

CITY OF LOS ANGELES

CALIFORNIA

JAN PERRY
GENERAL MANAGER

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT



1200 W. 7TH STREET
LOS ANGELES, CA 90017

ERIC GARCETTI
MAYOR

September 10, 2015

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

SUBJECT: REQUEST FOR EXEMPTION (THIRD AND FINAL YEAR) PURSUANT TO CHARTER SECTION 1001 (d)(4)

At its July 23, 2015 meeting, the Board of Civil Service Commissioners approved the Civil Service exemption of the following positions in the Economic and Workforce Development Department:

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1538	1294	Senior Project Coordinator	Workforce Development	13-0393
1	1538	1296	Senior Project Coordinator	Workforce Development	13-0393
1	1538	1292	Senior Project Coordinator	Workforce Development	13-0393
1	1538	1303	Senior Project Coordinator	Executive Management	13-0393
1	1538	1558	Senior Project Coordinator	Executive Management	13-0728
1	1538	1559	Senior Project Coordinator	Financial Management	13-0728
1	1537	1254	Project Coordinator	Workforce Development	13-0393
1	1577	1234	Assistant Chief Grants Administrator	Workforce Development	13-0393

The first Senior Project Coordinator position is assigned to the Youth Operations Section. The responsibilities of this position include coordinating business outreach efforts for the City's Summer Youth Employment Program with the goal of creating subsidized and unsubsidized job opportunities for youth and young adults. This position also develops strategies that maximize existing job funding by securing sector based career pathways for job trainees and is responsible for developing and implementing special initiative programs for youth.

The second Senior Project Coordinator position is assigned to the Rapid Response Section. This position supervises the Rapid Response Layoff Aversion team and staff responsible for monitoring, tracking, and evaluating the National Emergency Grants and other special funded grants. This position also works with OneSource and WorkSource Centers to ensure that Workforce Investment

Act program operations within the region are consistent with the business services model and are effectively applied to community needs.

The third Senior Project Coordinator position is assigned to the Strategic Planning and Research Section. The duties of this position include planning and coordinating the contractor performance evaluation process and the reallocation of funds to contractors based on evaluation results. This position also assists with the development of the Department's Workforce Investment Act Annual Plan and the Community Development Block Grant Consolidated Plan; and is responsible for researching, analyzing, and interpreting Federal, State, and local legislation and regulations to ensure that contractors follow the correct procedures regarding employment, training activities, and the fulfillment of their contractual and financial obligations.

The fourth Senior Project Coordinator position is assigned to the Resource Development Unit. The primary duties of this position include identifying and recommending potential funding opportunities to support the Department's service delivery systems; coordinating the grant application development processes within the Resource Development Unit; and preparing and submitting grant proposal packages.

The fifth Senior Project Coordinator position is assigned to the Executive Management Section. The duties of this position include investigating and comparing department and city-wide practices with those in similar organizations; assisting in the overall planning of work in the department; coordinating the distribution of mass emails concerning summer youth employment; and assembling all documents and speaking points for the meetings and conferences attended by the General Manager.

The sixth Senior Project Coordinator position provides support to the Grants Management Section which is responsible for preparing financial reporting to grantors; conducting desk reviews of invoices from subrecipients and contractors to ensure compliance with approved budgets; maintaining and updating loan receivable reports including Section 108; and preparing loan confirmations.

The Project Coordinator position is assigned to the Operations Section. The duties of this position include monitoring assigned 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 ongoing technical assistance on program activities and works with agencies to address performance issues or other areas in need of improvement.

The Assistant Chief Grants Administrator position is assigned to the Adult Operations Section. This position is responsible for administering adult workforce grants that support job training and placement services and overseeing the day-to-day operations of the Adult Operations workgroup. This position is also responsible for interpreting regulations and creating policy recommendations that address adult workforce development issues in the City of Los Angeles and for formulating new program delivery methods, policies, and procedures that achieve continuous improvement.

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 July 23, 2015 to exempt these positions from civil service.

Fiscal Impact

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

If you need any additional information, please contact Tonja Bellard, Senior Personnel Analyst II, at (213) 744-7279.

Sincerely,



Jan Perry
General Manager

Attachment: CSC Minutes dated 07/23/15 & 08/13/15

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CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

SUZANNE M. STEINKE
President

NANCY P. MCCLELLAND
Vice President

GABRIEL J. ESPARZA
JEANNE A. FUGATE
JONATHAN M. WEISS
Commissioners

**REGULAR MEETING – THURSDAY
August 13, 2015, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, with notice of 72 hours, will provide reasonable accommodation (assistive listening devices, sign language interpretation, and translation services) to ensure equal access to its programs, services and activities.

Digital recordings of Commission Board meetings are kept for 30 days. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107.

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

Present:

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

Personnel Department General Manager
Wendy G. Macy
Deputy City Attorney Judith Thompson
Commission Executive Director
Bruce E. Whidden

Absent:

President Suzanne M. Steinke

1. **CALL TO ORDER**

The meeting was called to order at 10:09 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of July 23, 2015 on a motion by Commissioner Esparza, seconded by Commissioner Fugate.

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

The Board unanimously approved routine and nonappearance matters under Unfinished Business, Page 5 items 7 & 8 and New Business, Pages 6 through 14, items 9 and 10, including items on the Commission Supplemental agenda, on a motion by Commissioner Weiss, seconded by Commissioner Fugate.

4. **GENERAL MANAGER'S REPORT**

The General Manager reported on the diligent efforts of Personnel Department staff to fill Citywide position vacancies. This extraordinary effort does not all take place 9:00 to 5:00 weekdays, but also occurs over most weekends. Just recently, the Personnel Department administered the LAFD Firefighter written test to 417 candidates on Saturday, July 25; Staff coordinated 179 Management Assistant interviews on recent Saturdays and Sundays; administered exams to 450 Senior Management Analyst candidates and 135 Customer Service Representative applicants: just a typical weekend at the Personnel Department. This effort is a partnership with the several appointing Departments who provide expert raters to help with the process of hiring the very best candidates and assists the Personnel Department to meet our goals.

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

No request for public comment.

10. CLASSIFICATION ACTIONS, (Continued)

- c. The General Manager recommends that the Board approve the following Classification actions in connection with the 2015-2016 Budget, effective July 1, 2015, (Continued).

Allocate the following positions:

DEPARTMENT OF PUBLIC WORKS,
BUREAU OF STREET SERVICES, (Continued)

15/16-280	2	Cement Finisher Worker, 3351
15/16-281	4	Cement Finisher, 3353
15/16-282	2	Equipment Operator, 3525
15/16-283	2	Heavy Duty Truck Operator, 3584
15/16-284	2	Street Services Supervisor, 4152
15/16-285	3	Civil Engineering Associate, 7246
15/16-286	1	Transportation Engineer, 7278
15/16-287	1	Senior Systems Analyst, 1597
15/16-288	1	Chief Management Analyst, 9182

File No. 54109

COMMISSION ACTION: RECOMMENDATIONS APPROVED

11. ADJOURNMENT

The meeting was adjourned at 11:47 a.m.

NANCY P. McCLELLAND,
Vice President

BRUCE E. WHIDDEN,
Commission Executive Director



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JEANNE A. FUGATE
JONATHAN M. WEISS
Commissioners

REGULAR MEETING – THURSDAY
July 23, 2015, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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Present:

President Suzanne M. Steinke

Vice President Nancy P. McClelland

Commissioner Gabriel J. Esparza

Commissioner Jeanne A. Fugate

Personnel Department General Manager

Wendy G. Macy

Deputy City Attorney Judith Thompson

Commission Executive Director

Bruce E. Whidden

Absent:

Commissioner Jonathan M. Weiss

1. **CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of July 9, 2015 on a motion by Commissioner McClelland, seconded by Commissioner Fugate.

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

The Board unanimously approved routine and nonappearance matters under Unfinished Business, Page 5 items 8 & 9 and New Business, Pages 6 through 14, items 10 and 11, on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

4. **GENERAL MANAGER'S REPORT**

The General Manager expressed her thanks to the staff of the Examining Division and IT section for their work on creating and implementing the Department's new Examination Information Database, currently undergoing final testing before its anticipated launch in August. The program will allow candidates to search examination and employment opportunities in several user friendly fashions. The Board then saw a presentation of the new system by Vincent Cordero of the Selection Division.

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

No Request for Public Comment

11. **CLASSIFICATION ACTIONS**

- a. The General Manager recommends the Board approve the following Classification actions:
1. Allocate the following new positions in the Department of General Services (GSD), as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2238	1	Construction & Maintenance Supervisor, 3127
2239	1	Senior Electrician, 3864

2. Allocate the following new position in the Joint 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>
4618	1	94-11030	Systems Programmer, 1455

3. 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>
4616	1	95-75252	Electrical Engineering Associate, 7525
4617	1	95-75252	Electrical Engineering Associate, 7525

4. Reallocate the following position in the Convention and Tourism Development Department, 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>
2229	1	Executive Administrative Assistant, 1117	Commission Executive Assistant, 9734

5. 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>
2230	1	Senior Project Coordinator, 1538
2231	1	Senior Project Coordinator, 1538
2232	1	Senior Project Coordinator, 1538
2233	1	Senior Project Coordinator, 1538
2234	1	Senior Project Coordinator, 1538
2235	1	Senior Project Coordinator, 1538
2236	1	Project Coordinator, 1537
2237	1	Assistant Chief Grants Administrator, 1577

6. Approve the exemption of the following positions in the Department of General Services (GSD) from the Civil Service provisions of the Charter, based on the positions being “for workers, mechanics or crafts persons employed exclusively in that position on the construction of public works, improvements or building”, in accordance with Charter Section 1001(d)(2).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2238	1	Construction & Maintenance Supervisor, 3127
2239	1	Senior Electrician, 3864

File No. 54084

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

b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2015-2016 Budget, effective July 1, 2015, (Continued).

PUBLIC WORKS, BUREAU OF ENGINEERING

15/16-120	1	Civil Engineer, 7237
15/16-121	1	Civil Engineering Associate, 7246
15/16-122	1	Civil Engineer, 7237

2. Reallocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>From:</u> Class Title and Code	<u>To:</u> Class Title and Code
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OFFICE OF THE CITY CLERK

15/16-78	1	Secretary, 1116	Executive Administrative Assistant, 1117
15/16-79	1	Personnel Analyst, 1731	Senior Personnel Analyst, 9167

PUBLIC WORKS, BUREAU OF ENGINEERING

15/16-113	1	Clerk Typist, 1358	Senior Clerk Typist, 1368
15/16-114	1	Senior Clerk Typist, 1368	Secretary, 1116

File No. 54085

COMMISSION ACTION: RECOMMENDATIONS APPROVED

12. **PRESENTATION – Core Supervisory Training Program Awards**

The Board of Civil Service Commissioners, Personnel Department General Manager Wendy Macy and Assistant General Manager Phyllis Lynes recognized with certificates City employees who completed the *Core Supervisory Training Program*.

CITY PLANNING DEPARTMENT

Tyna Hall Bradley
Aleta James

DEPARTMENT OF GENERAL SERVICES

Joseph Casaletta
Nick Koufax
Oscar Sanchez

DEPARTMENT OF PUBLIC WORKS

Edward Arrington, Bureau of Engineering
Abid Chowdhry, Bureau of Engineering
Amy So, Bureau of Engineering
Patricia Wood, Bureau of Street Lighting
Henry Yun, Bureau of Engineering

INFORMATION TECHNOLOGY AGENCY

Linda Gillespie

LOS ANGELES HOUSING &

COMMUNITY INVESTMENT DEPARTMENT

Brittany Batong
Wanee Jeerapaet
Amelia Medina
Sergio Samayoa

OFFICE OF FINANCE

Renee Fletcher
T.J. Knight

PERSONNEL DEPARTMENT

Simpson Cheng
Karen Estrella
Mirna Hanger
Brittany Scaggs
Allan Tan

13. **ADJOURNMENT**

The meeting was adjourned at: 12:13 p.m.

SUZANNE M. STEINKE,
President

BRUCE E. WHIDDEN,
Commission Executive Director