

POSITION DESCRIPTION**ATTACHMENT 2****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee:		2. Employee's Present Class Title/Code: Management Analyst (9184)		3. Present Salary or Wage Rate: \$3,929.60	
4. Reason for Preparing Description:		☒ New Position ☐ Change in Existing Position		☐ Routine Report of Duties ☐ Review for Proper Allocation	
Date Prepared 11/28/18					
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>SCSEP/OWEP</u> Section _____		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Mariella Freire-Reyes</u> Title <u>Director</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 Senior Management Analyst II in the SCSEP/OWEP Division, the subject position is responsible for performing a variety of general and specialized administrative tasks which include, but are not limited to the following:				
20%	Monitors caseload of enrollees and prepares enrollment, recertification docs, and monitoring reports.				
10%	Prepare and implement periodic formal training for host agencies and trainees, incorporating new program changes and provide orientation training for new enrollees in program.				
10%	Review and revise Older Worker Employment Program (OWEP) policies and procedures.				
10%	Develop reports regarding enrollment and placement statistics.				
10%	Liaison to host agencies regarding discipline, worker's compensation documentation to ensure completeness and keeping LADOA Personnel Unit abreast of claims.				
5%	Act as lead trainer over new OWEP staff to familiarize them with responsibilities of the host agencies, grant regulations, and other monitoring activities.				
5%	Expand the number of host agencies participating in the program through liaison, publicity, and other activities.				
5%	Liaison to private agencies who have formal agreements with the City to train senior citizens and to assist participants in finding jobs.				
5%	Advise staff on questions from enrollees regarding salaries, benefits, civil service rules, and other personnel related matters.				
4%	Assist the Division Director in budget administration of the OWEP program. Recommend budget reallocations and program adjustments based on budget needs.				
5%	Reviews timesheets and enrollee evaluations for accuracy and compliance with City and Departmental policies.				
1%	Completing other duties as assigned.				
9. How long have the duties been substantially as described above? <u>New position.</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, calculator/adding machine, facsimile machine, and photocopy machine.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0</u>					
12. Indicate the number of employees supervised by class titles. N/A					
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 coordinators, private industry middle managers, other City middle managers, 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 Senior Management Analyst II Phone No.

Signature of department head Date