

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of two Project Coordinator positions and one Project Assistant position for the City Clerk from the Civil Service provisions of the City Charter.

Recommendation for Council action:

APPROVE the exemption of two Project Coordinator positions (Class Code 1537) and one Project Assistant position (Class Code 1542) for the City Clerk from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b).

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

Community Impact Statement: None submitted.

TIME LIMIT FILE - NOVEMBER 23, 2016

(LAST DAY FOR COUNCIL ACTION - NOVEMBER 23, 2016)

Summary:

On November 2, 2016, your Committee considered an October 24, 2016 communication from the Mayor relative to the exemption of two Project Coordinator positions and one Project Assistant position for the City Clerk from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b). According to the Mayor, the first Project Coordinator position will be responsible for second-level approval for disbursement and accounting of funds issued to the Neighborhood Councils (NCs) and approval of funding requests made by the NC treasurers related to grants, community improvement projects, sponsored events, contracts, and expenditures. The Project Coordinator prepares routine reports related to the Funding Program, analyzes and identifies trends and efficiencies and makes recommendations on implementation. Additionally, this Project Coordinator prepares communications and procedures for the Funding Program, ensures adequate staff training, and works with the Office of the City Attorney on any legal aspects when preparing training material or with issues concerning conflict of interest.

In addition to the duties described above, the second Project Coordinator position will maintain, update and improve the Funding Program website and ensure it integrates with the work-flow management and accounting software. This Project Coordinator will be the liaison to the NCs relative to their financial needs and will integrate their feedback into the work-flow management/accounting software. The Project Assistant position will be responsible for assisting the Project Coordinator in the disbursement and accounting of funds issued to the NC checking accounts through the Funding Program. The Project Assistant will assist in the development of outreach and educational material on the NC funding process and provide technical, funding, organizing and logistical support to neighborhoods. Additionally, the Project Assistant will develop training and programs to support the growth and development of the Funding Program and related checking accounts.

After consideration and having provided an opportunity for public comment, the Committee

moved to recommend approval of the position exemptions as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	YES
HARRIS-DAWSON:	YES
ARL	

11/2/16

-NOT OFFICIAL UNTIL COUNCIL ACTS-