

COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE relative to resolution authority for one Senior Management Analyst II (Class Code 9171-2) position for the Department of Cultural Affairs (DCA).

Recommendation for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

RESOLVE that the Senior Management Analyst II (Class Code 9171-2) position to be utilized by the DCA to strengthen administrative oversight, employee support systems, and provide liaison with DCA's Personnel Liaison Services is APPROVED and CONFIRMED for the period January 1, 2019 to June 30, 2019, subject to allocation by the Board of Civil Service Commissioners and paygrade determination by the Employee Relations Division.

Fiscal Impact Statement: The DCA reports that there is no General Fund impact in Fiscal Year 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 DCA current available funds.

Community Impact Statement: None submitted.

Summary:

On November 21, 2018, the Chair of the Personnel and Animal Welfare Committee considered a November 9, 2018 DCA report relative to resolution authority for one Senior Management Analyst II (Class Code 9171-2) position for the DCA. The DCA is the City's designated Local Arts Agency charged with delivering arts and cultural services to the Los Angeles residents and over 45 million visitors annually. Recently, the DCA 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, the DCA's full-time staff has grown from 40 to 75 full-time position authorities and its budget has grown by approximately 60 percent, from \$8.9 million to \$15.7 million without equivalent growth in the DCA's administrative infrastructure and liaison services support. The DCA's current departmental leadership structure consists of the General Manager, one Assistant General Manager, and 6 Division and Program Directors. 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 DCA's policies, procedures, and Strategic Operating Plan, as well as the City Charter, Administrative Code, and Labor Unions' Memorandums of

Understandings. 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. After consideration and having provided an opportunity for public comment, the Committee Chair moved to recommend approval of the recommendation contained in the DCA report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,



COUNCILMEMBER PAUL KORETZ, CHAIR  
PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
HARRIS-DAWSON:	ABSENT
ENGLANDER:	ABSENT

ARL  
11/21/18

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**