

JAN PERRY
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Contact: Tonja Bellard (213) 744-7279

March 7, 2017

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

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

At its January 26, 2017 meeting, the Board of Civil Service Commissioners approved civil service exemptions for the following twenty-four (24) grant funded positions in the Economic and Workforce Development Department (EWDD):

No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1579	1194	Chief Grants Administrator	Economic Development	14-0091-S1
1	1537	1251	Project Coordinator	Workforce Development	14-1217
1	1546	1259	Sr. Project Assistant	Workforce Development	14-1217-S2
1	1546	1263	Sr. Project Assistant	Economic Development	14-1217
1	1546	1265	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1266	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1267	Sr. Project Assistant	Workforce Development	14-1217
1	1546	1268	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1269	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1270	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1271	Sr. Project Assistant	Workforce Development (Watts)	14-1217
1	1546	1274	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
1	1546	1275	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
1	1546	1277	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217

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No.	Class Code	Pos. ID	Class Title	Division	Council File #
1	1546	1278	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
1	1546	1279	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
1	1546	1280	Sr. Project Assistant	Workforce Development (Boyle Heights)	14-1217
1	1546	1282	Sr. Project Assistant	Workforce Development	13-0361-S2
1	1546	1286	Sr. Project Assistant	Workforce Development	14-1217
1	1538	1288	Sr. Project Coordinator	Executive Management	14-1217
1	1538	1297	Sr. Project Coordinator	Economic Development	14-1217
1	1538	1306	Sr. Project Coordinator	Workforce Development	14-1217
1	1538	1307	Sr. Project Coordinator	Workforce Development	14-1217
1	1538	1559	Sr. Project Coordinator	Economic Development	13-0393-S1

Position ID: #1194 – The Chief Grants Administrator position is assigned to the Market Investment and Innovations Group. This position oversees the development of policies and procedures related to major lending, bonds, small business, and micro-lending programs. The duties of this position include project and loan management; the development, administration, and evaluation of economic development programs and services; interpreting regulations and shaping major policy recommendations for economic development issues in the City of Los Angeles. This position is also responsible for marketing and promoting programs and incentives to attract new business into the City of Los Angeles and assists businesses in remaining and expanding in the City of Los Angeles; collaborating with other governmental agencies and various public and private organizations in planning and implementing economic development projects in the City of Los Angeles; and directs preparation of the division budget.

Position ID: #1251 – The Project Coordinator position is assigned to the Contract Monitoring Section. The duties of this position include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides ongoing technical assistance on program activities and works with agencies to address performance issues or other areas in need of improvement.

Position ID: #1259 – The Senior Project Assistant position is assigned to the Strategic Planning and Research Section. This position conducts trainings for service providers and internal staff; provides technical support; update and correct data entry errors in the CalJOBS and JobsLA systems; and supervises clerical staff.

Position ID: #1263 – The Senior Project Assistant position is assigned to the Special Projects and Planning Section. The duties of this position include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position is responsible for overseeing the Request for Proposal (RFP) process for services to fulfill Community Development Block Grant (CDBG) program requirements; assisting with the development of Memoranda of Understanding (MOU) or contractual arrangements; providing

assistance in developing and administering new economic grant proposals; providing ongoing technical assistance on program activities; and working with agencies to address performance issues or other areas in need of improvement.

Position IDs: #1265 and 1270 – These Senior Project Assistant positions are assigned to the YouthSource Watts Center. The duties of these positions include case management of youth enrolled in the YouthSource or Summer Youth Employment program; performing outreach and recruitment; developing and monitoring Individual Service Strategy (ISS) plans for enrolled youth; and following-up with youth by phone or site visits for 12 months after program completion. These positions work with a multidisciplinary service team comprised of various partner agencies to ensure program goals for the youth are being met; contacts program partners to confirm that data is being reported to program service funders on a timely basis; and makes sure that attendance and other records vital to the program are maintained for each enrolled youth.

Position IDs: #1266, 1268, 1269, and 1271 – These Senior Project Assistant positions are assigned to the YouthSource Watts Center. The duties of these positions include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; and reviewing instructor and/or supervisor evaluations of participant progress. These positions assist in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program.

Position ID: #1267 – The Senior Project Assistant position is assigned to the YouthSource Watts Center. The duties of this position include case management of disconnected youth enrolled in Federal, State, County, and City funded workforce programs; performing outreach and recruitment to identify youth who are out of school and/or on probation; develop ISS plans; monitoring and tracking the progress of enrolled youth receiving services and completing their ISS plans; and working with a multidisciplinary service team comprised of various partner agencies to ensure that youth are on track to meeting goals and not displaying behavior that could lead to committing further offenses. This position prepares participant case management records; contacts program partners and confirms that data is being reported to LA County Probation, the Department of Justice, and other program service funders on a timely basis; provides services for incarcerated youth and those re-entering their communities; and administers educational and career assessments.

Position IDs: #1274, 1275, 1277, 1278, 1279, and 1280 – These Senior Project Assistant positions are assigned to the YouthSource Boyle Heights Center. The duties of these positions include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; and reviewing instructor and/or supervisor evaluations of participant progress. These positions assist in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program.

Position ID: #1282 – The Senior Project Assistant position is assigned to the Youth Operations Section. This position is responsible for monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides technical assistance on program activities and services; responds to questions from clients; and participates in workshops, trainings, community events, and meetings related to contract administration and management functions.

Position ID: #1286 – The Senior Project Assistant position is assigned to the Rapid Response Section. This position is responsible for coordinating with employers to inform dislocated workers and employees of their rights and available resources and available resources as mandated by the Workforce Innovation and Opportunity Act (WIOA). The duties for this position include researching employers and employment trends in the affected industry; identifying potential non-Worker Adjustment and Retraining Notification (WARN) employers; attending job and resource fairs to promote Rapid Response and the Workforce System to employers in West Los Angeles; and keeping abreast of relevant updates regarding employee benefits, local, State, and Federal government guidelines and regulations.

Position ID: #1288 - The Senior Project Coordinator position is assigned to the Executive Management Division. This position is responsible for oversight and management of external and internal websites working closely with the Information Technology Division and outside consultants to revise, maintain, and update information provided to the public and City staff. The duties for this position include responding to media and press calls; arranging interviews and materials for press events; organizing the Department's response to public records requests; and providing speeches, speaking points, and presentations to General Manager for public speaking engagements and press events.

Position ID: #1297 – The Senior Project Coordinator position is assigned to the Market Investments and Innovation Section. This position actively markets City business assistance programs, financing, products, and services to all eligible and potential businesses with goals of expansion, retention, and attraction. The duties of this position include attending business stakeholder group meetings; developing short and long term strategies to market City business incentives; analyzing the effectiveness of incentives in attracting and retaining businesses within the City of Los Angeles; and preparing periodic reports for submission to managers.

Position ID: #1306 – The Senior Project Coordinator position is assigned to the Strategic Planning and Research Section. The responsibilities of this position include conducting census, demographic, labor market, and other economic research; preparing performance reports for workforce development programs; supervising and directing the work of the Management Information Systems (MIS) unit; and providing support in the development of the Workforce Development Board's Annual Plan.

Position ID: #1307 – The Senior Project Coordinator position is assigned to the Contract Monitoring Section. This position is responsible for monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements. The duties of this position include conducting desk reviews and site visits to observe activities and review client files for eligibility; preparing and submitting various reports and correspondence for review and approval; providing ongoing technical assistance on program activities; and working with agencies to address performance issues or other areas in need of improvement.

Position ID: #1559 – The Senior Project Coordinator position is assigned to the Market Investments Section. This position is responsible for negotiating and preparing complex loan and real estate transaction documents for Bond and Section 108 commercial development projects. The duties of this position include analyzing and advising on Federal grant regulations related to the administration of the Community Development Block Grant and Section 108 programs; representing the Department, as needed, during ongoing negotiations with the Housing and Urban Development Department to resolve grant program audit and monitoring findings; and ensuring all loan documents and contract templates are up to date with current City contracting requirements.

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

Recommendation

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

APPROVE the action taken by the Board of Civil Service Commissioners (CSC) on January 26, 2017; to exempt from civil service the above grant funded positions in the Economic and Workforce Development Department.

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



JAN PERRY
General Manager

Attachments: CSC Minutes dated January 12, 2017
CSC Minutes dated January 26, 2017

JP:TB:za



CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS

MINUTES

COMMISSIONERS

JONATHAN M. WEISS
President

JEANNE A. FUGATE
Vice President

GABRIEL J. ESPARZA
NANCY P. McCLELLAND
RAUL PEREZ
Commissioners

REGULAR MEETING

THURSDAY JANUARY 26, 2017, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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

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

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

Present:

President Jonathan M. Weiss
Vice President Jeanne A. Fugate
Commissioner Nancy P. McClelland

Assistant General Manager
Jody Yoxsimer
Deputy City Attorney Jennifer Handzlik
Commission Executive Director
Bruce E. Whidden

Absent:

Commissioner Gabriel J. Esparza
Commissioner Raul Perez

1. **CALL TO ORDER**

The meeting was called to order by Commission President Jonathan Weiss at 10:03 a.m.

2. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Item 8, approval of the new classification of **AIRPORT POLICE SPECIALIST** was removed from the agenda at the request of the Classification Division.

The Board unanimously approved routine and nonappearance matters under Unfinished Business, pages 6 and 7, items 9 & 10, and New Business, pages 8 through 11, items 11 and 12 on a motion by Commissioner McClelland, seconded by Commissioner Fugate.

3. **APPROVAL OF MINUTES**

The minutes of the telephonic meeting of Thursday, January 12, 2017 were unanimously approved on a motion by Commissioner Fugate, seconded by Commissioner McClelland.

4. **GENERAL MANAGER'S REPORT**

Assistant General Manager Jody Yoxsimer reported that the General Manager, Wendy Macy, along with Assistant General Manager Raul Lemus were representing the City at the International Public Management Association, Major City/County Human Resources Managers' meeting in Henderson, Nevada.

5. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

Vilma Boada-Tellez



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

MINUTES

COMMISSIONERS

JONATHAN M. WEISS
President

JEANNE A. FUGATE
Vice President

GABRIEL J. ESPARZA
NANCY P. McCLELLAND
VACANCY
Commissioners

**REGULAR MEETING
TELEPHONIC**

**THURSDAY JANUARY 12, 2017, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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

Present via telephone:
President Jonathan M. Weiss
Vice President Jeanne A. Fugate
Commissioner Gabriel J. Esparza
Commissioner Nancy P. McClelland
Commissioner Raul Perez
Deputy City Attorney Jennifer Handzlik

Present in the Commission Board Room:
General Manager Wendy G. Macy
Commission Executive Director
Bruce E. Whidden

1. **CALL TO ORDER**

The meeting was called to order by Commission Executive Director Bruce Whidden at 10:02 a.m.

2. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Item 8 was continued to the meeting of February 9, 2017.

Commissioner McClelland asked staff to explain the rationale behind item 11e, the creation of the new classification of Airport Police Specialist. Assistant General Manager Raul Lemus explained that the action was to bring taken to being Airport Police into step with the LAPD. With the creation of the proposed classification of Airport Police Specialists, the Airport Police Department could accept transfers from other P.O.S.T. certified departments without forcing the transfers to begin training as if they were new hires.

The Board unanimously approved routine and nonappearance matters under Unfinished Business, pages 2 and 3, items six through & nine, and New Business, pages 4 through 14, items 10 and 11 on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

11. CLASSIFICATION ACTIONS, (Continued)

- c. The General Manager recommends that the Board of Civil Service Commissioners:
- 1) Approve the revised class specification for **UNDERGROUND DISTRIBUTION CONSTRUCTION MECHANIC**, 3812;
 - and
 - 2) Designate entry- level positions in this classification as temporary training positions under Civil Service Rule 5.30.

File No. 54583

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

CSC No.	No. of Positions	Class Title and Code
2605	1	Chief Grants Administrator, 1579
2606	1	Project Coordinator, 1537
2607	1	Sr. Project Assistant, 1546
2608	1	Sr. Project Assistant, 1546
2609	2	Sr. Project Assistant, 1546
2610	4	Sr. Project Assistant, 1546
2611	1	Sr. Project Assistant, 1546
2616	6	Sr. Project Assistant, 1546
2622	1	Sr. Project Assistant, 1546
2623	1	Sr. Project Assistant, 1546
2624	1	Sr. Project Coordinator, 1538
2625	1	Sr. Project Coordinator, 1538
2626	1	Sr. Project Coordinator, 1538
2627	1	Sr. Project Coordinator, 1538
2628	1	Sr. Project Coordinator, 1538

File No. 54584