

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 4, 2014

To: City Council
Attention: Adam Lid, Legislative Assistant I, Office of the City Clerk

From: Stephen David Simon, Executive Director 
Department on Disability

Subject: REQUEST FOR POSITION RE- EXEMPTION

The Department on Disability is requesting the City Council and the Mayor to approve the re-exemption of the following position, in accordance with Charter Section 1001(d)(4):

1. Clerk Typist (Code 1358) (PAYSR Request ID 26546)

Charter Section 1001(d) specifies that grant funded positions can be exempted for two years. Board of Civil Service Commission's memorandum of January 22, 2008 directs Departments to submit requests for exemption to the Personnel Department, unless the positions have already been allocated.

On November 13, 2014 the Board of Civil Service Commissioners approved the two-year exemption of this position under Civil Service Commission Number 2047 (see attachment), and in accordance with Charter Section 1001(d)(4). The Department on Disability is now requesting the City Council to approve the exemption.

The position is funded through Community Development Block Grant (CDBG), but the General Fund has provided front funds in the FY 14-15 Approved Budget. This request includes the following three points, in accordance with the Civil Service Commission's memorandum of January 22, 2008:

- Civil service classification, class code, and duties of position; and
- Experience, education, and other professional requirements; and
- Reasons why it is appropriate to exempt rather than fill the position through a Civil service examination

Civil Service classification, class code, and duties of position

1. Clerk Typist (Code 1358) (PAYSR Request ID 26546)

This is an existing, exempt position, vacant upon the promotion and transfer of Daisy Bonilla. This position is funded through the Community Development Block Grant (CDBG). The position is currently vacant and must be re-exempted. Duties will include, but are not limited to, the following:

Works with the City's AIDS Coordinator in implementing the City AIDS Policy and Planning program; processes some accounting transactions in FMS; types letters, memos, reports, and spreadsheets; writes routine correspondence by following general instructions as to content or referring to corrected copy, and rough draft; sorts, classifies, cross references and files correspondence, reports and other documents; assists the public at the front counter; answers telephones; routes calls to various personnel as needed; and assembles materials for mailing or shipping.

Experience, education, and other professional requirements

The candidate must demonstrate professionalism and proper office etiquette, in order to act as the programs' and office receptionist. The candidate must have knowledge of Microsoft Office, especially Word, Excel and Powerpoint, and be familiar with GMAIL and its associated applications, such as Calendar, Contacts, Groups, etc.

The best candidate will also demonstrate the ability to address multiple tasks, such as completing correspondences, answering calls over the phone and at the counter, and preparing for the Commission on Disability. Familiarity with the City's Financial Management System (FMS) is also important, but the Department can train the selected candidate.

Reasons for Exempting the Position

The position is grant-funded and is exempted, in accordance with Charter Section 1001(d).

Department on Disability

December 4, 2014

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If you have questions or require additional information, please contact me, or Tony Abraham at (213) 202-2764.

c: Ryan Carpio, Mayor's Office
Patrick Delahanty, City Administrative Office
Gina Tervalon, Personnel Department



CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

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REGULAR MEETING – THURSDAY
NOVEMBER 13, 2014, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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

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

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

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES**
Minutes of the regular meeting of Thursday, October 23, 2014, submitted for approval.
3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**
Approve routine and nonappearance matters under Unfinished Business, Page 5, items 8 and 9 and New Business, Pages 6 through 14, items 10 and 11, subject to any requests for reconsideration by the end of the meeting.
4. **PRESENTATION – “Employee of the Quarter”**
General Manager David Luther along with Assistant General Manager Phyllis Lynes to present the Personnel Department “Employee of the Quarter” Award.
5. **PRESENTATION**
Board of Civil Service Commissioners to recognize and thank David Luther for serving as Interim General Manager of the Personnel Department since July 1, 2014.
6. **PUBLIC COMMENTS ON MATTER WITHIN BOARD’S JURISDICTION**
A maximum of 10 minutes will be provided for members of the public to address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, but not on the printed Agenda. No single speaker shall exceed 5 minutes.

11. CLASSIFICATION ACTIONS

a. The General Manager recommends that the Board approve the following actions:

1. Allocate the following new positions in the Information Technology Agency:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2041	1	Programmer Analyst, 1431
2042	1	Systems Programmer, 1455

2. Allocate the following new positions in the Los Angeles World Airports:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2044	1	Fiscal Systems Specialist, 1555
2045	2	Heavy Duty Equipment Mechanic, 3743
2048	1	Senior Management Analyst, 9171

3. Allocate the following resolution authority position in the Office of the City Administrative Officer:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2040	1	Project Coordinator, 1537

4. Allocate the following new positions in the Joint System of the Dept. of Water & Power:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4530	34	91-16043	Meter Reader, 1611
4534	115	91-12068	Customer Service Representative, 1230
4535	56	91-12067	Customer Service Representative, 1230

5. Allocate the following new positions in the Power System of the Department of Water & Power:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4527	1	94-73002	Environmental Supervisor, 7304
4528	1	94-13110	Utility Executive Secretary, 1336
4529	1	94-38177	Senior Electrical Mechanic Supervisor, 3836

6. Allocate the following new positions in the Water System of the Department of Water & Power:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
4532	1	93-78146	Laboratory Technician, 7584
4533	1	95-91064	Utility Services Manager, 9106
4536	10	93-39109	Maintenance and Construction Helper, 3115

7. Approve the exemption of the following position in the Housing and Community Investment Department (HCID) from the Civil Service provisions of the Charter for a term not to exceed two years, based on the position being grant-funded, in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2046	1	Project Assistant, 1542

8. Approve the exemption of the following position in the Department of Disability from the Civil Service provisions of the Charter for a term not to exceed two years, based on the position being grant-funded, in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2047	1	Clerk Typist, 1358

File No.