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

April 7, 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 February 12, 2015 meeting, the Board of Civil Service Commissioners approved the Civil Service exemption of the following positions in the Economic and Workplace Development Department:

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1554	1455	Project Assistant	Executive Management	12-1778
1	1538	1535	Senior Project Coordinator	Workforce Development – Youth	12-1165-S1
1	9184-2	1536	Management Analyst II	Workforce Development – Youth	12-1165-S1

The Project Assistant position schedules meetings, assists in the preparation of internal and external communications, and prepares various ad hoc status reports. This position also prepares and updates a weekly report on pending and proposed State and Federal legislation that impacts or has the potential to impact the Department's programs, services and/or funding.

The Senior Project Coordinator position serves as the manager of the Los Angeles Reconnections Career Academy (LARCA) Program. The primary duties of this position include developing program policies and procedures; developing workshops and training; delivering presentations and providing information regarding program activities to community leaders, organizations and constituents; and supervising subordinate staff responsible for monitoring this contract for program functioning and compliance with fiscal and programmatic requirements.

The Management Analyst II position assists the above Senior Project Coordinator position in the overall implementation and oversight of the LARCA Program. The primary duties of this position include contract monitoring, conducting site visits, setting up client files and participant expenditure plans, preparing routine correspondence and reports, and providing technical assistance on program activities and services.

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 February 12, 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, at (213) 744-7279.

Sincerely,

Jan Perry
General Manager

Attachment: CSC 02/12/15 minutes

CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

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MINUTES

REGULAR MEETING – THURSDAY
FEBRUARY 12, 2015, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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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:
President Suzanne M. Steinke
Vice President Nancy P. McClelland
Commissioner Gabriel J. Esparza
Commissioner Jonathan M. Weiss

Deputy City Attorney Jennifer Handzlik
General Manager Wendy G. Macy
Commission Executive Director
Bruce Whidden

Absent:
Commissioner Jeanne A. Fugate

1. **CALL TO ORDER**
Meeting called to order 10:05 a.m.

2. **APPROVAL OF MINUTES**
The Board unanimously approved the minutes of the Regular and Special meetings of Thursday, January 22, 2014, on a motion by Commissioner Esparza, seconded by Commissioner Weiss.

3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**
The Board unanimously approved routine and nonappearance matters under Unfinished Business, Page 5 items 6, 7 and, 8 and New Business, Pages 6 through 13, items 10 and 11, on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

4. **PUBLIC COMMENTS ON MATTER WITHIN BOARD'S JURISDICTION**
No requests for public comment

11. **CLASSIFICATION ACTIONS**

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

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

DWP No.	No. of Positions	DDR No.	Class Title and Code
4555	1	95-15894	Principal Utility Accountant, 1589
4556	2	93-91251	Management Analyst, 9184
4557	1	95-78712	Environmental Engineering Associate, 7871
4561	1	95-17862	Principal Public Relations Representative, 1786

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

DWP No.	No. of Positions	DDR No.	Class Title and Code
4558	7	94-52053	Electric Station Operator, 5224

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

DWP No.	No. of Positions	DDR No.	Class Title and Code
4560	3	95-72532	Engineering Geologist Associate, 7253

7. Reallocate the following positions in the Department of Public Works, Board of Public Works, as indicated:

CSC No.	No. of Positions	From: Class Title and Code	To: Class Title and Code
2074	1	Management Assistant, 1539	Management Analyst, 9184
2100	1	Programmer Analyst, 1431	Fiscal Systems Specialist, 1555

8. 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).

CSC No.	No. of Positions	Class Title and Code
2107	1	Project Assistant, 1542
2108	1	Senior Project Coordinator, 1538
2109	1	Management Analyst, 9184

File No. 53939

b. The General Manager recommends the Board:

1. Approve the class title change from Bindery Worker, Class Code 1497, to **PRODUCTION EQUIPMENT OPERATOR**, Class Code 1497; and

2. Approve the class specification for **PRODUCTION EQUIPMENT OPERATOR**, 1497.

File No. 53940

COMMISSION ACTION: RECOMMENDATIONS ADOPTED