SUBJECT: REQUEST FOR CIVIL SERVICE EXEMPTIONS (THIRD AND FINAL YEAR)

At its April 9, 2015 meeting, the Board of Civil Service Commissioners approved the Civil Service exemption of the following grant funded positions in the Economic and Workforce Development Department (EWDD):

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1538	1304	Senior Project Coordinator	Workforce Development	13-0361
1	1537	1252	Project Coordinator	Workforce Development	13-0361
1	1546	1272	Senior Project Assistant	Workforce Development	13-0361
1	1546	1282	Senior Project Assistant	Workforce Development	13-0361
1	1550	1239	Program Aide	Workforce Development	13-0361

The Senior Project Coordinator position is responsible for overseeing the daily activities of the YO Watts Center; developing and coordinating programs that are designed to assist low income individuals and families with achieving economic self-sufficiency; maintaining ongoing communication with program participants and coordinators to ensure the relevance and success of the Center's programs; and serving as a liaison to community leaders, local business, schools, and other City departments.

The Project Coordinator position provides support to the Los Angeles Unified School District and the Los Angeles Community College District in the development of career pathways for youth and young adults ages 16 to 24. The responsibilities of this position include working to connect workforce and educational services to youth associated with the juvenile justice system; conducting desk reviews and site visits to ensure that program goals and requirements are met; responding to questions from clients; interpreting agreement provisions; and coordinating with various workforce development partners.

The first Senior Project Assistant position is responsible for monitoring YouthSource and Summer Youth Employment contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements by conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides technical assistance on program activities and services; responds to questions from clients; and makes presentations concerning the Department's programs and activities to community leaders, organizations, and constituents.

The second Senior Project Assistant position provides individual case management services to youth participants; monitors classroom and/or worksite progress of participants; reviews instructor and/or supervisor evaluations; and refers participants for additional educational activities, vocational training, mental health and substance abuse counseling as needed. This position is also responsible for preparing and maintaining case management records documenting the services provided to program participants.

The Program Aide assists with case management of YouthSource program participants. The duties of this position include providing assistance with the administration of assessments designed to identify basic employment interests and aptitudes, providing assistance during worksite and home visits, and referring youth to appropriate educational and training programs.

The above positions were approved based on their temporary grant-funded nature under Charter Section 1001(d)(4). Employment authority for these positions is currently in effect within the FY 2014 - 2015 Personnel Authority Resolution (PAR) and will be extended in the FY 2015 - 2016 PAR.

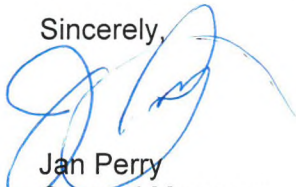
Recommendation

The General Manager of the Economic and Workforce Development Department respectfully requests that City Council approve the action taken by the Board of Civil Service Commissioners on April 9, 2015 to exempt these positions from Civil Service.

Fiscal Impact Statement

There will be no impact to the General Fund as these positions are grant funded.

Sincerely,



Jan Perry
General Manager

Attachment: CSC Minutes dated 04/09/15



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

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**REGULAR MEETING – THURSDAY
APRIL 9, 2015, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Website Address: <http://www.lacity.org>

Present:

President Suzanne M. Steinke
Vice President Nancy P. McClelland
Commissioner Gabriel J. Esparza
Commissioner Jeanne A. Fugate
Commissioner Jonathan M. Weiss

General Manager Wendy G. Macy Deputy City
Attorney Jennifer Handzlik
Commission Executive Assistant I Jolene Reyes
Absent: Commission Executive Director
Bruce Whidden

1. CALL TO ORDER

Meeting called to order 10:04 a.m.

2. COMMISSION ACTION ON ROUTINE AND OTHER MATTERS

Board unanimously approved routine and nonappearance matters under Unfinished Business, Page 6, item 6 and New Business, Pages 7 through 14, items 7 and 8, on a motion by Commissioner Esparza, seconded by Commissioner Fugate.

3. PUBLIC COMMENTS ON MATTER WITHIN BOARD'S JURISDICTION

- Jose Gutierrez, Public Works, Bureau of Street Services
- LaMar Williams, Sr., Public Works, Bureau of Street Services
- Brian Bonilla, Public Works, Bureau of Street Services
- Ernest Garcia, Jr., Public Works, Bureau of Street Services
- Mike Aguirre, Public Works, Bureau of Street Services
- Galen Osborne, Public Works, Bureau of Street Services
- Julio Subia, Public Works, Bureau of Street Services

Issue with the current Cement Finisher examination application and the method experience and qualifications are reviewed. All were referred to Personnel Department staff to address issues.

8. **CLASSIFICATION ACTIONS, (Continued)**

a. The General Manager recommends the Board approve the following Classification actions, (Continued):

7. Extend the exemption of the following positions in the Economic and Workforce Development Department (EWDD) from the Civil Service provisions of the Charter for a third and final year, based on the positions being grant-funded, in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2155	1	Senior Project Coordinator, 1538
2156	1	Project Coordinator, 1537
2157	1	Senior Project Assistant, 1546
2158	1	Senior Project Assistant, 1546
2159	1	Program Aide, 1550

File No. 54005

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2014-2015 Budget, effective July 1, 2014.

Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
<u>ECONOMIC AND WORKFORCE DEVELOPMENT</u>		
<u>DEPARTMENT</u>		
14/15-245	1	Industrial and Commercial Finance Officer, 9191
14/15-246	1	Management Analyst, 9184
14/15-247	1	Senior Project Coordinator, 1538
14/15-248	1	Senior Project Assistant, 1546
14/15-249	1	Senior Project Assistant, 1546

File No. 54006

COMMISSION ACTION: RECOMMENDATIONS APPROVED

9. **GENERAL MANAGER’S REPORT**

The General Manager reported to the Board that the Personnel Department had officially been launched on social media with a strong presence on Facebook, Twitter, LinkedIn and Instagram. The Department continued to prepare for the upcoming budget hearings in an effort to secure the resources needed to provide proper and effective service to the City as a whole.

10. **ADJOURNMENT**

The meeting was adjourned at 12:15 p.m.

SUZANNE M. STEINKE,
President

JOLENE K. REYES,
Commission Executive Assistant I