

CITY OF LOS ANGELES

CALIFORNIA

JAN PERRY
GENERAL MANAGER



ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Contact: Tonja Bellard (213) 744-7279

August 1, 2017

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

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

At its May 11, 2017 meeting, the Board of Civil Service Commissioners approved civil service exemptions for the following two (2) grant funded positions in the Economic and Workforce Development Department (EWDD):

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1577	1233	Assistant Chief Grants Administrator	Workforce Development	14-1217
1	1537	1249	Project Coordinator	Workforce Development	14-1217

Position ID #1233 - The Assistant Chief Grants Administrator position is assigned to the Adult Operations Section. This position is responsible for administering adult workforce related grants that support job training and placement services and managing the \$17.9 million workforce development budget. This position also oversees the day-to-day operations of the Adult Operations workgroup; supervises the preparation of complex narrative and statistical reports and correspondence; interfaces directly with elected and appointed officials at the federal, state, and local levels, to interpret, clarify, and collaborate on policies for the City's WorkSource system.

Position ID #1249 - The Project Coordinator position is assigned to the YouthSource Center in Watts and oversees the YouthSource Probation Program. This position is responsible for providing employment, educational, and advanced training services to out-of-school WIOA participants (ages 16-24). The duties for this position include developing new relationships with employers, educational/vocational institutions, and community based resources to enhance services offered by the YouthSource Center; coordinating case management services and the file retention process; preparing reports on participant enrollment, training and placement activity, tracking statistics, and implementing continuous quality improvement strategies.

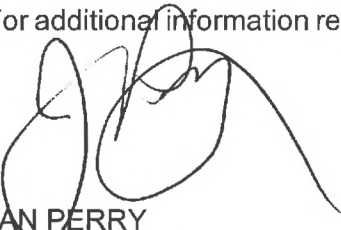
The action requested is in accordance with Charter Section 1001(d)(4). A copy of the specific section of the Board of Civil Service Commissioners minutes, approving the exemption of these positions for a term not to exceed two (2) years is attached.

RECOMMENDATION

The General Manager of the Economic and Workforce Development Department requests that the City Council:

APPROVE the action taken by the Board of Civil Service Commissioners (CSC) on May 11, 2017; to exempt from civil service the above grant funded positions in the Economic and Workforce Development Department.

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



JAN PERRY
General Manager

Attachment: CSC Minutes dated April 27, 2017
CSC Minutes dated May 11, 2017

JP:TB:za



CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

JONATHAN M. WEISS
President

JEANNE A. FUGATE
Vice President

GABRIEL J. ESPARZA
NANCY P. MCCLELLAND
RAUL PEREZ
Commissioners

REGULAR MEETING

THURSDAY, APRIL 27, 2017

CLOSED SESSION – 9:30 A.M.

OPEN SESSION – 10:15 A.M. (SPECIAL TIME)

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:

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

Assistant General Manager William P. Weeks
Deputy City Attorney Jennifer Handzlik
Commission Executive Director
Bruce E. Whidden

1. **CLOSED SESSION**

The Commission to meet in Closed Session pursuant to Government Code Section 54956.9(b)(1) to confer with legal counsel regarding the Board's practice under ruling by the California Court of Appeals, Second Appellate District, in *Zuniga v. Los Angeles County Civil Service Commission, et al.*, 137 Cal.App.4th 1255, 1259 (2006) to close administrative appeals when an appellant retires from City Service related to Item 8 on the public agenda. No votes will be taken in this session.

Closed session of the Commission was called to order at 9:40 a.m.

Closed session was adjourned at 10:35 a.m.

2. **OPEN SESSION**

Meeting was called to order by Commission President Jonathan Weiss at 10:38 a.m.

3. **PRESENTATION – “Employee of the Quarter”**

Assistant General Manager William Weeks, along with Chief of the Selection Division Tina Lee Rodriguez presented the Personnel Department “Employee of the Quarter” Award for the First Quarter of 2017 to Jessica Didway, Personnel Research Analyst II in the Selection Division.

4. **APPROVAL OF MINUTES** Item removed from agenda at meeting.

Minutes of the regular meeting of Thursday, April 13, 2017, submitted for approval.

11. CLASSIFICATION ACTIONS, (Continued)

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

3. Allocate the following new positions in the Department of Public Works, Bureau of Engineering, as indicated:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2688	1	Civil Engineer, 7237
2689	1	Civil Engineer, 7237
2690	1	Civil Engineering Associate, 7246
2691	1	Civil Engineering Associate, 7246
2692	1	Civil Engineering Associate, 7246
2693	1	Civil Engineering Associate, 7246
2694	1	Civil Engineering Associate, 7246
2695	1	Civil Engineering Associate, 7246
2696	1	Building Electrical Engineer, 7543

File No. 54689

b. The General Manager recommends that the Board of Civil Service Commissioners exempt the following positions in the Economic and Workforce Development Department (EWDD) in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2681	1	Assistant Chief Grants Administrator, 1577
2682	1	Project Coordinator, 1537
2683	1	Senior Project Coordinator, 1538

File No. 54690

c. The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

- 1) Adopt the new class of Utility Microbiologist, Code 7858; and
- 2) Approve the new class specification for Utility Microbiologist, Code 7858.
- 3) Designate all entry level positions as temporary training positions in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners for a maximum duration of three years.

File No. 54691

COMMISSION ACTION: RECOMMENDATIONS APPROVED

12. ADJOURNMENT

The meeting was adjourned by the Commission President at 11:38 a.m.

JONATHAN M. WEISS,
President

BRUCE E. WHIDDEN,
Commission Executive Director



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NANCY P. MCCLELLAND
RAUL PEREZ
Commissioners

**REGULAR MEETING
THURSDAY, MAY 11, 2017 – 10:00 P.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Vice President Jeanne A. Fugate
Commissioner Gabriel J. Esparza
Commissioner Nancy P. McClelland
Commissioner Raul Perez

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

1. **CALL TO ORDER**

Meeting was called to order by the Commission President at 10:14 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of:

- a) The regular meeting of Thursday, April 13, 2017 on a motion by Commissioner Esparza, seconded by Commissioner Fugate;
- b) The regular meeting of Thursday, April 27, 2017 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 4, item 7 and New Business, pages 4 through 9, items 8 and 9, on a motion by Commissioner McClelland, seconded by Esparza.