



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE November 24, 2015
REFERENCE:	COUNCIL FILE
SUBJECT: CITYWIDE PROJECT COORDINATOR EXEMPTIONS UNDER CHARTER SECTION 1001(b)	

RECOMMENDATION:

That the Council receive and file this report regarding information submitted by City departments regarding their Charter Section 1001(b) Project Coordinator, Senior Project Coordinator, and Principal Project Coordinator exempt positions.

DISCUSSION:

On October 21, 2015, the Personnel and Animal Welfare Committee directed the Personnel Department to provide a list of all Project Coordinator, Senior Project Coordinator, and Principal Project Coordinator positions that are currently exempted from civil service under Charter Section 1001(b). This list is included as Attachment A.

Personnel Department was further instructed to seek responses from departments to include a general description of the Coordinator job assignments and the reason for their exemptions. Attached are the responses received by the Personnel Department. This list is included as Attachment B. Departments who currently employ exempt Coordinator positions are listed below.

Office of the City Administrative Officer
Department of Cultural Affairs
Department on Disability
Emergency Management Department
Economic and Workforce Development Department
Housing and Community Investment Department
Department of Neighborhood Empowerment
Los Angeles Police Department
Department of Recreation and Parks
Department of Transportation
Department of Public Works/Board Office

Personnel Department was also asked to provide a listing of all current exempt positions exempted under Charter Section 1001(b). This list is included as Attachment C.

During the October 21, 2015 meeting, there was also discussion regarding the Charter provision to allow the exemption of up to 1% of the regular authorized positions in the City's workforce. City Charter Section 1001, which is included as Attachment D, provides for the use of exempt positions throughout the City. Charter Section 1001(b) establishes, with approval by the Mayor and review by the Council, up to 150 positions that may be exempted from the civil service provisions of the Charter for the purpose of "providing management or professional, scientific, or expert services of an exceptional character."

Charter Section 1001(b)(4) states in part that "Council may, by ordinance adopted by two-thirds vote, increase the maximum number of exempt positions as provided in subsection (b) to no more than one percent (1%) of the regular authorized positions in the City workforce, provided that if the maximum number of exempt positions is increased pursuant to this subsection, the number of positions created by subsections (a) (4), (5) and (c) of this section shall be counted toward the maximum allowable exemptions...."

The subsections referred to in this provision are:

- 1001(a)(4) - "Two positions in the class of Assistant General Manager or Deputy Director in each City office or department, and two positions in the class of Assistant Director in each of the Public Works Bureaus of Contract Administration, Engineering, Sanitation, Street Lighting and Street Services, and two positions in the class of Deputy Controller in the Office of Controller."
- 1001(a)(5) - "All Deputy Chiefs of Police."
- 1001(c) - "...up to 15 positions in the Department of Water and Power and up to ten positions to be allocated between the Harbor Department and the Department of Airports...."

The following table displays the City's current exemption numbers as of November 9, 2015 in the categories noted above. It also notes the maximum number of additional exempt positions if the Council approves an ordinance to increase to one percent (1%) of the City workforce.

Charter Section 1001(a)(4)	Charter Section 1001(a)(5)	Charter Section 1001(b)	Charter Section 1001(c)	Total Current Exempt Positions	Regular Authorized City Positions	One Percent of City Workforce	Total additional exempt positions available
76	12	162	25	275	47,297	472	472 - 275 = 197

On November 4, 2014, the Personnel and Animal Welfare Committee considered a report from the Personnel Department concerning the methodology to increase the maximum number of exempt positions as allowed in the City Charter. After lengthy discussion, the City Council subsequently approved increasing the maximum number of exempt positions as allowed in Charter Section 1001(b)(4) by an additional 50 (from 150 to 200). City Council included language in their action that limits the use of the additional 50 to one time. Once filled, the additional 50 positions cannot be backfilled with a new appointment unless the City Council takes action to provide additional positions. As noted above, given the current level of exemptions and the current size of the City's workforce at the time of writing this report, the total number of 200 exemptions is below the provisions of Charter Section 1001(b)(4).

In continued discussion regarding Charter Section 1001 (b) exemptions, Committee members inquired as to what happens to an exemption if a department subsequently fills the position through the regular civil service process. As current provisions provide, the exemption continues to be available to the department until an exempt appointment is made. Charter Section 1001 does not relay any provision for revoking a Council approved exemption. Council may consider discussions with the City Legislative Analyst and City Attorney to explore possible ordinance options or other avenues of creating an expiration of unfilled exemptions.

Attachments


WENDY G. MACY
General Manager

Citywide Coordinator Positions Listed by Department

Department	Project Coordinator	Senior Project Coordinator	Principal Project Coordinator	150	+50
CAO	Bianca Swan 4/05/15			1	
		None			
			Cielo Castro 10/04/15	1	
			Josh Rohmer 7/22/13	1	
			Vacant (10/14/15)	1	
			Vacant (8/18/15)	1	
	1	0	4	5	
Cultural Affairs	None				
		Vacant (10/23/15)			1
			None		
	0	1	0		1
Disability	Luis Mata 11/05/12			1	
	John Rodriguez 11/05/12			1	
	Richard Pope 1/14/13			1	
	Nicole Willett 12/29/14			1	
	Vacant (10/23/15)				1
	Vacant (10/23/15)				1
		Angela Kaufman 1/04/04		1	
		Carey Stone 11/05/12		1	
		Ricardo Rosales 7/01/12		1	
		Vacant (8/14/12)		1	
			None		
	6	4	0	8	2
EMD	None				
		None			
			Vacant (10/07/15)	1	
	0	0	1	1	
EWDD	Cathy Castro 7/14/13			1	
		Vacant (6/23/15)		1	
		Vacant (9/08/15)			1
			Samuel Hughes 6/14/15	1	
	1	2	1	3	1
Housing	Manuel Alfaro-Cabrera 8/11/13			1	
	Jennifer Ing-Aram 8/11/13			1	
	Caryn D. Mattingly 8/11/13			1	
	Vacant (10/16/15)			1	

Department	Project Coordinator	Senior Project Coordinator	Principal Project Coordinator	150	+50
Housing (cont)		Mariana Lem 7/28/13			
		Patricia Villasenor 7/01/13		1	
			Vacant (8/13/14)	1	
	4	2	1	7	
Neighborhood	Lorenzo Briceno 8/09/15			1	
Empowerment	Jasmine Duckworth 8/24/15			1	
	Jasmine Elbarbary 8/24/15			1	
		Leyla Campos 9/02/07		1	
		Michael Fong 8/23/15		1	
			None		
	3	2	0	6	
Police	None				
		Harry Eddo 5/01/12		1	
		Freddie Booker 5/13/09			
			None		
	0	2	0	1	
Rec & Parks	None				
		None			
			Darryl Ford 5/04/14	1	
	0	0	1	1	
Transportation	Margot Ocanas 8/14/12			1	
		Georgia Mowery 8/22/04		1	
			Patricia Restrepo 7/13/13	1	
			Vacant (1/28/15)	1	
	1	1	2	4	
Total No. of Positions	16	14	10	36	4

Vacant (Date = Council Approval)

Citywide Coordinator Positions Listed by Department as of 10/23/15 (Pending Council Approval)

Department	Project Coordinator	Senior Project Coordinator	Principal Project Coordinator
PW/Board	CF#15-1281	None	None
	1	0	0
Transportation	CF#15-1280	CF#15-1280	None
	1	1	0
Total Pending	2	1	0

Project Coordinator - Bianca Swan
 Principal Project Coordinator – Cielo Castro
 Principal Project Coordinator - Josh Rohmer
 Principal Project Coordinator – Vacant
 Principal Project Coordinator – Vacant

Project Coordinator - Bianca Swan 4/05/15

This position provides administrative support of the Innovation Fund and Innovation and Performance Commission (IPC), including:

- Coordinating all phases of the Innovation Fund (IF), including providing information to, and assisting City employees in, submitting ideas for funding from the IF and collaborating with Department heads, City staff, and the IPC on IF matters;
- Reviewing, researching, and processing IF submissions, and preparing reports and presentations on IF matters to City departments, community groups, the IPC, and Council Committees; and,
- Other necessary duties and responsibilities to support the IF and IPC.

Principal Project Coordinator - Cielo Castro 10/04/15

This position serves as the Special Projects and Transparency Officer for the CAO, and duties include:

- Supporting the CAO Executive Office in responding to requests for information and special studies, including California Public Records Act (CPRA) requests;
- Serving as the CAO executive liaison to media, civic groups, community leaders, stakeholders, elected officials, and other governmental agencies;
- Conducting outreach, facilitating meetings and workshops, and serving as the chair to lead and direct interdepartmental working groups to evaluate Citywide operations and building coalitions and consensus on resolving Citywide issues; and,
- Preparing reports with recommendations and making presentations designed to effect improvements to Citywide operations and alternative solutions to identified problems.

Principal Project Coordinator - Josh Rohmer 7/22/13 and Vacant (10/14/15)

These two positions are assigned to the Asset Management Strategic Planning Unit, which has been primarily focused on developing the framework for asset management strategic planning, identifying development and redevelopment opportunities and working with stakeholders to perform preliminary analysis on various asset management planning needs in the City. Historically, AMSP activities, previously assigned to the General Services Department's Real Estate Services Division, were not performed due to a lack of proper staff or expertise to perform the policy and strategic planning work. This Unit was created in recognition of the economic development potential of the City's real estate and other property assets and in response to the dissolution of the Community Redevelopment Agency (CRA). These filled positions were exempted to enable the CAO to hire employees with existing content-based experience in real estate projects and financing.

The positions continue to be needed. In addition to developing a comprehensive strategic asset plan, staff of this Unit work closely with Council offices to develop priorities and to concentrate on projects with the most significant development potential consistent with citywide goals, Mayoral initiatives, and Council District objectives and ultimately aligning with the citywide economic development strategy being developed by the Economic and Workforce Development Department. For additional information, please refer to Council File Nos. 12-1549, 12-1549-S1, 12-1549-S2, and 12-1549-S3.

Duties include:

- Developing and implementing long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets and CRA/LA Future Development properties, including but not limited to municipal use, mixed use, and (or) economic development strategies;
- Facilitating and preparing specific development plans for partnering surplus City assets with economic development opportunities;
- Coordinating with appropriate personnel at various levels in development of real estate deals, including appraisals, economic and financial analyses and negotiations;
- Analyzing mixed use development and opportunities to develop proprietary and non-proprietary surplus property;
- Analyzing potential consolidation of City operations into lower cost space; and,
- Providing leadership and technical advice in development of City real estate development policies.

Some of the major projects have included (or will include) redevelopment of the West Los Angeles Civic Center, Pico House redevelopment, and reuse of the South Los Angeles Animal Shelter site.

Principal Project Coordinator – Vacant (8/08/15)

This position will work on CRA/LA Bonds. Duties may include:

- Developing and administering the City's expenditure program for tax increment bond proceeds to fund projects and programs for economic development, public infrastructure, community facilities, and affordable housing;
- Coordinating with City stakeholders and departments to evaluate proposals for expenditures, and overseeing the activities of implementing departments;
- Maximizing the benefits generated by bond funding by leveraging other funding sources including grants, public-private or non-profit partnerships, and other City funding; and
- Staffing the City's new Redevelopment Bond Oversight Committee.

The Mayor and Council have exempted all of these positions from the Civil Service provisions of the Charter, pursuant to Charter Section 1001(b), to allow the CAO to recruit from a broad pool of qualified candidates who possess the knowledge, skills, and experience to perform complex and technical studies, analyze, review, and evaluate City programs and activities, and respond in a timely manner to elected officials' and special interest group's requests for information.

Senior Project Coordinator - Vacant

Senior Project Coordinator – Vacant (10/23/15)

Under the direction of the General Manager and Assistant General Manager, the Senior Project Coordinator will serve as the Department's new Digital Strategist. The position will be responsible for the development of ongoing, agency-wide digital strategy. This individual will also lead and facilitate the implementation of digital service delivery projects, and will also direct technical digital literacy training initiatives. Partnering with leaders in the City and in the technology and government sectors, the Digital Strategist amplifies DCA's digital efforts to increase government transparency, delivery effectiveness, and public relevance. This position will also serve as DCA's Chief Sustainability Officer, responsible for developing, tracking and implementing initiatives included in the Sustainable City pLAn.

The Department believes that exemption of this position is appropriate as it provides the flexibility needed to recruit and select the best-qualified candidates from both within and outside the City workforce who possess the necessary specialized knowledge, experience, and expertise. Only applicants who meet the minimum qualifying requirements for the classification will be considered.

Project Coordinator – Luis Mata
 Project Coordinator – John Rodriguez
 Project Coordinator – Richard Pope
 Project Coordinator – Nicole Willett
 Project Coordinator – Vacant
 Project Coordinator – Vacant
 Senior Project Coordinator – Angela Kaufman
 Senior Project Coordinator – Carey Stone
 Senior Project Coordinator – Ricardo Rosales
 Senior Project Coordinator – Vacant

Project Coordinator (ADA Coordinator) - Luis Mata 11/05/12

Providing information and referral services to assist constituents with disabilities residing within the City. Monitor City-wide implementation of, and compliance with, the Americans with Disabilities Act. Activities include: overseeing City-wide and departmental implementation of the 1999 Self-Evaluation and Transition Plan document; preparing semiannual updates to the Mayor and Council on progress toward achieving full compliance; making recommendations to the City's ADA Oversight Committee concerning strategic planning to implement compliance; providing training and technical assistance to departments concerning compliance activities and responsibilities.

Assist in a variety of ADA - and disability-related training and technical assistance activities for City departments/bureaus and outside agencies and organizations including disability-awareness/customer service training, use of TTY equipment and "deaf-culture" awareness, assist in issues concerning transportation for people with disabilities, and emergency preparedness training. Prepare the preparation of in-depth analyses of disability-related state and federal legislation including policy ramifications and likely impact on constituents with disabilities.

Reason for exemption: Very specialized skills and knowledge including regulation around transportation in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Project Coordinator (ADA Coordinator) – John Rodriguez 11/05/12

Assist in monitoring citywide implementation of the mandates of the ADA and other Federal and State Disability Laws; Assist in Monitoring citywide and departmental implementation and review of the City's 2000 Self-Evaluation and Transition Plan document; Conduct regular surveys and prepare semiannual updates regarding City departments/bureaus progress toward program and services accessibility; administer the ADA/504 Accommodation fund, which provides funding which provides finding for employees with disabilities requiring on-the-job reasonable accommodations and members of the public who wish to participate in City programs; prepare reports and presentations of policy recommendations to be submitted to the mayor and Council; develop curriculum and provide ADA and disability-related training and technical assistance for City staff, City departments/bureaus, outside agencies, organizations and businesses; conduct relevant field surveys generated by constituents and employee concerns regarding specific ADA compliance issues; support the development of special projects; conduct research regarding proposed legislation and prepare analysis of disability-related state and federal legislation; draft proposed legislation on relevant subjects; and serves staff to the ADA Oversight Committee. Assist in mediation with people with people with disabilities with City departments/bureaus and outside agencies, organizations and businesses.

Reason for exemption: Very specialized skills and knowledge in mediation accommodation, trainings, and ADA compliance in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Project Coordinator (Sign Language) - Richard Pope 1/14/13

Assisting deaf and hard of hearing residents in accessing City programs and services through provision of Sign Language interpreting services, assistive listening devices, etc. Providing information and referral services (e.g., emergency food and shelter, landlord-tenant disputes, low-cost/accessible housing, transportation, legal aid, substance abuse, employment, blue curb and curb ramp requests) to assist constituents with disabilities residing within the City; collaborating with other City Departments (e.g., Emergency Preparedness, Fire, Police, Etc.) to implement a City-wide emergency preparedness program for people with disabilities; and managing grant-funded programs (e.g., domestic violence/abuse community training. Monitor City-wide implementation of, and compliance with, the Americans with Disabilities Act. Activities include: Overseeing City-wide and departmental implementation of the 1999 Self-Evaluation and Transition Plan document; Preparing semiannual updates to the Mayor and Council on progress toward achieving full compliance; Making recommendations to, the City's ADA Oversight Committee concerning strategic planning to implement compliance; and Providing training and technical assistance to departments concerning compliance activities and responsibilities. They also provide training and technical assistance to departments concerning compliance activities and responsibilities. Assist in a variety of ADA - and disability-related training and technical assistance activities for City

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departments/bureaus and outside agencies and organizations including disability-awareness/customer service training, use of TTY equipment and "deaf-culture" awareness, and emergency preparedness training. Prepare the preparation of in-depth analyses of disability-related state and federal legislation including policy ramifications and likely impact on constituents with disabilities.

Reason for exemption: Very specialized skills and knowledge with Sign Language Interpreting and CART request, interpreting services, and emergency prepares in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Project Coordinator (Public Information Officer) - Nicole Willett 12/29/14

The Department on Disability is responsible for implementing the Americans with Disabilities Act and other federal and state disabilities law. To successfully implement the law it is important that the Department has a dynamic PIO who can oversee outreach and communication in the areas of emergency management, public relations, and technical communications associated with disability programs. Whereas the position has traditionally administered the department's public outreach program, it has now taken on the additional responsibilities under the CALIF v. City and County of Los Angeles settlement, which relates to emergency response planning. Public information and public relations duties have been separated and are described below. The duties of the Project Coordinator position include, but are not limited to the following: Public Information Officer (PIO) Duties Specific to Emergency Management: train other departmental public information officers (PIOs), Emergency Preparedness Coordinators (EPCs) and ADA Coordinators (ADACs), including those of LAFD, LAPD, EMD, RAC and others; create training program on content and technical criteria for accessible messaging in both emergency and non-emergency situations, which includes but is not limited to inclusionary messaging criteria, ongoing technical assistance to departmental PIOs, emergency messaging coordinator, reviewing preparedness materials, and the provision of documents inaccessible formats. Public Information Officer (PIO) Duties Related to Public Relations: administer the department's public education and outreach program; disseminate information to the public and community groups; participate in developing and preparing public service announcements; oversee the design and construction of exhibits and displays; respond to public requests for information on behalf of the department; participate in city events involving community outreach; and represent the department at community events. Public Information Officer (PIO) Duties Related to Technical Communications: prepare and draft intradepartmental communications regarding ADA compliance and risk management; draft reports on public policy issues relating to accessibility and barrier

Reason for exemption: Very specialized skills and knowledge with Rehabilitation Act §504 and §508, outreach training, public relation technical assistant, emergency response and coordination in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Project Coordinator (CASp) – Vacant (10/23/15)

Review of facility plans and specifications for compliance with state and federal accessibility laws, codes, and regulations. Investigate facilities, public right of way, or other physical structures for compliance with state and federal accessibility standards, codes and regulations. Conduct accessibility research, prepare documents and reports, and/or conduct inspections, as needed. Maintain updated knowledge of access requirements in state and federal standards, codes, and regulations which includes, but is not limited to: (a) Federal - Americans with Disabilities Act of 1990, as amended, Rehabilitation Act §504 and §508, and Fair Housing Act, as amended; (b) State - Disabled Persons Act, Unruh Civil Rights Act and other Federal or State disability laws. (c) Accessibility guidelines and standards as promulgated by the United States Department of Justice (DOJ), United States Access Board, US Department of Transportation (DOT), Department of Housing and Urban Development (HUD), including, but not limited to the 1991 Standards for Accessible Design, the ADA Accessibility Guidelines (ADAAG) the 2010 Standards for Accessible Design, the Architectural Barriers Act Accessibility Standards, Uniform Federal Accessibility Standards (UFAS), Guidelines for Outdoor Developed Areas, proposed Public Right of Way Accessibility Guidelines (PROWAG), MUTCD and CA MUTCD; California Building Code Title 24

Reason for exemption: Very specialized skills and knowledge of state and federal standard relating to accessibility and Public Right of Way in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Project Coordinator (Emergency) – Vacant (10/23/15)

Monitor citywide implementation of the ADA and the Rehabilitation Act of 1973, §504 and §508, PKEMRA and the Stafford Act as it applies to homeland security and public safety aspects of the City's emergency management programs. (Planning/ Preparedness, Response, Recovery, and Mitigation); Review and provide recommendations to departments submitting requests and emergency management related documents for ADA/Rehab Act compliance; Performs studies by gathering and analyzing appropriate metrics, statistics, and input from subject matter experts to evaluate program effectiveness based on analysis of mission performance. Design, develop and provide training and education to the public on emergency preparedness and persons with disabilities in partnership with Council Offices and Neighborhood Councils

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as well as EMD and upon request from disability service providers. Outreach to hospitals and non-profit agencies about the services the City and DOD can provide to persons with disabilities and their families during times of emergency. Design and develop program-specific requirements for training, certification, and equipping of each DOD staff member. Design, develop and provide training and education (both on-line and classroom) to city employees with disabilities so that their adaptive equipment and reasonable accommodation(s) are available if they are reassigned as a Disaster Service Worker or if their office is relocated. Assess and analyze After Action reports from Departments and the EOC to create opportunities to remove gaps and barriers experienced by City staff or the public with disabilities to improve future responses; staffs the Planning Branch – Disability, and Access and Functional Needs Technical Specialist for the initial DOD response to the EOC during real incidents. Prepare semiannual updates for DOD senior management, the Mayor and City Council; and recommends and prepares in-depth analysis of disability and emergency management issues

Reason for exemption: Very specialized skills and knowledge with Planning/ Preparedness, Response, Recovery, and Mitigation in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Senior Project Coordinator (Division Head) - Angela Kaufman 1/04/14

Supervise four professional staff of the Disability Access and Services Division comprised of the ADA Compliance (ADAC) Unit. Monitor City-wide implementation of, and compliance with, the Americans with Disabilities Act. Activities include: Preparing semiannual updates to the Mayor and Council on progress toward achieving full compliance; Serving as Chairperson of, and making recommendations to, the City's ADA Oversight Committee concerning strategic planning to implement compliance; and providing training and technical assistance to departments concerning compliance activities and responsibilities. Administer and supervise the ADA/504 Accommodation Fund, which provides funding to employees with disabilities requiring on-the-job reasonable accommodations and members of the public with disabilities wishing to participate in City programs and services. Represent the Department at Council committee meetings and various local, state and national committees and/or organizations addressing disability-related issues (e.g., City-wide Pedestrian Advisory Committee; State-wide Respect-Ability Coalition; Etc.). The position requires knowledge of the American with Disabilities Act, the Rehabilitation act, the Housing Act, and associated amendments and case law. Furthermore, qualifications include experience with interpreting and implementing disability law and education in law, public administration or business.

Reason for exemption: Very specialized skills and knowledge experience of ADA and related to State and Federal in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Senior Project Coordinator - Carey Stone 11/05/12

Aid in monitoring the Voluntary Compliance Agreement with the Department of Housing and Urban Development. The position will work out of the Mayor's Office, and will act the Permanent Voluntary Compliance Agreement (VCA) Administrator. This new position was created due to findings by the Housing and Urban Development, which determined that the City of Los Angeles had failed to comply with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Fair Housing Act of 1968, and other federal provisions. This new position must be filled with 90s days of the effective date of the Voluntary Compliance Agreement. This position will be responsible for implementing all provisions of the agreement, coordinating the activities of City personnel in implementing the agreement, and submitting all required reports in a timely manner

Reason for exemption: Very specialized skills and knowledge in monitoring the Voluntary Compliance Agreement with the Department of Housing and Urban Development in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Senior Project Coordinator (AIDS Coordinator) - Ricardo Rosales 7/01/12

The AIDS Coordinator will supervise staff of the AIDS Coordinators Office, a division of the Department on Disability.

Duties will include but are not limited to the following: reviewing, editing and preparing written reports for the Office of the Mayor, City Council, CAO, other city departments, and federal and state agencies; preparing statistical reports relative to HIV/AIDS programs and activities; providing recommendations to the Director of the Department on Disability and elected officials regarding HIV/AIDS programs and policies; performing liaison activities with other government agencies and community-based organizations; planning, developing, monitoring and evaluating RFPs, review panels and contracts for grant-funded programs; and supervising the preparation of request for proposals and request for qualifications for grant-funded programs. Additionally, the Senior Project Coordinator will be responsible for supervising activities associated with the hiring of employees; supervising, evaluation, and analyzing the preparation of employee disciplinary documents and procedures; and supervising the staff of the AIDS Coordinator's office. This position requires knowledge about HIV testing, policy development, community outreach, research study grants, and legislative monitoring. Furthermore, qualifications include experiences and education in the fields of health care, social services, public administration, and management.

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Reason for exemption: Very specialized skills and knowledge HIV testing, policy development, community outreach, research study grants, and legislative monitoring in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Senior Project Coordinator – Vacant (8/14/12)

Monitor City-wide implementation of, and compliance with, the Americans with Disabilities Act. Activities include: Preparing semiannual updates to the Mayor and Council on progress toward achieving full compliance; Serving as Chairperson of, and making recommendations to, the City's ADA Oversight Committee concerning strategic planning to implement compliance; and providing training and technical assistance to departments concerning compliance activities and responsibilities. Administer and supervise the ADA/504 Accommodation Fund, which provides funding to employees with disabilities requiring on-the-job reasonable accommodations and members of the public with disabilities wishing to participate in City programs and services. Represent the Department at Council committee meetings and various local, state and national committees and/or organizations addressing disability-related issues (e.g., City-wide Pedestrian Advisory Committee; State-wide Respect-Ability Coalition; Etc.). The position requires knowledge of the American with Disabilities Act, the Rehabilitation act, the Housing Act, and associated amendments and case law. Furthermore, qualifications include experience with interpreting and implementing disability law and education in law, public administration or business.

Reason for exemption: Very specialized skills and knowledge in the desired area to better fit the needs of people with disabilities and in the department. Since we are a small department, many City employees do not want to apply to a profession where there is not much upward mobility within the department.

Principal Project Coordinator - Vacant**Principal Project Coordinator – Vacant (10/07/15)**

The Principal Project Coordinator's primary function is to ensure that the recently completed City-wide effort to bring the City's Emergency Plans and Annexes, including Department Emergency Plans, into compliance with the Americans with Disabilities Act (ADA), is sustained. As mandated by the Courts, the City was required to revise all its Emergency Plans in order to address the specific needs of people with disabilities and access and functional needs (DAFN). The position will serve as the point of contact for all City Departments, as well as community stakeholders, and provide assistance and expertise related to the City's emergency planning activities and ensuring that ADA compliance is sustained.

REASON FOR EXEMPTION

Position exemption was requested in order to recruit and hire an individual who will possess the unique skill set required to successfully perform the position's duties. The position requires a unique combination of large agency emergency planning experience and also have knowledge and understanding of the DAFN community and how best to provide emergency services that will meet their needs.

Project Coordinator – Cathy Castro
Senior Project Coordinator – Vacant
Senior Project Coordinator – Vacant
Principal Project Coordinator – Samuel Hughes

Project Coordinator - Cathy Castro 7/14/13

The position provides assistance in the development of a city-wide economic strategic plan, assists with the preparation of draft narrative reports, researches best practices and makes recommendations related to industry trends and challenges relating to economic development.

Reason: The exemption for this position was requested to allow the department to recruit from a broader pool of qualified candidates who possess the knowledge, skills and experience needed to develop and implement an effective citywide economic development strategic plan.

Sr. Project Coordinator – Vacant (6/23/15)

This position will manage various high level projects and public improvements; oversee and assist in the development of detailed work programs and objectives that align with the City's overall economic development strategy; assist in implementing funding with Community Redevelopment Agency bond funds; and assist in adopting and managing enhanced infrastructure finance districts, community facility districts or other fee- or tax-based districts that provide funding for new projects and programs.

Reason: The exemption for this position was requested to allow the department to recruit from a broader pool of qualified candidates who possess the knowledge, skills and experience needed to support the Department's new Asset Management function and to enhance our Economic Development Lending Unit.

Sr. Project Coordinator - Vacant (9/08/15)

This position will be assigned to the Great Streets Program and will be responsible for processing loans, Façade Program development, community outreach, and public relations.

Reason: The exemption for this position was requested to allow the department to recruit from a broader pool of qualified candidates who possess the knowledge, skills and experience needed for this position.

Principal Project Coordinator - Samuel Hughes 6/14/15

This position directs the work of professional staff engaged in the development of a city-wide economic strategic plan in coordination with the Deputy Mayor for Economic Development and the executive management of the Economic and Workforce Development Department, Council Offices, and other outside entities.

Reason: The exemption for this position was requested to allow the department to recruit from a broader pool of qualified candidates who possess the knowledge, skills and experience needed to develop and implement an effective citywide economic development strategic plan.

Project Coordinator – Manuel Alfaro-Cabrera 8/11/13
Project Coordinator – Jennifer Ing-Aram 8/11/13
Project Coordinator – Caryn D. Mattingly 8/11/13
Project Coordinator – Vacant (10/16/15)
Senior Project Coordinator – Mariana Lem 7/28/13
Senior Project Coordinator – Patricia Villasenor 7/01/13
Principal Project Coordinator – Vacant (8/13/14)

[See attached position descriptions.]

Justification for the exemption under Charter Section 1001(b) of one (1) Sr. Project Coordinator and four (4) Project Coordinators for the CRA Transition Unit in the Housing + Community Investment Department:

In 2012, the Los Angeles Housing + Community Investment Department (HCIDLA) assumed all former Community Redevelopment Agency of Los Angeles (CRA/LA) housing-related rights, powers, duties and obligations under California Redevelopment Law. HCIDLA created a CRA Transition Unit, consisted of one Sr. Project Coordinator and four Project Coordinators, to assist the existing CRA Transition Team in carrying out the transfer of CRA/LA housing assets, as well as analyzing the compliance portfolio and researching the real estate that will be transferred. The primary reason for the initial exemption of these five positions was to afford the department the opportunity to expand the candidate pool to include former CRA employees who were displaced as a result of the transfer of duties and functions. The exemption provided opportunity for former CRA staff, not having Civil Service status, to be able to qualify and be considered for these positions. It also allowed the department to recruit and hire individuals with specialized skill sets that lend themselves to effectively performing the duties required to carry out the transfer of CRA/LA housing assets to HCIDLA.

Justification for the exemption under Charter Section 1001(b) of one (1) Sr. Project Coordinator for the Commission and Community Engagements Unit in the Housing + Community Investment Department:

This Sr. Project Coordinator position is required in order to provide critical support for the Commission and Community Engagement Section which consists of 53 Commissioners, 6 full-time staff, and 3 interns.

This section manages five (5) commissions: Human Relations Commission, Commission on the Status of Women, Affordable Housing Commission, Commission on Communities and Family Services and the Community Action Board. Each commission provides a unique set of needs and addresses specific policy and demographic issues and needs within the City. Each commission also has its own set of programs and initiatives all under the leadership of the Sr. Project Coordinator. This position also provides oversight on Strategic planning, development and implementation of programs and initiative. This position must demonstrate knowledge, skills and abilities required to manage professional staff, identify, track and analyze legislative proposals, oversee research and data collection projects, strong meeting facilitation skills, mastery of strategic planning and planning facilitation, excellent writing ability and experience in public speaking, and ability to work with governing boards, diverse community groups and representatives of elected officials. The requirements that are unique to this position are not found within any existing Civil Service non-exempt classifications. As such, this exemption allows for the hiring of a Sr. Project Coordinator that has the requisite knowledge, skills, and abilities needed to effectively carry out these critical functions.

Justification for the exemption under Charter Section 1001(b) of one (1) Pr. Project Coordinator for the Strategic Neighborhood Planning Unit in the Housing + Community Investment Department:

Assembly Bill, AB1x26 allowed the City of Los Angeles to retain the housing assets of the former CRA/LA (C.F. 12-0049). The Principal Project Coordinator oversees the disposition of the former CRA/LA real property and assets from The Los Angeles Housing + Community Investment Department's (HCIDLA) prior lending activities and works to establish a revolving loan fund, a housing preservation fund, a housing legal clinic fund, and other affordable housing projects/programs. With this Development plan, USC will set aside \$20 million dollars to preserve and create attractive affordable housing in the Plan area. In addition, the department has also committed to the creation of 12 Placed Based (community) Investment Roadmaps and Implementation Plans within the City. This position will play a key role with the creation of these unique plans that will describe a detailed three to five year investment roadmap and implementation plan leading to improved quality of life for each of the communities. The requirements that are unique to this position are not found within any existing Civil Service non-exempt classifications. As such, this exemption allows for the hiring of a Principal Project Coordinator that has the requisite knowledge, skills, and abilities needed to effectively carry out these critical functions.

POSITION DESCRIPTION**DO NOT USE THIS SPACE**

City of Los Angeles

1. Name of Employee: Manuel Alfaro (RES247)		2. Employee's Present Class Title/Code: Project Coordinator - Exempt (1537)		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description:				Date Prepared	
☐ New Position ☐ Change in Existing Position				☒ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017				6. Name of Department Los Angeles Housing & Community Investment De	
				Division Asset Management Section CRA Transition	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:					
Name Mariana Lem Title Sr. Project Coordinator					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME		DUTIES			
30%		This position's primary responsibility will be to assist the Senior Project Coordinator in transitioning the housing assets transferred from CRA/LA to the Los Angeles Housing and Community Investment Department (HCIDLA).			
30%		Assist in the implementation of the transfer of the affordable housing loan portfolio from CRA/LA to HCIDLA. Research and analyze CRA/LA loans, including residual receipts loans, to insure completeness and accuracy of data in the transfer of data to HCIDLA's Housing Information Systems (HIMS) database. Coordinate with Asset Management's Loan Portfolio Unit on transfer on the CRA/LA loan portfolio. Draft policies and procedures for the transfer of the CRA/LA loan portfolio to HCIDLA's loan portfolio.			
30%		Assist in the implementation of the transfer of affordable housing covenants from CRA/LA to the HCIDLA. Research and analyze CRA/LA covenants. Develop administrative procedures for seamless transition of all CRA/LA housing compliance data to the HCIDLA. Interact with HCIDLA Systems Division's staff to develop and implement the plan for data transfer. Coordinate with the HCIDLA's Occupancy Monitoring Unit on developing and implementing a process to transfer CRA/LA covenants to the contracted vendor performing occupancy monitoring. Draft policies and procedures for the transfer of the CRA/LA covenant portfolio to HCIDLA.			
5%		Research and analyze the CRA/LA properties transferred to HCIDLA by reviewing all Council files, recorded documents, loan documents, and other files. Prepare detailed asset reports on each property. Make oral presentations to HCIDLA executive management regarding these properties to determine appropriate disposition and/or development.			
5%		Assist in the preparation of City Council transmittals. Prepare written correspondence, reports, memoranda, etc. to constituents, lenders, real estate professionals and management.			
9. How long have the duties been substantially as described above? <u>1 year</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Normal Office duties equipment use.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>None</u>					
12. Indicate the number of employees supervised by class titles. None					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature _____		Date _____		Phone No. _____	

POSITION DESCRIPTION**DO NOT USE THIS SPACE**

City of Los Angeles

1. Name of Employee: Jennifer Ing Aram (RES246)		2. Employee's Present Class Title/Code: Project Coordinator - Exempt (1537)		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description:				Date Prepared	
☐ New Position ☐ Change in Existing Position				☒ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017				6. Name of Department Los Angeles Housing & Community Investment De Division Asset Management Section CRA Transition	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Mariana Lem Title Sr. Project Coordinator					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
30%	This position's primary responsibility will be to assist the Senior Project Coordinator in transitioning the housing assets transferred from CRA/LA to the Los Angeles Housing and Community Investment Department (HCIDLA).				
30%	Assist in the implementation of the transfer of the affordable housing loan portfolio from CRA/LA to HCIDLA. Research and analyze CRA/LA loans, including residual receipts loans, to insure completeness and accuracy of data in the transfer of data to HCIDLA's Housing Information Systems (HIMS) database. Coordinate with Asset Management's Loan Portfolio Unit on transfer on the CRA/LA loan portfolio. Draft policies and procedures for the transfer of the CRA/LA loan portfolio to HCIDLA's loan portfolio.				
30%	Assist in the implementation of the transfer of affordable housing covenants from CRA/LA to the HCIDLA. Research and analyze CRA/LA covenants. Develop administrative procedures for seamless transition of all CRA/LA housing compliance data to the HCIDLA. Interact with HCIDLA Systems Division's staff to develop and implement the plan for data transfer. Coordinate with the HCIDLA's Occupancy Monitoring Unit on developing and implementing a process to transfer CRA/LA covenants to the contracted vendor performing occupancy monitoring. Draft policies and procedures for the transfer of the CRA/LA covenant portfolio to HCIDLA.				
5%	Research and analyze the CRA/LA properties transferred to HCIDLA by reviewing all Council files, recorded documents, loan documents, and other files. Prepare detailed asset reports on each property. Make oral presentations to HCIDLA executive management regarding these properties to determine appropriate disposition and/or development.				
5%	Assist in the preparation of City Council transmittals. Prepare written correspondence, reports, memoranda, etc. to constituents, lenders, real estate professionals and management.				
9. How long have the duties been substantially as described above? <u>1 year</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Normal Office duties equipment use.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>None</u>					
12. Indicate the number of employees supervised by class titles. None					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature _____ Date _____ Phone No. _____					

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Dianne Mattingly (RES248)	2. Employee's Present Class Title/Code: Project Coordinator - Exempt (1537)	3. Present Salary or Wage Rate:
4. Reason for Preparing Description: ☐ New Position ☒ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation		Date Prepared 09/03/14
5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017		6. Name of Department Los Angeles Housing & Community Investment Dep Division Asset Management Section CRA Transition
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Mariana Lem Title Sr. Project Coordinator		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
30%	This position's primary responsibility will be to assist the Senior Project Coordinator in transitioning the housing assets transferred from CRA/LA to the Los Angeles Housing and Community Investment Department (HCIDLA).	
30%	Assist in the implementation of the transfer of the affordable housing loan portfolio from CRA/LA to HCIDLA. Research and analyze CRA/LA loans, including residual receipts loans, to insure completeness and accuracy of data in the transfer of data to HCIDLA's Housing Information Systems (HIMS) database. Coordinate with Asset Management's Loan Portfolio Unit on transfer on the CRA/LA loan portfolio. Draft policies and procedures for the transfer of the CRA/LA loan portfolio to HCIDLA's loan portfolio.	
30%	Assist in the implementation of the transfer of affordable housing covenants from CRA/LA to the HCIDLA. Research and analyze CRA/LA covenants. Develop administrative procedures for seamless transition of all CRA/LA housing compliance data to the HCIDLA. Interact with HCIDLA Systems Division's staff to develop and implement the plan for data transfer. Coordinate with the HCIDLA's Occupancy Monitoring Unit on developing and implementing a process to transfer CRA/LA covenants to the contracted vendor performing occupancy monitoring. Draft policies and procedures for the transfer of the CRA/LA covenant portfolio to HCIDLA.	
5%	Research and analyze the CRA/LA properties transferred to HCIDLA by reviewing all Council files, recorded documents, loan documents, and other files. Prepare detailed asset reports on each property. Make oral presentations to HCIDLA executive management regarding these properties to determine appropriate disposition and/or development.	
5%	Assist in the preparation of City Council transmittals. Prepare written correspondence, reports, memoranda, etc. to constituents, lenders, real estate professionals and management.	
9. How long have the duties been substantially as described above? <u>1 year</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Normal Office duties equipment use.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>None</u>		
12. Indicate the number of employees supervised by class titles. None		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Phone No. _____		

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Vacant (RES249)		2. Employee's Present Class Title/Code: Project Coordinator - Exempt (1537)		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description:				Date Prepared	
☐ New Position ☐ Change in Existing Position				☒ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017			6. Name of Department Los Angeles Housing & Community Investment Dep		
			Division Asset Management Section CRA Transition		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:					
Name Mariana Lem Title Sr. Project Coordinator					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME		DUTIES			
30%		This position's primary responsibility will be to assist the Senior Project Coordinator in transitioning the housing assets transferred from CRA/LA to the Los Angeles Housing and Community Investment Department (HCIDLA).			
30%		Assist in the implementation of the transfer of the affordable housing loan portfolio from CRA/LA to HCIDLA. Research and analyze CRA/LA loans, including residual receipts loans, to insure completeness and accuracy of data in the transfer of data to HCIDLA's Housing Information Systems (HIMS) database. Coordinate with Asset Management's Loan Portfolio Unit on transfer on the CRA/LA loan portfolio. Draft policies and procedures for the transfer of the CRA/LA loan portfolio to HCIDLA's loan portfolio.			
30%		Assist in the implementation of the transfer of affordable housing covenants from CRA/LA to the HCIDLA. Research and analyze CRA/LA covenants. Develop administrative procedures for seamless transition of all CRA/LA housing compliance data to the HCIDLA. Interact with HCIDLA Systems Division's staff to develop and implement the plan for data transfer. Coordinate with the HCIDLA's Occupancy Monitoring Unit on developing and implementing a process to transfer CRA/LA covenants to the contracted vendor performing occupancy monitoring. Draft policies and procedures for the transfer of the CRA/LA covenant portfolio to HCIDLA.			
5%		Research and analyze the CRA/LA properties transferred to HCIDLA by reviewing all Council files, recorded documents, loan documents, and other files. Prepare detailed asset reports on each property. Make oral presentations to HCIDLA executive management regarding these properties to determine appropriate disposition and/or development.			
5%		Assist in the preparation of City Council transmittals. Prepare written correspondence, reports, memoranda, etc. to constituents, lenders, real estate professionals and management.			
9. How long have the duties been substantially as described above? <u>1 year</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Normal Office duties equipment use.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>None</u>					
12. Indicate the number of employees supervised by class titles. None					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature _____		Date _____		Phone No. _____	

POSITION DESCRIPTION**DO NOT USE THIS SPACE**

City of Los Angeles

1. Name of Employee: Mariana Lem (RES244)		2. Employee's Present Class Title/Code: Senior Project Coordinator (Exempt) 1538		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description: ☐ New Position ☐ Change in Existing Position ☒ Routine Report of Duties ☐ Review for Proper Allocation				Date Prepared 08/25/14	
5. Location of office or place of work: 1200 W. 7th Street Los Angeles, CA 90017			6. Name of Department Los Angeles Housing & Community Investment De Division Asset Management Section CRA Transition		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Douglas Swoger Title Director of Housing					
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
45%	Plans and directs the work of staff involved in researching the CRA/LA loans, covenants, and properties. Provides direction and technical assistance to staff, attorneys, developers and contractors with relevant housing issues. Supervises administrative staff involved in the development and submission of funding recommendations to City Council Committees and Mayor. Performs the full range of supervisory activities, including establishment of goals and evaluation of performance.				
25%	Organizes, tracks, monitors and audits the CRA/LA housing assets, including loans, covenants and properties. Reviews all contracts and/or amendments, including real estate documents for the disposition of properties prior to execution.				
20%	Provides oral presentations and written reports to executive management, staff, realtors and other real estate professionals on the CRA/LA housing assets. Provides convincing, and persuasive oral and written presentations of complex financial data to large groups, including the City Council and Council committees, the Affordable Housing Commission, other City commissions and committees, homeowner organizations, for-profit and non-profit developers, and the general public.				
5%	Maintains liasons with other City Departments and appropriate government agencies. Responds to public inquiries and complaints.				
5%	Performs other related duties as assigned.				
9. How long have the duties been substantially as described above? 1 year					
10. List any machinery or equipment operated and any unusual or hazardous working conditions.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 45%					
12. Indicate the number of employees supervised by class titles. 4-Project Coordinators; 1-Senior Clerk Typist					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature _____		Date _____		Phone No. _____	

POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Patricia Villaseñor	2. Employee's Present Class Title/Code: Sr. Project Coordinator / 1538	3. Present Salary or Wage Rate: \$ 93,124.80
4. Reason for Preparing Description: ☐ New Position ☒ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation		Date Prepared 01/09/14
5. Location of office or place of work: 200 North Spring Street, Room 2111 Los Angeles Ca 90012		6. Name of Department Los Angeles Housing & Community Investment Division Operations Section C&C Engagement
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Edwin Gipson Title Director		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
25%	Under the direction of the Director of SPP (HCID), the Board of the Human Relations Commission (HRC), the Board of the Commission on the Status of Women (CSW), the Board of Commission on Communities and Family Services (CCFS), the Board of Commission on Affordable Housing (AHC) and the Community Action Board (CAB), this position develops and implements HRC, CCFS, AHC, CAB and CSW policy, planning, and programs; develops public affairs materials and meeting agendas. Works with local coalitions/collaboratives and convenes community dialogues to reduce racial tensions and intergroup conflict and promote local economic recovery and job creation. Coordinates with HCID and other City departments to obtain information and data needed to support policy/planning analyses and positions. Works with HCID FamilySource and EWDD Workforce Development to ensure demographic/gender equity and utilization by the community of all City program services. Ensures application of the City's HRC and CSW policies to current and future programming within HCID. Develops the annual report on the state of human relations in the City of Los Angeles and Status of Women. Oversees the presentation of oral and written reports on policy recommendations to HCID, Mayor and the City Council.	
20%	Effectively manages projects, including the community task forces, advisory boards and community assessments. Ensures that the day-to-day HRC, CSW, CAB, CCFS and AHC operations and programs are smoothly and effectively administered, and provides appropriate oversight of program activities and infrastructure. Prepares and/or supervises the preparation of white papers and other written analyses of policies, community assessments, and programs.	
20%	Motivates and evaluates staff to ensure that they are well-suited to addressing the challenges facing the Human Relations Commission and the Commission on the Status of Women, Affordable Housing Commission, Communities and Family Services Commission and Community Advisory Board.	
20%	Works with the Boards of the all 5 Commissions to develop objectives and implement programs to achieve them. As well as develop training and workshops, media messaging and outreach for HCID and all commissions. Provides ongoing communication and updates to the Boards and HCID leadership on critical matters related to programs, plans and issues. Assists with setting Board agendas, preparing reports, and developing outbound communications on behalf of the Boards.	
15%	Works closely with the Finance Division to maintain the organization's fiscal well being, ensuring that budgets are balanced	
9. How long have the duties been substantially as described above? N/A		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. General office machines and automobile; no hazardous or unusual equipment.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).		60%
12. Indicate the number of employees supervised by class titles. Three (3) Human Relations Advocates, One (1) Project Coordinator, One (1) Sr. Clerk Typist.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Principal Project Coordinator Code 9134	3. Present Salary or Wage Rate: \$118,911.26
4. Reason for Preparing Description: ☐ New Position ☒ Change in Existing Position ☐ Routine Report of Duties ☐ Review for Proper Allocation		Date Prepared 04/18/14
5. Location of office or place of work: 1200 W 7th Street, 8th floor Los Angeles, CA 90017		6. Name of Department Housing & Community Investment Dept. Division Strategic Planning & Policy Section Strategic Neighborhood
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name Edwin Gipson Title Director of Housing		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
25	Oversee and manage the disposition of the former CRA/LA real property and assets from HCIDLA's REO portfolio. This task will involve working City staff, private lenders, developers, and other State and Federal entities.	
20	Establish and direct a revolving loan fund, a housing preservation fund, a housing legal clinic fund, and other affordable housing projects and programs.	
20	Working with City staff to provide critical information regarding the disposition of properties and site development that leads to the completion of twelve community Implementation Plans	
15	As needed, coordinate and liaison with appropriate personnel at various levels in activities of real estate matters, including acquisitions, appraisals, economic and financial analyses, negotiations, and development of real estate;	
10	Provide technical advice and leadership in recommendations of City real estate development policies;	
10	Attend and participate in meetings as necessary and other related duties as assigned.	
9. How long have the duties been substantially as described above? <u>New Position</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, 10-key machine		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). _____		
12. Indicate the number of employees supervised by class titles. None		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Phone No. _____		

Project Coordinator – Lorenzo Briceño
 Project Coordinator – Jasmine Duckworth
 Project Coordinator – Jasmine Elbarbary
 Senior Project Coordinator – Leyla Campos
 Senior Project Coordinator – Michael Fong 8/23/15

Project Coordinators (Policy & Government Relations) - Lorenzo Briceño 8/09/15; Jasmine Duckworth 8/24/15

The Project Coordinators are responsible for supporting the Neighborhood Council Policy & Government Relations program. These positions develop policies and procedures in conjunction with enhancing the Neighborhood Council system and the Department's operations; support the Board of Neighborhood Commissioners in their 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; develop and execute a peer grievance panel system; and inform Neighborhood Councils and alliances to respond to any issues via Community Impact Statements, education, and tracking. These positions 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 provide administrative support for the executive team of EmpowerLA, Board of Neighborhood Commissioners and general Neighborhood Council operations. These positions report to the Senior Project Coordinator in charge of the Policy & Government Relations program.

Project Coordinator (Outreach & Field) - Jasmine Elbarbary 8/24/15

The Project Coordinator is responsible for community organizing in areas of low civic participation. The position works 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; developing strategic action outreach goals for Neighborhood Council collaboration with their stakeholders; mobilizing community members to support the Neighborhood Council system; educating and training the next generation of Neighborhood Council leaders; and representing the Department at local events, community gatherings, workshops and training events. This position reports to the Senior Project Coordinator in charge of Outreach and Elections.

Senior Project Coordinator (Field) - Leyla Campos 9/02/07

This position reports directly to the Department's General Manager and is responsible for the supervision of a team of employees, and coordination of programs focused on capacity development, education, formulation and implementation of NC governance documents including bylaws, and the provision of technical assistance to neighborhood council board members and stakeholders of neighborhood councils within the City of Los Angeles. The position will perform the more sensitive or complicated projects involved in interpreting documents and ordinances related to the governance of Neighborhood Councils, including the Charter of the City of Los Angeles, and the Plan for a Citywide System of Neighborhood Councils as well as individual Neighborhood Council bylaws. The position also acts as an enforcement arm of the Department in ensuring Neighborhood Councils adhere to set policies and regulations and may recommend placement of concerning Neighborhood Councils into an "Exhaustive Efforts" program to bring about compliance.

Senior Project Coordinator (Policy & Government Relations) - Michael Fong 8/23/15

The Senior Project Coordinator position manages the Policy and Government Relations program and supports the Neighborhood Council Budget Advocates, the Board of Neighborhood Commissioners, as well as training on 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. The position acts as a staff supervisor for Neighborhood Council support and projects, and reports to the Department's General Manager.

Reason for the Exemptions:

The Department of Neighborhood Empowerment believes that approval of an exemption for these positions is appropriate because it will provide the flexibility needed to recruit and select the best qualified candidates from within and outside the City workforce. In addition, the experience, knowledge, and skills required for these positions would generally not be found through the City's existing civil service process.

LOS ANGELES POLICE DEPARTMENT (LAPD)

Attachment B

Senior Project Coordinator – Harry Eddo
Senior Project Coordinator – Freddie Booker

Senior Project Coordinator – Harry Eddo 5/01/12

Assigned to the Office of Constitutional Policing and Policy and serves as Council Liaison to the Chief of Police and is responsible for preparing, analyzing, and taking action on all legislative matters that have a direct impact on the operations of the Police Department.

Senior Project Coordinator – Freddie Booker 5/13/09

Assigned to Chief of Staff and serves as the community relations expert and is responsible for maintaining liaison with the community and assisting the command staff in furthering the Department's community-police objectives/partnerships to improve the Department's operational effectiveness.

Both incumbents performed these duties as sworn members of the Department and the exemptions were requested to capitalize on their experience and expertise, following their retirement from the sworn ranks. The SPC classification was identified due to the sheer diversity of duties and responsibilities of the positions.

Principal Project Coordinator – Darryl Ford

Principal Project Coordinator – Darryl Ford 5/04/14

The duties and responsibilities of this position include managing the City's review of consultant reports and studies on the Hollywood Central Park project (a 44-acre street level park); facilitating discussion between the Board of Recreation and Park Commissioners, Mayor, City Council and other elected officials on the project; receiving input regarding the project from appropriate internal and external agencies, departments, and organizations; preparing and presenting verbal and written reports on the review of the project; and monitoring the budget and expenditures for the consultant reports and studies.

RAP will no longer need the exemption for this position.

LOS ANGELES DEPARTMENT OF TRANSPORTATION (LADOT)

Attachment B

Project Coordinator – Margot Ocanas 8/14/12
Senior Project Coordinator – Georgia Mowery 8/22/04
Principal Project Coordinator – Patricia Restrepo 7/13/13
Principal Project Coordinator – Vacant (1/28/15)

(Pending Council Approval)

Project Coordinator – CF#15-1280
Senior Project Coordinator – CF#15-1280

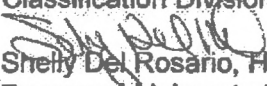
[See attached interdepartmental correspondence.]

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 6, 2015

TO: Wendy Macy, General Manager
Personnel Department

Attention: Raul Lemus, Chief Personnel Analyst
Classification Division, Personnel Department

FROM:  Shelly Del Rosario, Human Resources Manager
Personnel Liaison to Department of Transportation, Personnel Department

SUBJECT: PROJECT COORDINATOR SERIES AT LADOT

On October 30, 2015, the Personnel Department's Classification Division requested work assignment information for the following classifications, as well as justification for exemptions:

- Project Coordinator
- Senior Project Coordinator
- Principal Project Coordinator

The Department of Transportation (LADOT) currently has 4 approved positions and 2 pending requests in the above classifications, assigned as follows.

1. Project Coordinator – Active Transportation
2. Senior Project Coordinator - Active Transportation
3. Principal Project Coordinator - Communications
4. Principal Project Coordinator - Active Transportation
5. Project Coordinator – Great Streets (pending)
6. Senior Project Coordinator - Active Transportation (pending)

There is no civil service classification for the Project Coordinator series. Positions in this series fall neither in the engineering or planning discipline, but provide critical experts in specialized skills such as community outreach and marketing behavior change.

1. The Project Coordinator position in Active Transportation is responsible for representing LADOT at public and interagency meetings, coordinating safe routes to school projects, developing and implementing programs and marketing campaigns to increase walking and biking, as well as to increase motorist awareness of bicyclists and pedestrians. The position also conducts studies and maintains databases.
2. The Senior Project Coordinator in Active Transportation position is responsible for the city's Bicycle Program. The position is responsible for the promotion of citywide bicycle ridership, advising the Department on bikeway facilities and future bikeway planning initiatives, and serves as a liaison on this specialized issue with elected officials, citizen organizations, the media, outside agencies, and other program partners. The position is also responsible for the development and implementation of public outreach strategies to achieve traffic safety goals in line with the LADOT Strategic Plan and Vision Zero, including but not limited to education, enforcement, evaluation, and encouragement strategies.
3. The Principal Project Coordinator position in Active Transportation is currently in the selection process to be filled. This position will serve as the lead for all outreach and related

planning for Active Transportation programs and projects improving outreach for such the Bicycle Plan, Great Streets initiative, Complete Streets, People Street Projects, Vision Zero and the Mobility Element. In addition, this position will be responsible for the following tasks:

- incubate, seek grant funding for, and implement a variety of innovative programs and projects such as People Streets and other demand management strategies, active transportation metrics and evaluation templates, safety education and campaigns, and bicycle parking with business incentives;
 - foster and sustain improved partnerships with council offices, other City agencies and outside agencies to work toward unified active transportation goals;
 - develop active transportation legislative proposals and coordinate with Chief Legislative Analyst staff, the Mayor's legislative team, and the State Legislature.
4. The Principal Project Coordinator position in Communications reports to the Public Information Officer. This position is critical to LADOT, supporting media relations efforts, social media outreach, as well as internal communications and events.
5. The pending Senior Project Coordinator will be assigned to the Active Transportation Division and will oversee the Vision Zero initiative. This position will focus on the coordination of the Vision Zero Executive Steering Committee, Task Force and related working groups; the coordination and delivery of regional safety campaigns, outreach and education; and grant identification, application, and management related to the Vision Zero Program. This position will work directly with the Mayor's office, Council offices, LADOT, and other city and outside agencies, stakeholder groups, and the public.
6. The pending Project Coordinator position will be assigned to LADOT but will report directly to the Great Streets Program in the Mayor's office. This position will work directly with the Mayor's office, Council offices, LADOT, and other city and outside agencies, stakeholder groups, and the general public and will focus on the delivery of specific street projects, coordination of internal working groups, grant administration, and will oversee traditional and social media outreach. This position will also be responsible for GIS mapping, data analysis, research on best practices, and grant writing.

LADOT depends upon these critical exempt positions to provide specialty administrative, outreach and marketing skills required to plan and promote a variety of programs and projects. The individuals selected for these positions must have an expert level of knowledge in their assigned area and also a good understanding of the city's changing approach to transportation. We believe that using these specialized classifications gives LADOT the ability to attract candidates with the requisite skill sets to excel in these challenging assignments. The success of LADOT relies upon committed individuals who share a visionary interest in walking and biking as a practical and sustainable transportation options in Los Angeles.

c. Seleta Reynolds, General Manager, Department of Transportation
Bridget Smith, Chief of Staff, Department of Transportation

Project Coordinator – Vacant

Project Coordinator – Vacant (11/16/15)

The position will directly support the Board of Public Works' President in his dual role as Board President and as Director and Chief Liaison of the Mayor's Office of Film and Television Production and will serve as the back-up to administratively support four other Commissioners; Performs professional assignments associated with administering special projects or programs and compiling pertinent information for the reference and use of the Board President and other commissioners, including preparation of reports, memos, and letters; Provides administrative support of a semi-professional nature to the Board of Public Works; Schedules appointments, maintains calendars, receives and screens calls, visitors, and incoming correspondence; Responds to inquiries, complaints and requests for services from the public and elected officials; and Uses considerable independent judgment in organizing, coordinating, and performing the administrative support work while maintaining strict confidentiality of information accessed for both the Board of Public Works and the Mayor's Office of Film and Television Production.

The exemption is needed to provide greater flexibility to recruit internal and external candidates with experience dealing with members of government affairs offices and/or representatives from the Film and Entertainment industry, such as Disney, Paramount, Fox, Warner Bros., Sony, and Dreamworks. In addition, this exemption would allow the department to hire candidates with experience with special projects, project management, program administration, and executive management support.

Charter Section 1001(b) Exemptions

Attachment C

Department	Class	Name of Incumbent	Appt Date	Disc (150)	Disc (+ 50)
AGING					
		TOTAL		0	0
AIRPORTS	Assistant Airport Police Chief	Ethel McGuire	7/26/10	1	
(LAWA)	Assistant Airport Police Chief	Brian Walker	4/11/10	1	
	Assistant Airport Police Chief	Vacant (6/23/15)		1	
	Deputy GM II Airports-Finance	Wei Chi	8/25/08	1	
	Executive Assistant Airports	Diego Alvarez	3/14/10	1	
	Executive Assistant Airports	Denise Sample	3/14/10	1	
	Executive Assistant Airports	Lisa Trifiletti	6/20/10	1	
	Executive Assistant Airports	Mary Grady	10/24/11	1	
	Deputy GM II Airports-Planning, Engineering and Facilities Mgmt	Cynthia Guidry	2/9/14	1	
	Deputy GM II Airports-External Affairs	Vacant (6/25/14)		1	
	Director of Airports Safety Officer	Patrick Gannon	6/30/14	1	
	Airport Manager III	Edward Bushman	9/21/15	1	
		TOTAL		12	0
ANIMAL SERVICES	Chief Veterinarian	Jeremy Prupas	9/15/08	1	
				1	0
BUILDING & SAFETY	Deputy Superintendent of Building I	Larry Galstian	10/19/14	1	
	Deputy Superintendent of Building I	Ifa Kashefi	8/17/08	1	
	Deputy Superintendent of Building I	James Ongele	8/1/12	1	
	Deputy Superintendent of Building I	Giovani Dacumos	10/19/14	1	
	Chief Financial Officer	Vacant (6/19/13)		1	
	Project Assistant	Andre McNamee	2/8/15	1	
	Project Assistant	Joanna Thomas	1/25/15	1	
				7	0
CITY ADMIN. OFFICER	Revenue Manager	Melissa Krance	9/20/15		1
	Principal Project Coordinator	Josh Rohmer	7/22/13	1	
	Principal Project Coordinator (AMSP)	Vacated (7/11/15)		1	
	Principal Project Coordinator	Vacant (8/18/15)		1	
	Principal Project Coordinator (Exec)	Vacant (10/14/15)		1	
	Project Coordinator	Bianca Swan	4/5/15	1	
		TOTAL		5	1
CITY CLERK					
				0	0
CITY EMP RET - LACERS	Chief Investment Officer	Rodney June	7/10/12	1	
	Departmental Audit Manager	Rahoon Oyewole	6/30/13	1	
				2	0
CONTROLLER	Admin. Deputy Controller	Ted Rohrich	6/29/15	1	
	Deputy Director of Auditing	Siri Khalsa	8/7/05	1	
	Controller Aide	Juan Lopez	7/1/15	1	
	Controller Aide	Matthew Charity	8/9/15	1	
	Controller Aide	Christopher Benedetto	7/12/15	1	
	Controller Aide	Heidi Allyce	7/15/15	1	
	Controller Aide	Dora Nunez	9/6/15	1	
	Controller Aide	Vacant (8/14/15)		1	
				8	0
CONV. CNTR.					
				0	0
CULTURAL AFFAIRS	Arts Manager I	Vacant (10/23/15)		1	
	Senior Project Coordinator	Vacant (10/23/15)			1
				1	1
DWP	Assistant General Manager	Vacant (8/21/15)		1	

Charter Section 1001(b) Exemptions

Attachment C

Department	Class	Name of Incumbent	Appt Date	Disc (150)	Disc (+ 50)
	Assistant General Manager	Vacant (8/21/15)		1	
	Executive Assistant GM	Vacant (8/21/15)			1
	Executive Assistant GM	Vacant (8/21/15)			1
				2	2
DISABILITY	Senior Project Coordinator	Angela Kaufman	5/7/12	1	
	Senior Project Coordinator	Carey Stone	11/5/12	1	
	Senior Project Coordinator	Ricardo Rosales	7/1/12	1	
	Senior Project Coordinator (monitoring implementation of Voluntary Compliance Agreement w/ HUD)	Vacant (8/14/12)		1	
	Project Coordinator	Luis Mata	11/5/12	1	
	Project Coordinator	John Rodriguez	11/5/12	1	
	Project Coordinator	Richard Pope	1/14/13	1	
	Project Coordinator (ADA-related projects)	Nicole Willett	12/29/14	1	
	Project Coordinator	Vacant (10/23/15)			1
	Project Coordinator	Vacant (10/23/15)			1
	Management Analyst II	Vacant (10/23/15)			1
	Management Analyst I	Vacant (10/23/15)			1
				8	4
ECONOMIC & WORKFORCE DEVELOPMENT	Assistant General Manager	Jenny Scanlin	5/11/14	1	
	Principal Project Coordinator	Samuel Hughes	6/22/15	1	
	Project Coordinator	Cathy Castro	7/14/13	1	
	Senior Project Coordinator	Vacant (6/23/15)		1	
	Senior Project Assistant	Vacant (6/23/15)		1	
	Senior Project Assistant	Vacant (6/23/15)		1	
	Senior Project Coordinator	Vacant (9/8/15)			1
				6	1
EL PUEBLO				0	0
EMERG. MGMT.	Principal Project Coordinator	Vacant (10/7/15)		1	
				1	0
ETHICS	None			0	0
FINANCE	Revenue Manager	Wai Lau	2/8/15	1	
	Dir. of Cash Mgmt. Services	Clariza Mullins	10/24/11	1	
	Chief Investment Officer	Thomas Juarez	7/13/10	1	
	Investment Officer III	Richard Coryell	4/14/08	1	
	Financial Manager	Vacant (8/21/15)			1
				4	1
FIRE	Risk Manager II	Jenny Park	3/10/13	1	
	Fire Statistical Manager	Suzann Leininger	7/26/15	1	
	Public Safety Employee Relations Mgr.	Vacant (6/23/15)		1	
				3	0
GENERAL SERVICES	Assistant General Manager	David Paschal	11/5/98	1	
	Assistant General Manager	Angela Sherick-Bright	10/2/11	1	
				2	0
HARBOR	Community Affairs Advocate	August Bezmalinovich	6/28/10	1	
	Departmental Audit Manager	James Olds	7/21/08	1	
	Second Deputy General Manager	David Libatique	1/24/11	1	
	Second Deputy General Manager	Arley Baker	3/29/09	1	
	Staff Assistant to GM Harbor	Erica Swift	8/23/15		1
				4	1
HOUSING &	Assistant General Manager	Luz Santiago	2/11/13	1	

Charter Section 1001(b) Exemptions

Attachment C

Department	Class	Name of Incumbent	Appt Date	Disc (150)	Disc (+ 50)
COMMUNITY	Assistant General Manager	Laura Guglielmo	1/5/15	1	
INVESTMENT	Project Coordinator	Vacant (10/16/15)		1	
	Finance Development Officer I	Helen Villagomez	8/20/12	1	
	Senior Project Coordinator	Patricia Villasenor	8/7/06	1	
	Environmental Affairs Officer	Robert Manford	10/24/11	1	
	Senior Project Coordinator	Mariana Lem	7/28/13	1	
	Project Coordinator	Manuel Alfaro-Cabrera	8/11/13	1	
	Project Coordinator	Jennifer Ing-Aram	8/11/13	1	
	Project Coordinator	Caryn Dianne Mattingly	8/11/13	1	
	Principal Project Coordinator	Vacant (8/13/14)		1	
				11	0
ITA	Cable TV Production Mgr III	Vacant (8/13/14)		1	
	Councilphone & Voicemail Technician	Francisco Montano	7/1/96	1	
	Information Systems Manager	Vacant (7/1/14)		1	
				3	0
LIBRARY					
				0	0
NEIGHBORHOOD	Senior Project Coordinator	Leyla Campos	9/2/07	1	
EMPOWERMENT	Senior Project Coordinator	Michael Fong	8/23/15	1	
	Project Coordinator	Lorenzo Briceno	8/9/15	1	
	Project Coordinator	Jasmine Duckworth	8/24/15	1	
	Project Coordinator	Jasmine Elbarbary	8/24/15	1	
	Project Assistant	Kathleen Quinn	4/29/15	1	
				6	0
PENSIONS					
				0	0
PERSONNEL	Assistant General Manager	Phyllis Lynes	10/21/01	1	
	Managing Physician	Arthur Manoukian	11/27/06	1	
	Medical Services Administrator	Joanne O'Brien	9/4/07	1	
	Public Information Director	Bruce Whidden	7/25/04	1	
				4	0
PLANNING	Deputy Director of Planning	Janette Zatorski	4/6/14	1	
	Principal City Planner	Ken Bernstein	1/1/11	1	
	Architectural Associate	Vacant (2/26/13)		1	
	Geographic Info. Systems Supv.	Vacant (2/26/13)		1	
	Project Assistant	Maria Reyes	7/1/11	1	
				5	0
POLICE	Assistant Inspector General	Kevin Rogan	9/20/10	1	
	Assistant Inspector General	Django Sibley	3/11/07	1	
	Assistant Inspector General	James Willis	1/13/14	1	
	Chief Police Psychologist	Kevin Jablonski	2/18/07	1	
	Police Training Administrator	Luann Pannell	10/1/05	1	
	Police Administrator III	Arif Alikhan	3/9/14	1	
	Senior Project Coordinator	Freddie Booker	5/13/09	1	
	Senior Project Coordinator	Harry Eddo	5/1/12	1	
	Police Administrator II	Michael Hyams	1/11/15	1	
				9	0
PUBLIC	Utility Rates and Policy Specialist II	Grant Hoag	2/23/14	1	
ACCOUNTABILITY	Utility Rates and Policy Specialist II	Vacant (4/17/13)		1	
				2	0

Charter Section 1001(b) Exemptions

Attachment C

Department	Class	Name of Incumbent	Appt Date	Disc (150)	Disc (+ 50)
PW - BOARD	None				
				0	0
PW - CONT. ADM.					
				0	0
PW - ENGINEERING	Deputy City Engineer	Ted Allen	5/4/14	1	
	Deputy City Engineer	Deborah Weintraub	10/9/04	1	
				2	0
PW - SANITATION	Asst Dir Bureau of Sanitation	Vacated 8/22/15			1
	Asst Dir Bureau of Sanitation	Traci Kawaguchi	8/30/04	1	
	Agricultural Land Developer	Randy Womble	1/12/04	1	
	Community Affairs Advocate	Janice Murray	3/17/08	1	
	Project Assistant	Jesus Sanchez	8/27/12	1	
	Project Assistant	Domingo Orosco	10/22/12	1	
	Hyperion Treatment Plant Manager	Tim Dafeta	9/22/13	1	
	Marketing Manager	Pamela Hirneisen Perez	3/8/11	1	
	Chief Financial Officer	Lisa Mowery	9/21/14	1	
	Public Information Director	Vacant (6/30/15)		1	
	Environmental Supervisor	Vacant (10/23/15)		1	
				10	1
PW - ST. LTG.					
				0	0
PW - STREET SERVICES	Asst Dir Bureau of Street Services	Joseph Cruz	4/27/12	1	
	Service Coordinator	Gabriela Ortiz	8/12/07	1	
	Street Services General Superintendent II	Gregory Spotts	10/30/12	1	
				3	0
RECREATION & PARKS	Assistant General Manager	Kevin Regan	10/18/05	1	
	Assistant General Manager	Ramon Barajas	3/8/15	1	
	Astronomical Lecturer	David Reitzel	3/10/08	1	
	Banning Residence Museum Dir.	Michael Sanborn	10/21/01	1	
	Executive Director Expo Park	Belinda Jackson	8/13/01	1	
	Golf Manager	James Ward	10/18/05	1	
	Historic Site Curator	Kristen Heather	11/2/03	1	
	Historic Site Curator	Stephen Nelson	10/13/97	1	
	Marine Aquarium Administrator	Michael Schaadt	10/29/06	1	
	Maritime Museum Director	Marifrance Trivelli	12/14/03	1	
	Observatory Director II	Edwin Krupp	4/22/76	1	
	Observatory Director I	Mark Pine	10/30/06	1	
	Community Program Director	Dana Valdez	9/28/08	1	
	Astronomical Observer	Anthony Cook	8/6/90	1	
	Principal Project Coordinator	Darryl Ford	5/4/14	1	
				15	0
TRANSPORTATION	Assistant General Manager	Daniel Mitchell	9/22/13	1	
	Senior Project Coordinator	Georgia Mowery	12/14/03	1	
	Taxicab Administrator	Thomas Drischler	6/20/99	1	
	Chief of Parking Enforcement Operations	Greg Savelli	1/12/12	1	
	Parking Enforcement Manager II	Brian Hale	4/1/12	1	
	Project Coordinator	Margot Ocanas	8/14/12	1	
	Principal Project Coordinator	Patricia Restrepo	7/13/13	1	
	Project Assistant	Karen Barnett	6/30/13	1	
	Project Assistant	Julia Amaya	7/1/13	1	
	Principal Project Coordinator	Vacant (1/28/15)		1	
	Community Affairs Advocate	Jennifer Cohen	6/15/15	1	
	Project Assistant	Elizabeth Gallardo	3/8/15	1	

Charter Section 1001(b) Exemptions

Attachment C

Department	Class	Name of Incumbent	Appt Date	Disc (150)	Disc (+ 50)
				12	0
ZOO	Chief Veterinarian	Lisa Naples	10/4/15	1	
	Zoo Research Director	Cathleen Cox	3/3/86	1	
				2	0
		GRAND TOTAL		150	12

CITY CHARTER

Sec. 1001. Exemptions.

Each of the following positions shall be exempt from this Article:

(a) Exempt Positions.

(1) All officers elected by the people.

(2) All members of the boards of commissioners.

(3) All chief administrative officers of the City's departments and offices and the Directors of the Public Works' Bureaus of Contract Administration, Engineering, Sanitation, Street Lighting and Street Services.

(4) Two positions in the class of Assistant General Manager or Deputy Director in each City office or department, and two positions in the class of Assistant Director in each of the Public Works Bureaus of Contract Administration, Engineering, Sanitation, Street Lighting and Street Services, and two positions in the class of Deputy Controller in the Office of Controller.

(5) All Deputy Chiefs of Police.

(6) All Deputy Chiefs of Fire.

(7) Positions in the Office of the Mayor.

(8) Positions established by the Council for the purpose of assisting the members of the Council in the performance of their duties, except for clerical personnel.

(9) All positions in the office of the City Attorney.

(10) The Chief Financial Officer of the Department of Water and Power.

(11) The Executive Director of the Board of Police Commissioners.

(12) The Inspector General of the Police Department.

(13) The Executive Director and all non-clerical personnel of the City Ethics Commission.

(14) All Assistant Directors in the Office of Administrative and Research Services.

(15) The Traffic Manager and the Port Warden of the Harbor Department.

(16) Crossing Guards.

(17) All physicians and psychologists subject to Section 1040.

(18) All officers of election.

(19) Persons specially employed by the City Clerk, as authorized by the provisions of Section 405 of the Charter, to assist in the conduct of any election.

(20) Positions elsewhere specifically exempted by the Charter.

(b) Management, Professional, Scientific or Expert Services. In addition to those positions described in subsections (a), (c) and (d) of this section, up to 150 persons to provide management services or to render professional, scientific or expert services of an exceptional character to offices or departments including the Proprietary Departments. Appointments under this subsection shall be subject to the following:

(1) As to each position to be exempted under this subsection, and prior to the initiation of the selection process to fill the position, the Mayor shall forward to the Council a recommendation for an exempt position which sets forth the educational, experience and other professional requirements of the position and describes the circumstances presented by the department seeking the appointment that preclude filling the position through the civil service system. Within ten Council meeting days from receipt of the recommendation, the Council may by two-thirds vote disapprove the Mayor's recommendation for the exemption. If the Council does not act on the recommendation within the specified time period, the recommendation shall be deemed approved. When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection.

(2) No person may be employed under this subsection if he or she has served in an exempt position in the office of an elected City official in the prior two years unless he or she meets the professional experience requirements established for the position.

(3) Persons who have been exempted or who have been appointed to an exempt position prior to the effective date of this Charter, will retain their exemption. Exemptions under this subsection shall be prospective and shall be made only at the time of filling a vacant position.

(4) Council may, by ordinance adopted by two-thirds vote, increase the maximum number of exempt positions as provided in subsection (b) to no more than one percent (1%) of the regular authorized positions in the City workforce, provided that if the maximum number of exempt positions is increased pursuant to this subsection, the number of positions created by subsections (a) (4), (5) and (c) of this section shall be counted toward the maximum allowable exemptions. If Council provides for a maximum number of exemptions based on a percentage of the workforce, and a reduction in the workforce results in more filled exempt positions than permissible, each incumbent shall retain the exemption, but when vacated, such excess exemptions shall terminate.

(c) Proprietary Department Positions. In addition to the exempt positions in the Proprietary Departments created by subsections (a), (b)(1), (2), (3) and (d) of this section, up to 15 positions in the Department of Water and Power and up to ten positions to be allocated between the Harbor Department and the Department of Airports for employment of persons to provide management services or to render professional, scientific or expert services of an exceptional character. Exemption of these positions shall be subject to the following:

(1) Upon receipt of a request for an exempt position by the department which sets forth the educational, experience and other professional requirements of the position and describes the circumstances that preclude filling the position through the civil service system, the Mayor shall forward to the Council a recommendation for the exempt position. Within ten Council meeting days from receipt of the recommendation, the Council may by two-thirds vote disapprove the Mayor's recommendation for the exemption. If the Council does not act on the recommendation within the specified time period, the recommendation shall be deemed approved.

(2) No person may be employed under this subsection if he or she has served in an exempt position in the office of an elected City official in the prior two years unless he or she meets the professional experience requirements established for the position.

(3) Persons who have been exempted or who have been appointed to an exempt position prior to the effective date of this Charter, shall retain their exemption. Exemptions under this subsection shall be prospective and shall be made only at the time of filling a vacant position.

(d) Positions Approved by Council. In addition to the exempt positions created in subsections (a), (b) and (c) of this section, any of the following may be exempted from the provisions of this Article upon the request of the head of the department or office in which they are employed, by order of the Board of Civil Service Commissioners, approved by the Council by resolution:

- (1) positions of unskilled laborers, including drivers;
- (2) positions for workers, mechanics or craftspersons (including crew leaders) employed exclusively in that position on the construction of public works, improvements or buildings;
- (3) any position requiring the services of one individual for not more than half time and paying a salary not to exceed three-fourths of the monthly rate established by the salary fixing authority of the department, division or office for entering-level clerical positions;
- (4) grant-funded positions for a term of no more than two years which, by application of the procedures described in this subsection, may be extended for one additional year for a maximum exemption period of three years.

Any exemption made under the provisions of (1) through (4) may be terminated at any time by resolution of the Board of Civil Service Commissioners.

(e) Leave of Absence from Civil Service. Each person exempted or appointed to an exempt position under this section shall, during the period of exempt employment, be considered as being on leave of absence from the classified civil service if at the time of exemption he or she holds a position in the classified civil service, or is entitled to hold a position therein, and shall continue, during such period, to accrue seniority credit the same as though serving in such position.