

CITY OF LOS ANGELES

CALIFORNIA

GREGORY P. IRISH
INTERIM GENERAL MANAGER



ANTONIO R. VILLARAIGOSA
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

1200 W. SEVENTH STREET
LOS ANGELES, CA 90017

Contact:
Tonja Bellard (213) 744-7279

March 20, 2013

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

RE: REQUEST FOR EXEMPTIONS PURSUANT TO CHARTER SECTION 1001 (d)(4)

At its January 24, 2013 meeting, the Board of Civil Service Commissioners approved the civil service exemptions for six grant funded positions in the Community Development Department (CDD). This action is in accordance with Section 1001 (d)(4) of the City Charter. A copy of the specific section of the January 24, 2013 minutes approving this request by the Board of Civil Service Commissioners is attached. The following is a brief description of each position:

One (1) Senior Project Coordinator position assigned to the North Valley Region – Youth Opportunity Movement Section of the CDD. The primary duties of this position include overseeing all Center activities; developing, administering and coordinating programs designed to assist low income individuals and families; and serving as the department's representative to community based organizations, neighborhood councils and public officials. This position is also responsible for creating and implementing special events and celebrations geared towards the North Valley Region of Los Angeles.

Two (2) Project Coordinator positions. The first position is assigned to the South Region – Youth Opportunity Movement Section of the CDD. The second is assigned to the East Region – Family Source of the CDD. The primary duties of both positions include managing the daily activities of the Center; soliciting and coordinating programs designed to assist low income individuals and families; and maintaining communication with program participants and coordinators to ensure that programs are relevant and successful. These positions also supervise and provide training to staff and volunteers assigned to the Center.

Two (2) Senior Project Assistant positions. The first position is assigned to the South Region – Workforce Development Section of CDD. The responsibilities of this position include monitoring the progress of program participants; reviewing participant evaluations; and referring participants for substance abuse counseling as needed. This position also assists the Sr. Project Coordinator in preparing case management records and conducting youth assessments aimed at identifying barriers to their preparation for employment.

The second Senior Project Assistant is assigned to East Region – Youth Opportunity Movement Section of the CDD. The primary duties of this position include monitoring contracts for functioning and compliance with fiscal and/or program requirements; providing technical assistance on program activities and services; and preparing routine correspondences, reports, and program reviews.

One (1) Program Aide position assigned to the South Region – Youth Opportunity Movement Section of the CDD. The primary duties of this position include monitoring the progress of OneSource participants; conducting assessments of program participants to identify basic employment interests; and referring youth for appropriate educational activities or training programs.

Recommendation

The General Manager of the Community Development Department recommends that the City Council:

APPROVE the action taken by the Board of Civil Service Commissioners on January 24, 2013 to exempt from civil service the following grant funded positions in the Community Development Department:

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1538	1304	Senior Project Coordinator	Operations – North Valley Region	11-1323
1	1537	1252	Project Coordinator	Operations – South Region	11-1323
1	1537	1253	Project Coordinator	Operations – East Region	11-1323
1	1546	1272	Senior Project Assistant	Operations – South Region	11-1323
1	1546	1282	Senior Project Assistant	Operations – East Region	11-1323
1	1550	1239	Program Aide	Operations – South Region	11-1323

Fiscal Impact Statement

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

For additional information regarding this request, please contact Tonja Bellard at (213) 744-7279.



GREGORY P. IRISH
Interim General Manager

GI:TB:cw
Attachment: CSC 01-24-13 minutes



CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

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AGENDA

**NOTE SPECIAL START TIME
FOR COMMISSION TO HOLD CLOSED SESSION
PRIOR TO REGULAR MEETING**

REGULAR MEETING – THURSDAY
JANUARY 24, 2013, 9:30 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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

1. **CALL TO ORDER**

2. **CLOSED SESSION**

Closed Session Item, pursuant to Government Code Section 54956.9(b)(1) to confer with legal counsel regarding legal opinion on briefs submitted by parties in the Appeal from Discharge of Anthony Ingram.

RETURN TO OPEN SESSION

3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Approve routine and nonappearance matters under Unfinished Business, Page 8, item 7 and New Business, Pages 8 through 12, items 8 and 9, subject to any requests for reconsideration by the end of the meeting.

4. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, December 13, 2012 and Thursday, January 10, 2013, submitted for approval.

5. **PUBLIC COMMENTS ON MATTER WITHIN BOARD'S JURISDICTION**

A maximum of 10 minutes will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. No single speaker shall exceed 5 minutes.

NEW BUSINESS

1-24-13

9. **CLASSIFICATION ACTIONS**

- a. The General Manager recommends that the Board approve the following Classification actions:

1. Allocate the following new positions in the Personnel Department, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
1786	1	Senior Personnel Analyst, 9167
1787	1	Personnel Analyst, 1731
1788	1	Senior Clerk Typist, 1368

2. Allocate the following new positions in the Power System of the Department of Water and Power, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4368	1	93-38004	Senior Electrical Repair Supervisor, 3856
4370	5	93-35139	Power Shovel Operator, 3558

3. Allocate the following new positions in the Water System of the Department of Water and Power, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4367	1	95-72462	Civil Engineering Associate, 7246
4369	1	93-78101	Watershed Resources Specialist, 7862

4. Reallocate the following existing position in the Department of Public Works, Bureau of Sanitation, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> <u>Class Title and Code</u>	<u>To:</u> <u>Class Title and Code</u>
1776	1	Electrician, 3863	Wastewater Treatment Electrician, 5615

5. Exempt the following new positions in the Community Development Department from the Civil Service provisions of the Charter for a term not to exceed two years, 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>
1789	1	Senior Project Coordinator, 1538
1790	2	Project Coordinator, 1537
1791	1	Senior Project Assistant, 1546
1792	1	Senior Project Assistant, 1546
1793	1	Program Aide, 1550

File No.

- b. The General Manager recommends that the Board approve the following Classification action in connection with the 2012-2013 Budget, effective July 1, 2012.

- 1) Allocate the following position:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
12/13-094	1	Principal Accountant, 1525

File No.