

TRANSMITTAL

To:

THE COUNCIL

Date: 11/13/2018

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to be 'Eric Garceiti', is written over the printed name.

(Ana Guerrero) for

ERIC GARCEITI
Mayor

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

CULTURAL AFFAIRS COMMISSION

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DEPARTMENT OF CULTURAL AFFAIRS

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DANIELLE BRAZELL
GENERAL MANAGER

November 9, 2018

Honorable Eric Garcetti
Mayor of the City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012
Attention: Mandy Morales, Legislative Coordinator

RE: REQUEST FOR RESOLUTION AUTHORITY FOR SENIOR MANAGEMENT ANALYST II

SUMMARY

The Department of Cultural Affairs (DCA) requests resolution authority for one Senior Management Analyst II to strengthen the Department's administrative oversight and employee support systems (onboarding, training, employee development, conflict resolution etc.) and liaison with DCA's Personnel Liaison Services. Direct and indirect costs will be provided by DCA's current available funds for FY 2018-19.

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor, authorize by resolution, subject to position allocation by the Board of Civil Service Commissioners and paygrade determination by the Employee Relations Division of the City Administrative Officer, a Senior Management Analyst II (Class Code: 9171-2) for the period January 1, 2019 to June 30, 2019 to strengthen the Department's administrative oversight and employee support systems, and liaison with DCA's Personnel Liaison Services.

BACKGROUND

The Department of Cultural Affairs is the City's designated Local Arts Agency charged with delivering arts and cultural services to the LA residents and over 45 million visitors annually. Recently, DCA has restored baseline staffing for the agency, and as a result, has expanded its core service delivery of free and/or low cost arts and cultural services for the betterment of the visitors and residents of Los Angeles, including Community Arts, Performing Arts, Public Art, Grants, and Marketing, Development, and Performance Management.

Since the 2013-14 Adopted Budget, DCA's full-time staff has grown from 40 to 75 full-time position authorities and the Department's budget has grown by approximately 60%, from \$8.9M

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to \$15.7M without equivalent growth in the Department's administrative infrastructure and liaison services support. DCA's current departmental leadership structure consists of the General Manager, one Assistant General Manager, and 6 Division and Program Directors.

Senior Management Analyst II Resolution Authority Request

The Department of Cultural Affairs is requesting to bolster its administrative infrastructure by adding a Senior Management Analyst II to effectively manage the employee support systems of the Department, add sustainable and long-term consistent management, and ensure continuity of service delivery. The Senior Management Analyst II will further stabilize oversight and administrative management of the Department by strengthening the department's employee support systems (onboarding, training, employee development, conflict resolution etc.) and liaison with DCA's Personnel Liaison Services.

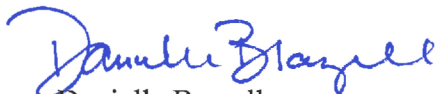
The Senior Management Analyst II will be primarily charged with overseeing growing and complex personnel matters, work assignments, and staffing infrastructure projects and programming, in accordance with the Department's policies, procedures, and Strategic Operating Plan, as well as the City Charter, Administrative Code, and Labor Unions' MOUs.

This position will ensure that DCA's core services, personnel management, and programming will continue with adequate management oversight. Furthermore, this additional manager will provide for succession planning in accordance with DCA's equitable workforce and service restoration plan.

FISCAL IMPACT STATEMENT

There is no General Fund impact in FY 2018-19. Direct and indirect costs of \$159,885.36 (\$75,063.60 direct and \$84,821.76 indirect) for this position will be provided by the Department of Cultural Affairs current available funds.

Sincerely,



Danielle Brazell
General Manager

cc: Elaine Owens-Sanchez, Office of the City Administrative Officer