

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the reexemption of one Senior Project Coordinator and exemption of three Project Coordinators and one Project Assistant for the Department of Neighborhood Empowerment (DONE) from the Civil Service provisions of the City Charter.

Recommendation for Council action:

APPROVE the reexemption of one Senior Project Coordinator and the exemption of three Project Coordinators and one Project Assistant for the DONE from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE - APRIL 28, 2015

(LAST DAY FOR COUNCIL ACTION - APRIL 28, 2015)

Summary:

On April 21, 2015, your Committee considered a March 25, 2015 communication from the Mayor relative to the reexemption of one Senior Project Coordinator and the exemption of three Project Coordinators and one Project Assistant for the DONE from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b). According to the Mayor, DONE has requested the reexemption of the above positions pursuant to Charter Section 1001 (b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The Charter allows for a maximum of 150 exempt positions under Section 1001 (b) with an additional 50 added last year by Council pursuant to Charter Section 101(b)(4). Currently, there are 145 approved exemptions citywide. Approval of this request will increase the count.

Previously, Council approved the exemption for the Senior Project Coordinator position from the civil service provisions of the City Charter. However, this positions recently became vacant. Per Charter Section 1001 (b) which requires that exemptions be re-authorized when the position becomes vacant, DONE is requesting the renewal of the exemption authority for this position. The Senior Project Coordinator position manages the Planning and Policy program and supports the Neighborhood Council Budget Advocates, the Board of Neighborhood training of Community Impact Statements of the Neighborhood Councils. The position is responsible for promoting Neighborhood Council policy as it relates to civic participation in government and in the system of Neighborhood Councils to stakeholders in Los Angeles. The position is responsible for interpreting documents and ordinances relating to the governance of Neighborhood Councils and developing informal training and group programs to support the growth and development of the Neighborhood Council system. The position analyzes data and prepares reports to provide to City departments, elected officials, Neighborhood Council leaders, and stakeholders in the field. The position may act as a staff supervisor for Neighborhood Council support and projects, and reports to the Department's General Manager.

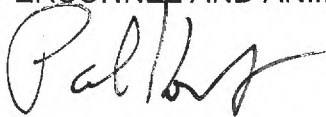
Additionally, the first Project Coordinator position will be responsible for developing and executing a peer grievance panel system and enhancing the services as provided by the Planning and Policy program. The position will develop policies and procedures in conjunction with enhancing the Neighborhood Council system and DONE's operations; support the Neighborhood Budget Advocates for the Mayor's Budget Day; support Neighborhood Council leaders to work on the Congress of Neighborhoods; monitor Council Files for issues relevant to Neighborhood Councils; and inform Neighborhood Councils and alliances to respond to any issues via Community Impact Statements, education, and tracking. The position will interface with representatives from the Mayor's Office, City Council offices, City departments, commissions and agencies of the City, as well as leaders of private and non-profit community-based organizations on Neighborhood Councils outreach efforts; compile information, prepare reports, and analyze data regarding project goal implementation and achievements for the Board of Neighborhood Commissioners and present the information to elected City officials; and periodically manage call center inquiries by providing technical assistance and resolving issues with callers. Finally, the position will report to the Senior Project Coordinator

The other two Project Coordinator positions will be responsible for community organizing in areas of low civic participation. The positions will work on maintaining the sustainability of the Neighborhood Council system through recruitment of future board members by spearheading relationship-building and cultivating meaningful collaborations with community leaders, local politicians and community organizations; develop strategic action outreach goals for Neighborhood Council collaboration with their stakeholders; mobilize community members to support the Neighborhood Council system; educate and train the next generation of Neighborhood Council leaders; and represent DONE at local events, community gatherings, workshops and training events. These positions will report to the Senior Project Coordinator in charge of Field Operations.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemptions as detailed in the Mayor's March 25, 2015 communication and detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



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

4/21/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-