

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the re-exemption of three positions for the Economic Workforce Development Department (EWDD) from the Civil Service provisions of the City Charter.

Recommendation for Council action:

APPROVE the re-exemption of the following positions from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(d)(4):

No.	Class Code	Pos ID	Title	Division	Council File No.
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

Fiscal Impact Statement: The EWDD reports that there is no impact to the General Fund as these positions are grant-funded.

Community Impact Statement: None submitted.

On April 21, 2015, your Committee considered an April 7, 2015 EWDD report relative to the re-exemption of three positions for the EWDD from the Civil Service provisions of the City Charter. According to the EWDD, on February 12, 2015, the Board of Civil Service Commissioners approved the Civil Service exemption of the positions in the EWDD, as detailed in the above recommendation.

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.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend the re-exemption of the three positions for the EWDD as contained in the April 7, 2015 EWDD report and detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

A handwritten signature in black ink, appearing to read "P. Kelly", is written over the printed committee name.

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
O'FARRELL:	YES
FUENTES:	ABSENT

ARL
4/21/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-