Communication from Public

Name: Claudia Aguilar, for the Fiscal and Policy Professionals Association

Date Submitted: 08/28/2019 11:20 AM

Council File No: 19-0933

Comments for Public Posting: See attached communication from the Fiscal and Policy Professionals Association (FPPA).

Honorable Members of the City Council
200 N. Spring St.
Los Angeles, CA 90012

August 27, 2019

Re: Council File 19-0933, Exemption Request of One (1) Chief Administrative Analyst

Honorable Members of the City Council:

The Fiscal and Policy Professionals Association (FPPA) represents Administrative Analysts and Senior Administrative Analysts in the Office of City Administrative Officer (Office), consisting of over a third (36%) of the staff in this Office. We take pride in our Office's unique position to provide impartial analysis and budgetary expertise to both the Mayor and City Council, an opportunity and a responsibility afforded solely to our Office. We are writing you today to formally express our opposition to the Office's request to exempt one (1) Chief Administrative Analyst to serve as the City's Homeless Coordinator, an opposition that has also been communicated to the City Administrative Officer and Assistant City Administrative Officers.

The Mayor and Council adopted the City's Comprehensive Homeless Strategy in February 2016, directing this Office to create "City Homeless Coordinator" as a new position (C.F. 15-1138-S1, see Strategy 5A, attached). The FPPA understands the importance and necessity of a Homelessness Coordinator in addressing homelessness in the City, however, the qualifications and job duties prescribed to the Homeless Coordinator are clearly different from those prescribed to a Chief Administrative Analyst (see attached analysis). We believe a more appropriate action is to establish a new classification for the City Homeless Coordinator, consistent with the Council's directive; or, in the alternative, to utilize a different civil service classification for this purpose, such as Chief Management Analyst, which is more consistent with the operational duties described in the Office's request.

In addition, the Office's exemption request undermines staff ability to provide impartial analysis and budgetary expertise to both the Mayor and City Council. If approved, the Office's request will create an exempt Chief Administrative Analyst position, which may be staffed with an appointee that is not obligated to sufficiently demonstrate, through a civil service examination, the required competency in impartial budgetary and administrative analysis expected of a Chief Administrative Analyst. The request also sets a precedent for the Office to request exemptions for future vacancies among the Office's Chief Administrative Analyst positions, which threatens the integrity of the Administrative Analyst job series and the impartiality of this Office.

We respectfully urge the City Council to consider our proposed alternatives to the Office's exemption request.

Signed on behalf of the Members of the Fiscal and Policy Professionals Association (FPPA),

Claudia Aguilar   Soozy Rios Bellenot   Andy Chen
President   Vice President   Administrative Officer

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Cc: Richard H. Llewellyn, Jr., CAO

Ben Ceja, ACAO

Yolanda Chavez, ACAO

Patty Huber, ACAO

Attachments

Strategy 5A	Governance Establish Homelessness Coordinator

Population Impact: ☒ All ☐ Families ☐ TAY ☐ Single Adult ☐ Veteran ☐ Chronically Homeless Adult

Recommendation:

Direct the City Administrative Officer (CAO) to establish a Homelessness Coordinator position housed in the CAO to report to the Homeless Strategy Committee and implement the strategies approved by City Council.

Description:

A coordinated, focused approach is necessary to ensure that homeless persons and families are connected to available services and resources. City efforts should be organized in a manner that is sustained over time, monitors and improves the delivery of services, and implements the Strategic Plan. This effort requires interdepartmental coordination and cooperation.

One new position shall serve as the City Homelessness Coordinator and administrative coordinator to the Homeless Strategy Committee (See Strategy 5B) and shall be housed in the office of the CAO. This position shall be the primary point-of-contact for homelessness issues and in coordination with the Homeless Strategy Committee be responsible for monitoring and oversight of departmental implementation of the recommendations approved by the Mayor and Council.

Coordinated Response Type:

Governance

Population(s) Targeted/Other Categorizations:

Improved governance is anticipated to assist all homeless persons through streamlined service delivery and greater accountability.

Potential Performance Metrics:

Implementation metrics from each of the City Strategies contained in the Comprehensive Homeless Strategy document.

Potential Funding Source:

General Fund and future Homeless Services Trust Fund

Implementation Time Line:

Short-Term

Lead Agency:

City Administrative Officer (CAO)

Collaborating Departments/Agencies:

Chief Legislative Analyst (CLA)
Office of the Mayor
Los Angeles Homeless Services Authority (LAHSA)

Connection to County: ☐ Integrate ☐ Support ☒ No Relation

Attachment 2

City Homeless Coordinator Class Specification Analysis

<u>City Homeless Coordinator Should Be Established as a New Classification</u>

The Mayor and Council adopted the City's Comprehensive Homeless Strategy in February 2016, directing this Office to create "City Homeless Coordinator" as a new position (C.F. 15-1138-S1, see Strategy 5A, attached). Pursuant to the Council's directive and the specialized nature of the proposed position, the creation of a new classification is the appropriate action to take.

<u>Proposed Homeless Coordinator Position Does Not Meet Chief Administrative Analyst Requirements</u>

A Chief Administrative Analyst must possess the following qualifications (excerpted from the Chief Administrative Analyst Class Specification dated September 26, 1986), which are not enumerated as required qualifications for the proposed Homeless Coordinator position:

- Two years of full-time experience as a Senior Administrative Analyst or in a class which is at least at that level which provides experience in budgetary analysis and control or administrative analysis and research;
- A good knowledge of the principles, practices, methods and techniques of public administration, with special reference to governmental budgeting, reporting, organization, financial administration, administrative analysis, and capital programming;
- A good knowledge of the City Charter, basic administrative ordinances, departmental functions and interrelationships and City practices and procedures in budgeting, financial administration and capital programming;
- A good knowledge of the laws and practices governing the City's Employee Relations Program; a good knowledge of the dynamics of collective bargaining including contract administration and grievance arbitration; a good knowledge of wage and benefit analysis;
- A good knowledge of the major principles, practices, methods and techniques of supervision including the laws and regulations relating to equal employment opportunity and affirmative action; a good knowledge of safety principles and practices; a working knowledge of the relationship between the City and organizations representing City employees; a general knowledge of City personnel rules and policies; the ability to plan, layout, coordinate and direct a group of employees; the ability to develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity.

As the proposed Homeless Coordinator position does not require any of the above qualifications, it is clear that the Chief Administrative Analyst classification is not the correct classification for the proposed exemption. Placing a candidate in a Chief Administrative Analyst position without the above qualifications would do a disservice to the class and the Office, and result in a Chief Administrative Analyst that would be unable to perform the duties of his or her peers at the same class level, or supervise any other group in the Office because of the narrow scope of the Homeless Coordinator position.

<u>Proposed Homeless Coordinator as Exempt Chief Management Analyst</u>

An alternative to the establishment of a new classification is the use of an existing classification, such as that of Chief Management Analyst, which is better suited to the requirements of the proposed position than Chief Administrative Analyst. The chart below compares proposed City Homeless Coordinator duties and responsibilities from the Mayor's memorandum dated August 14, 2019 with examples of duties from the Chief Management Analyst Class Specification dated June 5, 1992.

Comparison of Duties and Responsibilities	
City Homeless Coordinator	**Chief Management Analyst**
• Serving as the subject matter expert and **City point of contact** to assist interdepartmental working groups to implement strategies within CHS;	• **Represents the department or bureau at various meetings** with the Mayor, City Council, high level officials, and City Administrative Officer on financial and administrative matters;
• Overseeing the **implementation of key City programs** to address homelessness, **including the Bridge Home Program**, the **Proposition HHH Facilities Program**, and the **State Homeless Emergency Grant;**	• Formulates and **implements** policies, regulations, and procedures relating to **major work programs** […]; • **Administers grant-funded programs**; • **Oversees and approves the preparation of comprehensive proposals**, contracts, and applications for grants funds;
• Providing **ongoing analysis** of the number and category of homeless individuals in the City […], **identifying and evaluating gaps** in homeless housing and service options, **and providing recommendations to resolve** these gaps;	• **Conducts investigations and studies, and analyzes and prepares reports and recommendations** on highly controversial and complex budgetary, grants, personnel, contracts, and other management problems;
• **Performing research, analysis, and evaluations** of City programs and services available for homeless individuals;	• **Directs the study of department or bureau operations**, including the development of **measures of effectiveness** and quarterly **reporting systems**;
• **Working closely with the Los Angeles Homeless Services Authority, nonprofit organizations, and the County of Los Angeles**;	• **Represents the department or bureau at various meetings with** the Mayor, City Council, **high level officials**, and City Administrative Officer on financial and administrative matters;
• **Preparing written reports with recommendations** designed to effect improvements to Citywide operations and provide alternative solutions to identified homeless issues;	• Conducts investigations and studies, and analyzes and **prepares reports and recommendations on highly controversial** and complex budgetary, grants, personnel, contracts, and other management **problems;**
• **Supervising** the CAO's Homelessness Group.	• **Directs professional**, paraprofessional, technical, and clerical **personnel** engaged in administrative services including work program planning, program operations, and project financing and scheduling.

The Chief Management Analyst duties described correlate closely with the duties of the City's Homeless Coordinator, such that there exists a reasonable nexus of job qualifications between the two positions. In the absence of the creation of a new classification for the proposed City Homeless Coordinator, the exemption of a Chief Management Analyst position is more appropriate than the exemption of a Chief Administrative Analyst position.