

POSITION DESCRIPTION**ATTACHMENT 1****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Mariella Freire-Reyes		2. Employee's Present Class Title/Code: Senior Management Analyst II (9171-2)		3. Present Salary or Wage Rate: \$5,752.00	
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: 221 N. Figueroa St. Suite 500 Los Angeles, CA 90012				6. Name of Department <u>Aging</u> Division <u>Older Workers & Admin Svc</u> Section _____	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>James Don</u> Title <u>Assistant General Manager</u>					
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				
	Under the direct supervision of the Assistant General Manager, the subject position is responsible for performing a variety of general and specialized administrative tasks which include, but are not limited to the following:				
25%	Manages the overall program activities of the Older Workers Programs Division and the Administrative Services Division. Directs the operation and activities of the staff in Senior Community Services Employment Program (SCSEP) section and Older Workers Employment Program (OWEP) section. Oversees the Admin. Services Div. departmental budget and support functions.				
25%	Supervises senior staff of both programs. Represents the Department on behalf of the programs. Works with department management, high level staff of City entities and community stakeholders in the programs.				
15%	Prepare, conduct, and conduct follow-up activities relative to meetings with community partners in the SCSEP and OWEP programs.				
10%	Represent the department at budget and program meetings with City and community based entities.				
5%	Brief executive management on program status, policy recommendations, program plans.				
5%	Conduct the more sensitive and challenging budget and program analyses as needed.				
10%	Personally plan, oversee and track the tasks, goals, and milestones of the programs to ensure the program is on track and resolving obstacles and problems as they occur.				
5%	Other duties and responsibilities as assigned.				
9. How long have the duties been substantially as described above? <u>Revised as of July 1, 2018</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. <u>Personal computer, calculator/adding machine, facsimile machine, and photocopy machine.</u>					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>25%</u>					
12. Indicate the number of employees supervised by class titles. <u>(1) Sr. Management Analyst I, (3) Management Analyst I, (2) Management Assistants, (1) Social Worker I, (2) Sr. Admin Clerk, (2) Admin. Clerk, (12) Community Support Workers, and (5) Office Trainees.</u>					
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. _____					

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Description is accurate.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General direction may be as frequent as daily, assignment and instructions given either orally, in writing, or electronically via email.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As specified in City position bulletin. Valid California driver's license.

(b) Experience (type and length; list appropriate city classes, if any).

As specified in City position bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift Push Pull

Average weight 5 Heaviest weight 15

☐ Climbing (stairs, ladders, poles)

How far

☐ Face severe work conditions

Outdoors on/near water

Other/explain

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☐ Hands and fingers

☐ Back, for strenuous labor

Other/explain

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As specified in City position bulletin.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interprets City, State, and Federal regulations related to employment programs and policies.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Personal computer, calculator/adding machine, facsimile machine, and photocopy machine.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Department management and staff, agency representatives, job fair managers, private industry executives, other City, County, and State agencies, and senior clients on a general basis.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Responsible for maintaining personnel records, training reports, and placement statistics.

Signature of the immediate supervisor Date

Class Title Assistant General Manager

Phone No. (213) 202-5612

Signature of department head Date