



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE April 9, 2015
REFERENCE: Budgetary Report #R-143	COUNCIL FILE 14-0600-S142
SUBJECT: INCREASE IN EXEMPTIONS UNDER CHARTER SECTION 1001(b)(4)	

RECOMMENDATION: That the Council receive and file this report regarding information submitted by City departments whose current Charter Section 1001(b)(4) exempt positions exceed one percent of their current authorized positions.

DISCUSSION:

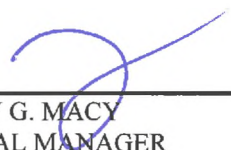
On November 4, 2014, the Personnel and Animal Welfare Committee considered a report from the Personnel Department concerning the methodology to increase the maximum number of exempt positions as allowed in the City Charter. Subsequently, the City Council approved increasing the maximum number of exempt positions as allowed in Charter Section 1001(b)(4) from 150 to 200.

The Committee also instructed the Personnel Department to seek responses from departments that have exemption counts exceeding one percent of their regular authorized position count. Departments were to describe the work performed by these positions and the need to continue these exemptions. Departments meeting these criteria were asked to submit the requested information to the Personnel Department. The departments that were asked to submit information included the following:

Office of the City Administrative Officer
Office of the City Controller
Department on Disability
Economic and Workforce Development Department
Housing and Community Investment Department
Los Angeles City Employees' Retirement System
Department of Neighborhood Empowerment
City Planning Department
Department of Recreation and Parks

Attached are the responses received by the Personnel Department.

Attachments – Reports from affected departments



WENDY G. MACY
GENERAL MANAGER



CAO

Exemptions - CAO

Jody Yoxsimer <jody.yoxsimer@lacity.org>

Mon, Feb 23, 2015 at 10:38 AM

To: Elizabeth Terry <elizabeth.terry@lacity.org>

Cc: Don Harrahill <don.harrahill@lacity.org>, Raul Lemus <raul.lemus@lacity.org>, Patricia Huber <Patty.Huber@lacity.org>

Hi Elizabeth - Apologies for the delayed response. Please note that of the five exempt positions in the CAO, three are operationally independent as Mayor/Council directed those functions be placed in CAO for purely administrative purposes:

Revenue Manager	Fernando Campos
Utility Rates and Policy Specialist II	Grant Hoag
Utility Rates and Policy Specialist II	Vacant

The Revenue Manager serves as the Inspector General for Citywide Collections. The Utility Rates and Policy Specialists are assigned only to the Office of Public Accountability. Those exemptions continue to be needed to perform the functions directed by the Mayor and Council (Inspector General) or required by Charter (Office of Public Accountability).

The two remaining positions are assigned to the Asset Management Strategic Planning Unit:

Principal Project Coordinator	Josh Rohmer
Principal Project Coordinator	Caroline Sim

The main focus of this unit is to identify opportunities, provide the framework, and perform preliminary analysis on various asset management plans and needs in the City. It was created in recognition of the economic development potential of the City's real estate and other property assets and in response to the dissolution of the Community Redevelopment Agency (CRA). These filled positions were exempted to enable the CAO to hire employees with existing content-based experience in real estate projects and financing. Both incumbents are former CRA employees,

One Principal Project Coordinator's primary responsibilities include partnering of City asset management needs with economic development opportunities and coordinating real estate asset discussions with other governmental entities and the private sector. Some of the major projects undertaken by this position have included (or will include) Mangrove development, redevelopment of Lincoln Heights jail, and redevelopment of the Los Angeles Mall.

The other Principal Project Coordinator's primary responsibilities include (1) analysis of mixed use development and opportunities to develop proprietary and non-proprietary surplus property and (2) analysis of potential consolidation of City operations into lower cost space. Some of the major projects undertaken by this position have included (or will include) redevelopment of the West Los Angeles Civic Center, Pico House redevelopment, and reuse of the South Los Angeles Animal Shelter site.

The positions continue to be needed. The Asset Management Strategic Planning Unit is currently developing a comprehensive strategic asset plan, working closely with Council offices to develop priorities and to concentrate on projects with the most significant development potential consistent with citywide goals, Mayoral initiatives, and Council District objectives and ultimately aligning with the citywide economic development strategy being developed by the Economic and Workforce Development Department. For additional information, please refer to Council File Nos. 12-1549, 12-1549-S1, 12-1549-S2, and 12-1549-S3.

Please don't hesitate to contact me with any questions.

Thanks so much,
Jody

**CONTROLLER****Exemptions Reminder -- City Controller ,****Jovonne Lavender** <jovonne.lavender@lacity.org>

Wed, Mar 18, 2015 at 2:30 PM

To: Elizabeth Terry <elizabeth.terry@lacity.org>

The Controller requires the continuation of all current exemptions that were approved under Charter Section 1001(b). Please see the Controller's response to the requested information. The descriptions below of the duties are summarized. Please refer to our initial exemption requests for a more detailed position description if needed.

Admin. Deputy Controller, Vacant

This position works for the Controller and assists in carrying out the Controller's missions and has responsibility for new initiatives.

Admin. Coordinator Controller, Lorraine Green

This position works for the Controller and assists in carrying out his mission and work with his constituents

Admin. Coordinator Controller, Elizabeth Seelman

This position works for the Controller and assists in carrying out his mission and is the Community Liaison for Office

Deputy Director of Auditing, Siri Khalsa

This position assists in the management of the Controller's Auditing Division

Internal Auditor IV, Barbara Steelman

This position leads various complex audit assignments in the Auditing Division

Internal Auditor IV, Sydia Reese

This position leads various complex audit assignments in the Auditing Division

Project Assistant, Kyle Hall

This position works for the Controller and assists in carrying out his missions and works on new initiatives

Project Assistant , Juan Lopez

This position works for the Controller and assists in carrying out his mission and works on new initiatives

[Quoted text hidden]

JoVonne Lavender, Chief Management Analyst

Office of the Controller

(213)978-7257

<http://controller.lacity.org/index.htm>

CITY OF LOS ANGELES
INTERDEPARTMENTAL CORRESPONDENCE**DISABILITY**

Date: December 24, 2014

To: Elizabeth Terry, Senior Personnel Analyst I
Personnel Department

From:  Tony Abraham, Senior Management Analyst I
Department on Disability

Subject: Justification for Exemption Positions

On November 4, 2014 the City's Personnel and Animal Welfare Committee considered a report about increasing the maximum number of exempt positions as allowed under Charter Section 1001(b)(4), Council File No. 14-0600-S142.

To assist the Committee in making its determination the Personnel Department requested the Department on Disability to support why 72.73 percent (8 of 11) of its regular positions were exempted.

First, the Department has only 7 of 11 positions exempted, under Charter Section 1001(b), rather than 8 of 11 positions. The Department has only three Senior Project Coordinators, rather than four. The fourth Senior Project Coordinator listed below is not authorized, is not reflected in the Departmental Personnel Ordinance (DPO), and therefore should be stricken from the list.

Senior Project Coordinator	Angela Kaufman
Senior Project Coordinator	Carey Stone
Senior Project Coordinator	Ricardo Rosales
Project Coordinator	Luis Mata
Project Coordinator	John Rodriguez
Project Coordinator	Richard Pope
Senior Project Coordinator	Vacant
Project Coordinator	Nicole Willet

Second, and to the point of justifying these positions, the seven (7) exempt positions are responsible for rendering services characterized as professional and of an expert nature to the City and its multiple Departments. These seven (7) positions have experience, professional and educational requirements that cannot be met under the Civil Service recruitment process, and which are necessary to fulfill in implementing federal and state disability law.

The Department is responsible for overseeing the City's implementation of the Americans with Disability Act (ADA), the ADA Amendment Act, and state disability law, by having a highly trained workforce possessing subject matter experience and expertise in the area of disability law and policy.

Personnel Department
December 24, 2014
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To fulfill this responsibility the Department on Disability has a staff of only 17 allocated positions, and to be effective with a small workforce, it is imperative that the Department uses a selection process that permits recruiting candidates that already have a high degree of professional experience and expertise in the area of disability policy and law.

The best means for selecting such candidates is the exempt selection process authorized under Admin Code Section 1001.b, thereby ensuring that the City of Los Angeles remains a leader in providing exemplary service to people with disabilities and making Los Angeles a more livable city.

If you have any questions, please call me at (213) 202-2746.

C: Sean Cumbie, Personnel Department
Patrick Delahanty, CAO



EWDD

exemptions ---**Tonja Bellard** <tonja.bellard@lacity.org>

Mon, Mar 23, 2015 at 8:24 AM

To: Elizabeth Terry <elizabeth.terry@lacity.org>

Hi Elizabeth...sorry for the delay in getting this to you:

AGM (Economic Development Div) - This position directs the planning, implementation, monitoring, evaluation and overall administration of the EDD. This position is responsible for directing the work of professional personnel in the development of a City-wide strategic plan for economic development, and directs the development of State and Federal resources for economic development collaboratively with partners and stakeholders.

Principal Project Coordinator (Economic Development Div) - This position coordinates the evaluation of City-owned properties and facilities for economic development purposes. This position develops market studies, engages real estate professionals, appraisers and other technical services in the development of a reuse plan for properties, and leads and participates in marketing efforts for City-owned properties and specific asset-related projects.

Project Coordinator (Economic Development Div) - Participates in the development of a City-wide economic strategic plan in coordination with the EDD Deputy Mayor, EWDD Executive Management, Council offices, and the City's economic development partners. Assists with research on legislation and potential impact on the department's economic development programs. Collaborates with all partners and stakeholders to ensure their input on Department and program initiatives, policy direction and legislative analysis.

On Tue, Mar 17, 2015 at 2:51 PM, Elizabeth Terry <elizabeth.terry@lacity.org> wrote:

[Quoted text hidden]



Elizabeth Terry <elizabeth.terry@lacity.org>

exemptions ---

Tonja Bellard <tonja.bellard@lacity.org>
To: Elizabeth Terry <elizabeth.terry@lacity.org>

Tue, Mar 24, 2015 at 8:19 AM

EWDD is currently seeking to intensify and increase its efforts in economic development programs and services in response to the City's growing need for business development and assisting small businesses with portfolio growth. These positions support those efforts in providing oversight of the growth in this area that will create greater opportunities for partnerships in the business community by establishing joint lending opportunities with traditional banks, and developing a micro-lending program, which will have varied assets, including direct lending, technical support and services for micro-businesses and entrepreneurs. The specific qualities, knowledge and experience needed for these positions cannot be attained by utilizing the current Civil Service Classifications that are available for employment purposes.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties and responsibilities are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Assignments are given in broad terms, with minimal supervision by the General Manager.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position :

(a) Education (include specific subject matter).

As per class specification

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS Check below all physical capabilities needed to do this job.

Hours per
_____ week

☒ Strength to: ☒ Lift ☒ Push ☒ Pull

☒ 5 Average weight ☒ 20 Heaviest weight

☐ Climbing stairs, ladders, poles

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alerts

☐ Balance for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain _____

(a) List any alternative methods or devices that can be used to aide in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for assuring enforcement of federal, state and City regulations through subordinate staff.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

Responsible for planning department work flow in a manner that improves efficiency and reduces redundant procedure.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handles each month, or the amounts which are authorized to be expended each month.

Is position bonded? No

amount of bond\$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Constant contact with elected officials, the public, business representatives, Departmental staff and management, and other City staff and public agency representatives.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Reviews and approves a broad variety of reports, frequently signing for the General Manager

Signature of the immediate supervisor _____

Date _____

Class Title General Manager

Extension _____

Signature of department head _____

Date 7/1/13

POSITION DESCRIPTION CITY OF LOS ANGELES			DO NOT USE THIS SPACE
PD 553 (REV. 9/12/03)			
1. Name of Employee:	2. Employee's Present Class Title/Code: Principal Project Coordinator-9134	3. Present Salary or Wage Rate:	
4. Reason for Preparing Description: ☐ XX New Position ☐ Change In Existing Position Routine Report of Duties ☒ Review for Proper Allocation			
5. Location of office or place of work: 1200 W. 7th St., 6th Fl., Los Angeles, CA 90017		6. Name of Department: Economic and Workforce Development Department Division: Economic Development Section: Strategic Planning	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name: Title: Chief Grants Administrator			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain the tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
PERCENT OF TIME	DUTIES		
25%	Directs the work of professional personnel engaged in the development of a city-wide economic strategic plan in coordination with the Deputy Mayor for Economic Development and the executive management of the Economic and Workforce Development, Council Offices, the Citywide Non-Profit for Economic Development, economic development-related departments, proprietary departments and the City's economic development partners. Provides oversight to 1 Sr. Project Coordinator and 1 Project Coordinator assigned with the research, analysis and coordination of the strategic plan.		
25%	Assists in establishing the priorities of the unit in alignment with the goals of the department and the other units within the division. Maintains strong working relationships and communications with other divisions within the department. Collaborates with all partners and stakeholders to obtain their feedback and ensure their input in department and program initiatives, policy direction and legislative analysis.		
20%	Prepares and/or directs the preparation of narrative reports to the Deputy Mayor for Economic Development, Chief Grants Administrator, Mayor and Council, and other stakeholders that include strategic plan highlights and best practices to report progress on the development and implementation of the strategic plan and the Economic and Workforce Development Department. Prepares and/or directs the preparation of narrative reports		
20%	Interprets and provides guidance on legislation and potential impact on the department's economic development programs. Ensures that Department's governance group represents the Department's interests at City Council and Committee meetings by placing Department reports onto Committee agendas in a timely manner and tracking when issues pertaining to the Department will be heard by Committee or Council.		
10%	Provides direct supervision of staff in a manner conducive to high employee morale and motivation, maintenance of a respectful and safe workplace, and open communication. Directs, supports and coordinates training for staff as required for job performance, employee development, building staff capacity. Oversees the communication of personnel policies and procedures to staff, and implements equal employment opportunity provisions in all aspects of the operation. Exercises overall responsibility in the areas of discipline, resolution of employee conflicts and grievances, and evaluation of performance. Performs other job duties as assigned.		
9. How long have the duties been substantially as described above? new			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, Facsimile machine, photo copier, calculator, telephone, automobile.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 35%			
12. Indicate the number of employees supervised by class titles. 1 Sr. Project Coordinator, 1 Project Coordinator			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.			
Signature _____ Date _____ Extension _____			
ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR			

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

As per class specification

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific subject matter).

A Bachelor's Degree from a recognized four-year college or university and four years of professional experience building, facilitating, or managing community based activities

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Hours per
week

☒ Strength to: ☐ Lift ☒ Push ☒ Pull ☒

☒ Average weight 25 Heaviest weight

☐ Climbing stairs, ladders, poles

How far ☐

☐ Face severe work conditions

☐ Outdoors ☐ on/near water ☐

Other/explain ☐

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance for working heights

Other/explain ☐

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain ☐

(a) List any alternative methods or devices that can be used to aide in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Employee is responsible for interpreting and enforcing City and department policy and procedures and participates in the development of these policies. Receives approval from higher authority as necessary.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handles each month, or the amounts which are authorized to be expended each month.

Is position bonded? No

amount of bond\$

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Frequent contacts with EDD staff, Mayor and Council staff, other Departmental staff, and industry and community leaders and service providers.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Directs the preparation of reports and transmittals to Mayor and Council, statistical and narrative reports.

Signature of the immediate supervisor Date

Class Title Chief Grants Administrator Extension

Signature of department head Date 7/1/13

POSITION DESCRIPTION CITY OF LOS ANGELES			DO NOT USE THIS SPACE
PDES 3 (REV 9/12/93)			
1. Name of Employee:	2. Employee's Present Class Title/Code: Project Coordinator-1637	3. Present Salary or Wage Rate:	
4. Reason for Preparing Description: ☐ XX New Position ☐ Change in Existing Position Routine Report of Duties ☒ Review for Proper Allocation			
5. Location of office or place of work: 1200 W. 7th St., 6th Fl., Los Angeles, CA 90017		6. Name of Department: Economic and Workforce Development Department Division: Economic Development Section: Strategic Planning	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name: Title: Principal Project Coordinator			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain the tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
PERCENT OF TIME	DUTIES		
35%	Participates along with the Project Coordinator and Sr. Project Coordinator in the development of a city-wide economic strategic plan in coordination with the Deputy Mayor for Economic Development and the executive management of the Economic and Workforce Development, Council Offices, the Citywide Non-Profit for Economic Development, economic development-related departments, proprietary departments and the City's economic development partners. Assists in the preparation of draft narrative reports to the Deputy Mayor for Economic Development, Mayor and Council, and other stakeholders that include plan highlights and best practices to report progress on the development and implementation of the strategic plan and the Economic Development and Workforce Development Department. Assists in the preparation of draft narrative reports in industry journals and publications in order to influence economic development policy and create status for the department as a leading industry entity in economic development. Researches best practices and makes recommendations to the Principal Project Coordinator regarding industry trends and challenges relating to economic development.		
25%	Along with the Principal Project Coordinator and Sr. Project Coordinator assists in establishing the priorities of the unit in alignment with the goals of the Department and the other units within the division. Along with the Principal Project Coordinator and Sr. Project Coordinator maintains strong working relationship and communication with other divisions within the department. Collaborates with all partners and stakeholders to ensure their input on Department and program initiatives, policy direction and legislative analysis.		
20%	Assists with research on legislation and potential impact on the department's economic development programs. Assists with the development of recommendations to the Principal Project Coordinator to ensure that the Department's governance group represents the Department's interests at City Council and Committee meetings by placing Department reports onto Committee agendas in a timely manner and tracking when issues pertaining to the Department will be heard by Committee or Council.		
10%	At the direction of the Sr Project Coordinator maintains a positive work environment conducive to high employee morale and motivation, maintenance of a respectful and safe workplace, and open communication.		
10%	Performs other job duties as assigned		
9. How long have the duties been substantially as described above? new			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, Facsimile machine, photo copier, calculator, telephone, automobile.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 0			
12. Indicate the number of employees supervised by class titles. 0			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.			
Signature _____ Date _____ Extension _____			

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

As per class specification

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position :

(a) Education (include specific subject matter).

Graduation from a recognized four-year college or university and three years of experience in code enforcement, City planning, engineering, or community redevelopment work, one year of which was at the level of Administrative Assistant, are required. However, experience of the specified type may be substituted on a year-for-year basis for the desired education.

(b) Experience (type and length; list appropriate city classes, if any).

As per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Hours per

week

☒ Strength to: ☒ Lift ☒ Push ☒ Pull

☒ Average weight ☒ Heaviest weight

☐ Climbing stairs, ladders, poles

How far _____

☐ Face severe work conditions

Outdoors ☐ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance for working heights

Other/explain _____

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain _____

(a) list any alternative methods or devices that can be used to aide in meeting the physical requirements checked above.

18. RESPONSIBILITIES.

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Assists in the preparation of draft narrative reports in industry journals and publications in order to influence economic development policy and create status for the department as a leading industry entity in economic development.

(b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with the same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handles each month, or the amounts which are authorized to be expended each month.

Is position bonded? No

amount of bond\$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the organization; indicate the type of contacts, purpose thereof, and the importance of persons contacted.

Frequent contacts with EDD staff, Mayor and Council staff; other Departmental staff, and industry and community leaders and service providers.

(f) Records and Reports: Describe the responsibility for records and reports, indicating the kind value of records or reports in descriptive terms, and the action employee takes in respect thereto.

Assists with the preparation of reports and transmittals to Mayor and Council, statistical and narrative reports.

Signature of the immediate supervisor _____ Date _____

Class Title Sr Project Project Coordinator Extension _____

Signature of department head [Signature] Date 7/1/13

**HCIDLA Approved Exemptions
As of 11/14/14**

POSITION	EMPLOYEE	PROGRAM	JUSTIFICATION
Assistant General Manager	Luz Santiago	Administration	Please see attachment
Assistant General Manager (Exec. Ofcr.)	Vacant (Selection pending)	Executive Management	Please see attachment
Assistant General Manager	Manuel Chavez	Program Operations	Please see attachment
Senior Project Coordinator	Patricia Villasenor	Commission Hearing Support	Please see attachment
Environmental Affairs Officer	Robert Manford	Environmental Support	Please see attachment
Community Housing Programs Mgr.	Vacant (Pending internal review)	CRA	Please see attachment
Project Coordinator	Vacant (Pending unfreeze approval)	CRA	Please see attachment
Senior Project Coordinator	Mariana Lem	CRA	Please see attachment
Project Coordinator	James Hanger	CRA	Please see attachment
Project Coordinator	Manuel Alfaro-Cabrera	CRA	Please see attachment
Project Coordinator	Jennifer Ing-Aram	CRA	Please see attachment
Project Coordinator	Caryn Dianne Mattingly	CRA	Please see attachment
Principal Project Coordinator	Vacant (Pending unfreeze approval)	CRA/USC Plan	Please see attachment
Finance Development Officer I	Helen Villagomez	CRA	Please see attachment

HOUSING

Position Justification – AGM Administration

Over the past twelve years the production and preservation of affordable housing has increasingly become a critical priority for the City. As such, a greater emphasis has been placed on the Los Angeles Housing and Community Investment Department (HCIDLA) to address the housing crisis in the City of Los Angeles. In response, HCIDLA has added or substantially modified 36 housing programs. In order to effectively carry out these programs, the department has more than doubled its work force and almost tripled its budget. The increased emphasis has required the Department's General Manager to play a key leadership role regionally in developing new initiatives to address the housing crisis. These critical external demands have limited the General Manager's ability to effectively oversee the day to day operations of the Department.

This in turn has resulted in a greater reliance on Department Assistant General Managers to provide an increased level of executive oversight of their respective branches. This exemption has provided the department with an Assistant General Manager who has continued to serve as the manager of the Administration Bureau and has maintained the responsibility of day to day oversight of HCIDLA's administrative operations. This has enabled the General Manager to continue to focus more intently on critical Mayor and Council housing initiatives.

Position Justification – AGM Executive Officer

Over the past sixteen years the production and preservation of affordable housing has increasingly become a critical priority for the City. As such, a greater emphasis has been placed on the Los Angeles Housing + Community Investment Department (HCIDLA) in order to address the housing crisis in the City of Los Angeles. In response, HCIDLA has added or substantially modified 36 housing programs. Most recently the department has assumed the assets and functions of the former Community Redevelopment Agency of Los Angeles, and taken on the Community Investment component of the former Community Development Department. In response to this greater level of responsibility the department has had its workforce more than doubled and has had its budgetary responsibilities nearly tripled. This increased emphasis has required the Department's General Manager to play a key leadership role regionally in developing new initiatives to address the City's housing crisis. These critical external demands have limited the General Manager's ability to effectively oversee the day to day operations of the Department. In order to ensure that day to day operations for this rapidly burgeoning department are carried out effectively, a Chief Executive Officer position was instituted. This exemption has allowed the department to hire an individual to serve in this Chief Executive Officer capacity and maintain the responsibility of day to day oversight of Housing + Community Investment Department operations. This has effectively served to enable the General Manager to focus more intently on critical Mayor and Council housing initiatives.

Position Justification – AGM Program Operations

On July 1, 2013, the Community Development Department was abolished, and staff and functions formerly associated with this department were apportioned to the newly formed Economic and Workforce Development Department, and the newly restructured Housing and Community Investment Department (HCIDLA). HCIDLA assumed responsibility for the Program Operations functions of the former CDD, which constituted a variety of complex housing and investment programs, as well as the addition of approximately 100 employees. It was determined prior to the transition that the functions coming over would constitute a new bureau, and would require the oversight of an Assistant General Manager. It was also determined that the existing Assistant General Managers would not be able to assume these additional duties and responsibilities. All already had full workloads and lacked the specific knowledge and expertise of these programs that would be required to effectively manage this bureau. Accordingly, as part of the transition, this Assistant General Manager was transferred to the Housing and Community Investment Department, and is responsible for management and oversight of these critical functions. This addition addresses the staffing deficiency within the AGM ranks, and continues to provide the department with a knowledgeable individual who continues to provide for an effective assimilation of these programs into the HCIDLA.

Sr. Project Coordinator Position Justification

This Sr. Project Coordinator position is required in order to provide critical support for the Commission and Community Engagement Section which consists of 53 Commissioners, 5 full-time staff, and 3 interns..

This section (Commissions and Community Engagement) manages five (5) commissions: Human Relations Commission, Commission on the Status of Women, Affordable Housing Commission, Commission on Communities and Family Services and the Community Action Board. Each commission provides a unique set of needs and addresses specific policy and demographic issues and needs within the City.

Each commission also has its' own set of programs and initiatives all under the leadership of the Sr. Project Coordinator. Strategic planning, development and implementation of programs and initiative are under the oversight of the Sr. PC.

The Sr. PC must demonstrate knowledge, skills and abilities required to manage professional staff, identify, track and analyze legislative proposals, oversee research and data collection projects, strong meeting facilitation skills, mastery of strategic planning and planning facilitation, excellent writing ability and experience in public speaking, and ability to work with governing boards, diverse community groups and representatives of elected officials.

Position Justification- Environmental Affairs Officer

This position is a designated City of Los Angeles NEPA Certifying Official for U.S. Department of Housing and Urban Development (HUD) funded projects within the City of Los Angeles. Responsibilities include managing HCID's Environmental & Land Use Services Division, which is charged with implementation of NEPA/CEQA, Project environmental review/compliance, and implementation of local, state and federal land use laws and regulations pertaining to housing and community development. Additional responsibilities include technical oversight, grant administration, contract management and management of city-wide energy programs, including the U. S. Department of Energy (DOE) Energy Efficiency Conservation Block Grant (EECBG) Program, State Energy Program (SEP), and the Better Buildings Challenge Program (BBC).

Position Justification- CHPM

Consistent with the Mayor and City Council's actions, HCID assumed all housing assets and functions previously performed by the former CRA/LA. Once the all housing assets are transferred to the appropriate HCID divisions, new and existing staff will assess and integrate the assets and functions into its current workload. The workload is expected to increase substantially and for some divisions will double in size. The Community Housing Program Manager (CHPM) is responsible for transferring all former CRA/LA housing, related rights, powers, duties and obligations under California Redevelopment Law to HCID. The transfer of all the CRA/LA housing assets is not yet complete. There are approximately \$17 million more in assets to be transferred from CRA/LA to HCID. Negotiations and legal agreements are still being worked out for the remainder of the assets. The CHPM is working with outside counsel, the CRA/LA, and its Oversight Board and Governing Board to have the assets approved for release by the State of California Department of Finance. In addition, there are still projects and loans pending transfer subject to completion of construction and records still needing to be transferred for which CRA/LA litigation is still pending around these loans and projects which needs to be monitored.

CRA POSITIONs JUSTIFICATION RES244-249

BACKGROUND

In response to the redevelopment elimination bill (AB 1X26), on January 25, 2012, the City Council and Mayor adopted a resolution wherein the City elected to opt-in as the Housing Successor Entity to carry out the former Community Redevelopment Agency of Los Angeles' (CRA/LA) housing functions and responsibilities. Furthermore, the resolution identified the Los Angeles Housing and Community Investment Department (HCIDLA) as the City's representative in carrying out the housing functions and responsibilities (CF 12-0049).

In order to transfer the housing assets from the CRA/LA, HCIDLA requested authority to execute the Housing Transfer Agreement between the CRA/LA, a Designated Local Authority, and the City of Los Angeles. On November 9, 2012, HCIDLA submitted a transmittal to City Council and the Mayor, which identified all anticipated housing assets, functions and obligations to be assumed by HCIDLA, and requested authority to hire appropriate staff to successfully transfer and maintain the housing assets. HCIDLA had reported it would not sign the transfer agreement until the agreement was approved by the DLA Oversight Board and the final housing asset list was approved by the California Department of Finance (DOF).

In order to carry out all housing obligations with respect to each housing asset, HCIDLA requested authority for 16 positions (eight exempt and eight non-exempt). The hiring process for the requested positions was scheduled to begin after receiving the City Council and Mayor approval, obtaining DOF and other approvals, and executing the CRA/LA Transfer Agreement. HCIDLA received City Council and Mayor approval for this personnel request on February 15, 2013 subject to the review and approval by the Personnel Department, the City Administrative Officer Employee Relations Division, the Managed Hiring Committee, and approval by the DOF regarding transfer of housing assets.

CRA TRANSITION TEAM STAFFING

On July 12, 2013, the DOF rendered a final determination and approved the transfer. HCIDLA worked diligently prior to the official transfer date to create the internal infrastructure to enable HCIDLA to be able to service the housing assets transferred to HCIDLA and upon final DOF determination hiring began per Council approval on February 6, 2013.

HCIDLA's Asset Management Division decided to create a CRA Transition Team, composed of a Senior Project Coordinator and four Project Coordinators, to facilitate the transition of the CRA/LA housing assets into HCIDLA'S portfolio.

The remaining Project Coordinator (RES245) is assigned to the Occupancy Monitoring Unit within the Asset Management Division. The position is currently vacant as this staff person transferred into a new role within HCIDLA. The table below indicates the exempt staff hired in HCIDLA'S Asset Management Division.

Exempt Staff Hired To Date

Classification	RES No.	Name	Month Hired
Senior Project Coordinator	244	Mariana Lem	July 2013
Project Coordinator	245	Vacant	
Project Coordinator	246	Jennifer Ing-Aram	August 2013
Project Coordinator	247	Manuel Alfaro	August 2013
Project Coordinator	248	Caryn Dianne Mattingly	August 2013
Project Coordinator	249	James Hanger	August 2013

CRA TRANSITION TEAM RESPONSIBILITIES

The CRA Transition Team has made progress in transitioning the CRA/LA housing assets into the HCIDLA portfolio to date. Listed below are some of the CRA Transition Team responsibilities:

- Inventory of paper files and physical assets transferred to HCIDLA;
- Create policies and procedures for reviewing and researching covenant, loan and residual receipts folders received from CRA/LA;
- Prepare reports for executive management and Council Districts regarding CRA/LA housing assets;
- Prepare transmittals;
- Research 61 CRA/LA properties transferred to HCIDLA and prepare detailed asset reports for each property;
- Conduct site visits to the properties;
- Prepare and make presentations to executive management on the 30 properties with potential development responsibilities;
- Manage the disposition and sale of selected properties;
- Analyze and review covenants for 540 projects totaling almost 23,000 restricted units and submit projects to contracted vendor for monitoring affordability restrictions;
- Work with other HCIDLA staff to preserve projects with expiring covenants; and
- Manage three different teams of attorneys representing CRA, Plaintiff, and the City in their review of CRA files due to the ADA lawsuit.

Since August 2013, the staff of the CRA Transition Team has developed a robust understanding and intellectual knowledge base of the CRA/LA housing assets as well as California redevelopment law. The CRA Transition Team has established the foundation to integrate and monitor these housing assets into HCIDLA's portfolio. However, there is still substantial work to be completed before the CRA/LA housing assets are 100% integrated into HCIDLA's portfolio. In addition to the above responsibilities, the following needs to be completed:

- Analyze 30 CRA/LA properties that have ground leases;
- Develop a web-based application to monitor and invoice projects with ground leases;
- Extend the affordability restrictions of projects with expiring covenants;
- Integrate CRA/LA funding sources into HCIDLA's Housing Information Systems database; and
- Convert CRA/LA paper documents into electronic files.

Accordingly, there remains a great need to have these positions in place.

Position Justification- Principal Project Coordinator

Assembly Bill, AB1x26 allowed the City of Los Angeles to retain the housing assets of the former CRA/LA (C.F. 12-0049). The Principal Project Coordinator will oversee the disposition of the former CRA/LA real property and assets from HCIDLA's prior lending activities. In addition, utilizing the USC Development plan, the USC Nexus study, the HCID addendum to the Nexus study, and working with USC and the community, the Principal Project Coordinator will work to establish a revolving loan fund, a housing preservation fund, a housing legal clinic fund, and other affordable housing projects/programs. With this Development plan, USC will set aside \$20 million dollars to preserve and create attractive affordable housing in the Plan area. Lastly, the Department has also committed to the creation of 12 Placed Based (community) Investment Roadmaps and Implementation Plans within the City. This position will play a key role with the creation of these unique plans that will describe a detailed three to five year investment roadmap and implementation plan leading to improved quality of life for each of the communities.

Position Justification- Finance Development Officer I

The Financial Development Officer will serve as the point person for the Residual Receipts collections discipline and be responsible for the coordinating and managing the loan portfolio process for an estimated 313 affordable housing residuals loans and a number of housing amortized loans that will be transferred to HCIDLA that will require on-going monitoring and oversight. This is an ongoing process requiring continual monitoring by this position.

**LACERS**

Exemptions - LACERS

Moutes, Tom <tom.moutes@lacers.org>
To: Elizabeth Terry <elizabeth.terry@lacity.org>

Fri, Nov 7, 2014 at 8:59 AM

Elizabeth,

Here is the information you requested. Please let me know if you need it in memo form or if this email will suffice.

Chief Investment Officer

This position requires investment expertise so that LACERS can achieve the best risk-adjusted investment returns possible. Achieving the best possible risk-adjusted investment returns helps defray the City's contribution to LACERS and, thus, helps the General Fund. If the individual in this position is not helping LACERS achieve the best risk-adjusted returns, it is harmful to LACERS and the City. The ability to make prompt changes to the individual filling the CIO position is essential.

Department Audit Manager

Pursuant to this individual's job description s/he must have access to every information system and record of the Department, including sensitive information regarding every LACERS member. If that access was ever abused, there would need to be the ability for the Department to make prompt changes to the individual filling the position. The exemption also allows LACERS to consider candidates outside of the City that have public pension fund-specific auditing experience.

Tom

From: Elizabeth Terry [mailto:elizabeth.terry@lacity.org]
Sent: Thursday, November 06, 2014 4:07 PM
To: Perry, Ruth B.
Cc: Moutes, Tom; Aragon, Lin C.; Raul Lemus; Don Harrahill
Subject: Exemptions - LACERS

[Quoted text hidden]



NEIGHBORHOOD EMPOWERMENT

Exemptions - Neighborhood Empowerment

Grayce Liu <grayce.liu@lacity.org>

Wed, Dec 24, 2014 at 1:35 PM

To: Elizabeth Terry <elizabeth.terry@lacity.org>

Cc: Armando Ruiz <armando.ruiz@lacity.org>, William Weeks <william.weeks@lacity.org>, Fatima De Mesa <fatima.demesa@lacity.org>, Raul Lemus <raul.lemus@lacity.org>, Don Harrahill <don.harrahill@lacity.org>

Hi, Elizabeth,

Hope all is well. My apologies. Armando had provided me a draft to review last month prior to my vacation this month, but I was not able to get to it. The position descriptions are below. Please note that these descriptions are only for the exempt positions that are filled. We have, however, at least 5 other approved exempt positions that we have been unable to fill because of the citywide exemption limit and 4 other civil service positions we are trying to convert to exempt positions in consultation with the CAO, Mayor and Personnel Department. This would make a total of 11 exempt positions requested with only 2 currently filled.

Please let me know if you require complete explanations for the other exemption positions and whether you need this information in a formal report.

Thank you! Happy Holidays and New Year!

Best,

Grayce Liu
General Manager

Department of Neighborhood Empowerment

200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Downtown Office: (213) 978-1551
Downtown Fax: (213) 978-1751

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Empower Yourself. Empower Your Community. Empower LA.

Senior Project Coordinator

Leyla Campos

Work Description: Manage, supervise, and lead a team of field representatives and support staff that provide support to Neighborhood Council Boards experiencing difficulties in conducting productive meetings, and

assistance to all Neighborhood Council Boards via the Neighborhood Council Support Helpline and in person by working with Neighborhood Council Boards and one-on-one with Board members to educate them on policies, procedures and best practices for Neighborhood Council operations, including funding;

Develop and administer free capacity building training modules with various methods of accessibility and in multiple languages via the EmpowerLA Leadership Academy, including training materials and resources on the website and live training with other City departments in partnership with Council Members' staff, Office of the City Attorney, Board of Public Works, the Planning Department, etc., which help Neighborhood Council Boards be more effective; Build regional participation networks for Neighborhood Councils and other peer learning opportunities, including working with volunteer mentors through Councils for Councils and the Valley Alliance of Neighborhood Councils Resource Board, to encourage knowledge sharing about effective tools and techniques; Assist Neighborhood Councils in building strategic partnerships to enhance their effectiveness; Assist in organizing events that promote healthy dialogues and networking opportunities between City agencies and Neighborhood Councils .

Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions, agencies of the City of Los Angeles and leaders of private and non-profit community-based organizations. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and analysis data and may present information to elected City officials and the Neighborhood Council Commission.

Act as a lead person in a standing and/or ad hoc work group, operating closely with Department Management in developing policies and procedures for enhancing the Neighborhood Council system and Department operations.

Compiles information and prepares reports related to project goal implementation and achievement.

Updates database of community organizations and contacts. Completes special projects, as needed.

Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and analysis data and may present information to elected City officials and the Neighborhood Council Commission.

Compiles information and prepares reports related to project goal implementation and achievement. Updates database of community organizations and contacts. Completes special projects, as needed.

Impact if not filled: Neighborhood Council Board Members, stakeholders, and interested parties would not have quick access to the information and assistance critical to the successful running of a Neighborhood Council. The community would suffer as well, since Neighborhood Councils serve to empower their communities by giving them a stronger voice in civic matters. Neighborhood Councils, particularly in areas of already low participation, would be the most significantly impacted because of the need for Department staffing support in the program.

Senior Project Coordinator

Stephen Box

Work Description: Manage, supervise, and lead a team of field representatives and support staff that provide ongoing citywide outreach and communication strategies for the Department and City as well as for Neighborhood Councils to raise the awareness of the Neighborhood Council system in Los Angeles, which feeds into the Neighborhood Council elections during the Spring of even number years; Increase awareness of and effective outreach to Neighborhood Councils by City departments through training and effective collaborations between the City departments and the Neighborhood Councils; Conduct outreach, marketing and communications activities for the Neighborhood Council System citywide; Develop effective online tools to track the Department and Neighborhood Council performance metrics and provide online platforms for content developed for the EmpowerLA Leadership Academy; Maintain the website and all Neighborhood Council Board rosters; and in even years, coordinate Neighborhood Council election activities in conjunction with Neighborhood Council Boards and the Office of the City Clerk.

Interface with appropriate representatives from the Office of the Mayor and various City Council offices, as well as representatives from various Departments, Commissions and agencies of the City of Los Angeles. May be assigned to special work groups or projects and perform other duties for training purposes, to meet Department needs, or during emergencies. Prepares reports and analysis data and may present information to elected City officials and the Neighborhood Council Commission.

Compiles information and prepares reports related to project goal implementation and achievement. Updates database of community organizations and contacts. Completes special projects, as needed.

Impact if not filled: Citywide outreach for the Neighborhood Councils, partnerships with City departments and the continuation of the existing outreach technology and development of new ones would significantly be undermined. Neighborhood Councils would not have easy access to unified sets of innovative tools, strategies, and online interfaces available for maximizing their outreach and communication activities for their communities and stakeholders. Some Neighborhood Councils that may struggle with effectively reaching their communities would experience little to no turnout at their meetings, events, and elections, and the community would be underserved, underrepresented, and less likely to engage with City governance issues. This outcome would diminish the constituency's positive relationship with the City and local government officials. The Department would have no staffing to continue providing open data about its and the Neighborhood Council operations and would not be able to meet the Mayor's Executive Directive No. 3 - Open Data. During Neighborhood Council election years, the Department would not be able to administer the elections.

[Quoted text hidden]

**PLANNING****Exemptions - City Planning****Yuri Zaich** <yuri.zaich@lacity.org>

Mon, Nov 17, 2014 at 8:41 AM

To: Elizabeth Terry <elizabeth.terry@lacity.org>

Cc: Michael LoGrande <michael.logrande@lacity.org>, William Weeks <william.weeks@lacity.org>, Elba Pallais <elba.pallais@lacity.org>, Raul Lemus <raul.lemus@lacity.org>, Don Harrahill <don.harrahill@lacity.org>, Jan Zatorski <jan.zatorski@lacity.org>, Planning Personnel Services <per.planning@lacity.org>

Good morning, Elizabeth.**Per your request, please see the attachment.****Please let me know if you have any questions or concerns.****Thank you,****Yuri Zaich****Sr. Personnel Analyst I****Personnel Department****Liaison to City Planning and the Office of Finance****200 N. Spring St., 2nd Fl. (213) 978-1251**
Los Angeles, CA 90012 (213) 978-1752 fax

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**Justification for Planning's Position Exemptions (11-2014).docx****14K**

DEPARTMENT OF CITY PLANNING EXEMPTIONS

The Department of City Planning needs to continue the five position exemptions in accordance with Charter Section 1001(b) (4). The work performed by these positions is described below.

Deputy Director of Planning

The Deputy Director of Planning, overseeing administration and systems, is a critical member of the Executive Team reporting directly to the Director of Planning and is responsible for the management and policy direction of the Department's budgetary, financial, accounting, and material management activities; personnel administration; technology and geographical information systems work programs; Commission support; and other activities in support of the Department's mission and overall goals and objectives.

The position interacts with the Mayor and Mayor's staff, City Council, elected officials, the Office of the City Administrative Officer, other City departments, outside agencies, the development community, and other stakeholders. The position represents the Department before City Council and Council committees, City Planning Commission, Cultural Heritage Commission, Area Planning Commission, and citizen advisory boards. This position may also direct the activities of the Department in the absence of the Director of Planning.

Principal City Planner

The Principal City Planner, Community Planning and Historic Resources, oversees all policy related sections of the Department and reports directly to a Deputy Director. The position is responsible for the management and policy direction of the Community Plans, Citywide Policy, Code Studies, Transit Oriented Districts, Historic Preservation Overlay Zones, and Office of Historic Resources. The position establishes work program priorities, allocates staff resources among the different units, and sets level of performance.

The position represents the Department before City Council and Council committees, City Planning Commission, Cultural Heritage Commission, Area Planning Commission, and citizen advisory boards. This exemption is required due to the unique skill sets and knowledge related to historic preservation.

Architectural Associate

The Architectural Associate oversees all required historic preservation review at the project level for those properties within the 31 Redevelopment Plan areas. This includes reviewing permit application for demolition, addition or modifications to historic resources within each Redevelopment Area to review proposed building plan for

consistency with the Redevelopment Plan and the Secretary of the Interior's Standards for Rehabilitation, and provide input to the project planner.

The position meets and confers with applicants and project planners regarding projects involving a historic resource. They also assist in preparing the Initial Study as required per the environmental review process and assist the project planner in developing the historic evaluation and mitigation for the Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report. The position interacts with the Office of Historic Resources to ensure consistency and efficiency in all permit reviews affecting historic resources within adopted Redevelopment Plan areas.

Geographic Information Systems Supervisor

The Geographic Information Systems Supervisor maintains the geographic information system database for all parcel level data regarding adopted Redevelopment Plan areas and is responsible for creating new required tracking systems and integrating spatial databases from the Community Redevelopment Agency (CRA) into the City's zoning database. The position creates a platform to monitor and track development approvals where required by Redevelopment Plans, including Transfers of Floor Area Rights at a parcel level within Redevelopment Plan boundaries. The position is responsible for overseeing and supervising subordinates and coordinates with project planners to maintain efficient project review procedures regarding Redevelopment Plan land use requirements.

As a result of the dissolution of the CRA, the Department of City Planning is now charged with managing all requirements imposed on Redevelopment Plan areas and requires this position, along with the Architectural Associate, to manage these functions.

Project Assistant

The Project Assistant supports the Neighborhood Projects Section with case file management to include proofreading and mailing Letters of Determinations to applicants, coordinating Commission hearings, logging files into the Planning Case Tracking System (PCTS), answering phones calls, scheduling conferences and meetings, and performing other clerical duties as needed.

This position was provided to the Department of City Planning in 2013 from the Los Angeles Convention Center (LACC) upon outsourcing LACC operations to a private company and to meet the City's obligation to place all employees in another City position if desired.

RECREATION & PARKS

The Personnel and Animal Welfare Committee's (PAW's) inquiry pertaining to the Department of Recreation and Parks (RAP) is the result of us having 17 positions exempted pursuant to Charter Section 1001(b)(4). These 17 positions represent more than 1% of RAP's current regular authority. (RAP's current regular authority is 1,367 positions, so RAP should have no more than 14 such exempted positions.)

However, what is not being recognized is that before the onset of the Great Recession, RAP had 2,100 positions in regular authority. Using that number (2,100) would reasonably allow RAP to have up to 21 positions exempted pursuant to Charter Section 1001(b)(4). Most of the 17 exempted RAP positions are very specialized and in numerous cases the exemptions have existed for many years and involve single-person classifications.

RAP has lost a third (1/3) of its authority since the Great Recession and many of the positions that we lost were in our line classes (e.g., RAP lost about 150 out of 500 of its Gardener Caretaker positions) rather than specialty classes such as those exempted. If one looks at it from this perspective, RAP is not really out of bounds with these exemptions.

Assistant General Manager

This position is responsible for overseeing the delivery of all programs and services in RAP's Operations Branch, including approximately 400 full-time employees and almost 4,000 part-time employees engaged in a variety of recreational programs such as golf, aquatics, after school programs, senior citizen, and various sport leagues; oversees the Class parks program; and supervises RAP's Park Ranger Division.

Assistant General Manager

This position is responsible for overseeing and managing all programs and services in RAP's Planning, Construction, and Maintenance Branch, including approximately 900 full-time and 700 part-time employees engaged in a variety of duties such as real estate, environmental, and design work; construction operations for more than 600 department facilities; and grounds and custodial maintenance of department facilities. This position is also responsible for the acquisition of park land; developing new and existing department facilities through \$500 million in capital improvement projects; and ensuring that new and renovated facilities are designed so that they are environmentally sound and can be maintained with limited resources.

Astronomical Lecturer

This position is located at the Griffith Observatory and is responsible for assisting in the development, production, and technical supervision of planetarium lectures, responding to public and media inquiries on astronomical science, writing technical and popular articles on astronomical subjects for publication, and inspecting planetarium displays and reporting deficiencies to the Observatory Technician for repair.

Banning Residence Museum Director

This position is responsible for managing the daily operations of the Museum; ensuring the preservation and care of the Museum's components; overseeing research and accession/deaccession of items to expand and enhance the 19th century decorative art collection; developing and implementing policies and procedures to preserve the residence and the Museum's collections; coordinating the volunteer program; and overseeing the development and delivery of the Museum education and cultural programs.

Executive Director Expo Park

This position was created to plan and organize all activities at the Expo Center, including an aquatic program, senior citizen program, sports, therapeutic and child care programs through a staff of over 30 full-time employees, over 100 part-time employees, and numerous volunteers. Further, this position is responsible for cultivating relationships with other non-profit agencies and private corporations and working with other stakeholders in the Exposition Park area.

Golf Manager

This position is responsible for directing the City-wide golf program (13 golf courses), including the grounds maintenance program and golf operation activities, administering golf-related concession contracts, and developing important relationships with the golf community, including the Golf Advisory Committee.

Historic Site Curator

This position performs professional curatorial work at the historic Point Fermin Lighthouse and is responsible for the following: the conservation, interpretation and acquisition of collections; solicitation of donations; intra-institutional loans of artifacts and exhibits; providing technical advice; and, soliciting gifts in-kind. Further, this position plans, designs and prepares exhibits; participates in the development of educational programs; and oversees research projects.

Historic Site Curator

This position oversees the Fort MacArthur Military Museum, whose mission it is to interpret and preserve the history of Fort MacArthur, a U.S. Army post which guarded the Los Angeles Harbor from 1914 to 1974. Responsibilities include acquiring collections and researching their authenticity, cataloging artifacts, designing exhibits, and promoting awareness of the historical value of the site.

Historic Site Curator

This position oversees the Drum Barracks Museum and is responsible for the preparation of the museum's interpretive programs, recruiting and training museum guides, providing consultations regarding the history of the Civil War in California, soliciting funds and donations for the further improvement and advancement of the museum, developing and maintaining a Civil War historical research library, and promoting awareness of the historical value of the Drum Barracks Museum.

Marine Aquarium Administrator

This position is responsible for the oversight of the activities at the Cabrillo Marine Aquarium, which includes business operations, public programs and scientific research activities. This position also provides supervision of staff consisting of over 30 full-time positions, approximately 65 part-time employees and over 500 volunteers.

Maritime Museum Director

This position is responsible for the management of the daily operations and the development and implementation of programs and exhibits at the Maritime Museum. Responsibilities include supervising seven (7) full-time employees and over 60 volunteers; and working with various groups in developing and achieving annual and long range financial, educational, and philosophical goals through the development and support of fundraising programs.

Observatory Director II

This position serves as the Chief Administrative Officer whose focus is to place emphasis on Griffith Observatory's objectives, priorities and program development as well as fund-raising and community outreach activities to further promote the enhanced program and facility.

Observatory Director I

This position will be responsible for planning, directing, and coordinating the day-to-day operations of the Griffith Observatory. The position will oversee business operations, public information, budgeting, research and scientific services, and general support activities. This position provides supervision to over 20 full-time employees, approximately 60 part-time employees, and over 300 volunteers.

Community Program Director

RAP received funds from the Department of Water and Power to develop and promote water conservation by maximizing the efficient use of irrigation water at City parks. This project includes a youth development component, employing young adults between the ages of 18 and 24. This youth development component requires this position to collaborate with other youth development programs for RAP as part of the City's gang reduction efforts; assist in developing specialized conservation projects; act as a liaison to the community and other agencies; and conduct employee-training programs on the Weather Smart Irrigation Project.

Astronomical Observer

This position is responsible for the care and operation of all Observatory telescopes; all photographic work at the Observatory; all photographic slides, prints, transparency enlargements, and special effects for the planetarium programs.

Principal Project Coordinator

This position is responsible for directing and managing RAP's efforts to increase revenue and thereby improve the department's fiscal self-sufficiency. In addition, this position will research and recommend best practices to fund and implement high-priority

special projects to expand RAP's park system. Additionally, the position serves as a liaison to the Mayor, Council, businesses, financial institutions, and community based organizations on Planning, Construction and Maintenance Branch issues and projects.

Principal Project Coordinator

The duties and responsibilities of this position include managing the City's review of consultant reports and studies on the Hollywood Central Park project (a 44-acre street level park); facilitating discussion between the Board of Recreation and Park Commissioners, Mayor, City Council and other elected officials on the project; receiving input regarding the project from appropriate internal and external agencies, departments, and organizations; preparing and presenting verbal and written reports on the review of the project; and monitoring the budget and expenditures for the consultant reports and studies.