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December 4, 2018

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring St., Room 303
Los Angeles, CA 90012

Los Angeles City Council
c/o City Clerk's Office
200 N. Spring St., Room 395
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

REQUEST FOR POSITION AUTHORITIES FOR THE OLDER WORKERS PROGRAM (OWEP) IN THE FY2018-19 ADOPTED CITY BUDGET

CONSIDERATION

The Los Angeles Department of Aging (LADOA) requests position authorities to provide staffing for the Older Workers Employment Program (OWEP). The Fiscal Year 2018-19 Adopted City Budget includes \$622,000 for OWEP for the staffing and program operations.

Salaries	\$205,750
Trainee Stipends	\$413,400
Direct Program Costs	\$2,850
Total	\$622,000

The staffing is needed as the former pilot OWEP is implemented as a regular program. New position authorities requested:

- One Management Analyst
- One Social Worker I
- One Administrative Clerk (to be filled by Targeted Hiring Program)

And an upgrade of a Senior Management Analyst I to a SMA II is requested to reflect the increased responsibilities of managing both the Senior Community Services Employment Program (SCSEP) and the new OWEP in the Older Workers Programs Division and Administrative Services Division.

RECOMMENDATIONS

That the City Council, subject to the approval of the Mayor:

1. Authorize three new regular position authorities, one Management Analyst, one Social Worker I, and one Administrative Clerk for the Department of Aging's Older Workers Employment Program, and upgrade one Senior Management Analyst I to Senior Management Analyst II.

2. Authorize the Controller to:

Transfer \$45,612 from General Fund 100/02, account 001010 Salaries General Account to the Other Programs for the Aging Fund 410/02, account 021021, Enrollee Wages Account to pay enrollee participants under OWEP (Older Workers Employment Program).

3. Authorize the General Manager of the Department of Aging, or designee, to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The LADOA completed a two-year pilot program for the Older Worker Employment Program (OWEP). During the FY2018-19 Budget process the LADOA requested funding to implement the OWEP as a regular program including an increase of \$172,000 to the baseline funding amount of \$450,000 to provide for staffing. The adopted City Budget funded OWEP at \$622,000 as a regular continuing program.

The **Senior Management Analyst I** responsible for the Older Workers Programs Division manages both the SCSEP and OWEP programs as well as supervises the Administrative Services Division. The Senior Management Analyst I managing the SCSEP has a staff of three full time regular City employees and 88 seniors in the job training program. The OWEP adds an additional staff of 3 full time City employees and 35 homeless seniors. LADOA request an upgrade of a Senior Management Analyst I to a SMA II to reflect the expanded job responsibilities.

A **Management Analyst** position is requested to run the daily operations of the program. OWEP operates in an environment where critical and basic needs are unmet, requiring the Management Analyst to provide continuous follow ups for training progress and various time-sensitive activities. Examples of such are daily wage verifications to participants who receive services in shelters, Department of Public Social Services, WorkSource centers, and/or the Social Security Agency directly impacting lodging, meals, and economic assistance. Failure to process requests in a timely manner jeopardizes participant's benefits negatively, impacting OWEP's training experience.

Staff's intervention in combination with OWEP services stabilizes participants, which directly meets a Department primary mission to reduce risk of institutionalization. Lessons learned during the early stage of implementation of the pilot found that staff had to establish a sense of trust. Staff did this by personally ensuring that any and all referrals to other resource organizations and agencies were confirmed prior to informing the senior. Any form of setback, unavailability of services, etc. often resulted in the senior dropping out of OWEP.

A **Social Worker I** position is requested for OWEP who will identify obstacles, resources, and arrange support on an individual basis. Lessons learned also revealed how critical it is to have a Social Worker on staff. Staff working with the homeless seniors often encounter non-employment related issues obstructing their ability to participate in on-the-job training and required continued case management follow up. The expertise and resourcefulness of a social worker in addressing other non-employment needs of the seniors will improve the program's ability to stabilize the client and achieve program goal. (See attached copy of Department response to Budget & Finance Committee – Attachment #1).

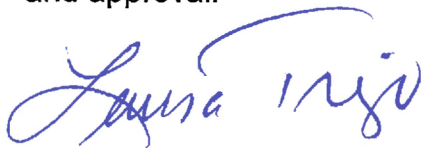
An **Administrative Clerk** position is requested to provide clerical support for both the OWEP staff and the 35 seniors. An Administrative Clerk is necessary to provide clerical support for both the OWEP staff and the seniors as enrollees in the program. The position is responsible for the collection, review, and data entry of the seniors' biweekly time sheets and verification of required job searches, typing of all correspondence, photocopying and filing of participant documents, scheduling the job counseling sessions, and assisting with the group meetings and training workshops. Most importantly, this position serves as the designated point of contact to respond to calls and walk-ins from the general public. This position is to be filled from the Targeted Hiring Program.

Furthermore, salary savings is being accumulated pending the authorization of the three positions. LADOA recommends that projected OWEP salary savings of \$45,612 resulting from current vacancies be allocated to training stipends specifically for five additional homeless veterans projected to train 25 hours per week through the fiscal year, thereby, increasing projected service levels from 30 to 35 homeless older adults. LADOA has been participating in homeless veteran outreach efforts with the U.S. Department of Veteran Affairs and PATH, effectively recruiting homeless veterans in the Valley that OWEP is trying to serve.

FISCAL IMPACT STATEMENT

The LADOA's proposed actions result in no material impact on the General Fund and materially comply with the City's Financial Policies.

A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.



LAURA TREJO
General Manager

LT:JD:ss:n/Transmittals:OWEP Position Authorities 120418

Attachments

cc: City Attorney
City Administrative Officer
Chief Legislative Analyst