

October 3, 2019

The Honorable City Council
City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

Dear Honorable City Council Members:

REQUEST FOR EXEMPTION PURSUANT TO CHARTER SECTION 1001(d)(4)

At its September 26, 2019 meeting, the Board of Civil Service Commissioners approved civil service exemption, under Charter Section 1001(d)(4), for the following seven (7) grant funded positions in the Los Angeles Housing + Community Investment Department (HCIDLA):

No.	Class Code	Pos. ID	Class Title	Division
1	9182	APC144	Chief Management Analyst	Program Operations
2	1577	RES262	Assistant Chief Grants Administrator	Program Operations
3	1542	RES268	Project Assistant	Program Operations
4	1538	RES286	Senior Project Coordinator	Program Operations
5	1538	RES291	Senior Project Coordinator	Program Operations
6	1537	RES412	Project Coordinator	Program Operations
7	1542	RES413	Project Assistant	Program Operations

A copy of the specific section of the Board of Civil Service Commissioners agenda reflecting exemption approval of these positions is attached.

Position ID: APC144 – The Chief Management Analyst position oversees the negotiation and execution of agreements and the monitoring of local, state, and federally funded program services provided through various community based organizations, the Los Angeles Homeless Services Authority (LAHSA) and other City departments. These programs include: FamilySource, Homeless Programs, Domestic Violence Shelter Operations, Human Trafficking Shelter, and the Housing Opportunities for Persons with HIV/AIDS Program (HOPWA). The duties of this position include coordinating the establishment of metrics and performance goals for all funded programs and incorporating these metrics into the Community Service and Development Bureau's annual budget and monitoring performance via the Bureau's monthly scorecard. In addition, the Chief Management Analyst assists with the development and oversees implementation of the Bureau's Strategic Plan; interacts extensively and develops strong working relationships with staff of community based organizations that are the direct providers of services through meetings, individual conversations, and written correspondence; and

reviews reports, contractual documents and correspondence prepared by subordinate staff for quality, appropriateness of recommendations and conclusions, and adherence to department and City policies.

Since the position was vacated at the beginning of March 2019, the Department has requested certification and interviewed for the position from the existing Chief Management Analyst list on three (3) separate occasions, but has been unsuccessful in finding a candidate who possesses the requisite skills, knowledge and abilities required to meet the demands of the position. This Chief Management Analyst position manages the Program Operations Division and requires a good knowledge of the theory, principles and practices of community development and the effective delivery of services to reduce homelessness and build family economic resiliency; a good knowledge of laws and regulations relating to grant funded programs assigned to the Division; a good knowledge of grant application and administration procedures; and a good knowledge of the major principles and practices of planning, implementing, administering, monitoring, evaluating and preparing contracts for community development and related programs. These are skill sets not readily available amongst candidates on the existing Chief Management Analyst list.

Position ID: RES262 - The Assistant Chief Grants Administrator position is assigned to the Operations Section. This position is responsible for directing the work of professional and administrative personnel engaged in analysis, monitoring and direct services in support of the federal Housing + Community Investment Block Grant programs and City General Fund resources. This position directs work relating primarily to the public services/community services supported by the Con Plan including fiscal and programmatic implementation of the HOPWA program and coordination of required services prescribed in the LAHSA contract as approved by the City Council and Mayor. This position also prepares and/or directs the preparation of statistical and narrative program reports; coordinates staff to ensure the proper procedures and policies are communicated and followed by funded programs; and assists in establishing the priorities of the unit in alignment with goals of the Department and Program Operations Unit. Other responsibilities for this Assistant Chief Grants Administrator position include participating in and working with staff to respond to program audits and financial reviews by oversight bodies or entities; submitting necessary compliance documents, forms, and statistical and narrative reports; developing and implementing necessary corrective action plans to timely address issues and concerns emanating from compliance reviews and adopting measures to continually improve the system in place.

Position ID: RES268 - The Project Assistant position is assigned to the FamilySource Center Section. The position will provide information to FamilySource Contractors regarding services available related to social services, education, or job training needs. The duties of this position include performing outreach activities to promote available services throughout the City and traveling to various FamilySource Centers and other off-site locations. The Project Assistant will assist a Senior Project Coordinator with managing the sixteen (16) FamilySource Centers; ensuring policies and procedures are being properly implemented and client information is accurately being entered into HCIDLA's designated data management system. The position will also develop a schedule for the FamilySource System financial empowerment programs including but not limited to free tax preparation services, financial counseling, and other related services.

Position ID: RES286 - The Senior Project Coordinator manages and directs the Domestic Violence / Human Trafficking Program. This position plans and directs the work of staff in performing grant and contract administration functions, as follows: executes and negotiates contracts and the program budget with all city funded Domestic Violence and Human Trafficking agencies; reviews and approves invoices for payment on a monthly basis; monitors program progress by conducting site visits and reviewing

quarterly reports for compliance; provides technical assistance and guidance to agencies on program and fiscal matters; works with accounting and monitoring team members and managers of the Domestic Violence System and Human Trafficking Programs in reviewing contract budgets and any subsequent budget modifications; and ensures that program agencies comply with established federal and City rules and regulations regarding budgets, fiscal and accounting matters.

Position ID: RES291 - The Senior Project Coordinator manages and directs the HOPWA Program. This position plans and directs the work of staff in performing grant and contract administration functions, which includes preparing Requests for Proposals; develops up to thirty (30) contracts with non-profit agencies to provide direct services for the HOPWA program; conducts/oversees fiscal and programmatic monitoring of contractors in compliance with city contract and state and federal regulations; evaluates contractor performance and develops corrective action plans to improve service delivery; identifies programmatic and organizational problems and makes recommendations to executive management and/or working with contractors or governmental agencies; and prepares grant applications for additional state or federal funding.

Position ID: RES412 – This Project Coordinator position is assigned to manage the development of short and long-term plans for the Children's Savings Account (CSA) program, which include monitoring progress, ensuring adherence and evaluating performance. This position is responsible for assisting the Task Force in conducting periodic and/or annual reviews of its goals and objectives and, as directed, drafting a status report thereon for approval and submission by the Task Force. Other responsibilities include maintaining and developing productive working relationships with a wide variety of public and private program partners, including: elected officials, school leaders, potential donors, community leaders, government officials, bank representatives, parents and students; preparing meeting agendas; coordinating meetings with a wide range of stakeholders; and assisting in preparing transmittals detailing the progress of the CSA program for the Mayor and City Council.

Position ID: RES413 - The Project Assistant will assist with the development of the City's Children's Savings Account program. The position will identify priority school sites for outreach and communication; produce communication materials for program partners and assist with event coordination at school sites. Additionally, the Project Assistant monitors assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic records and reviews client files for eligibility, residency, income, at-risk status, assessment and performance. Other responsibilities include providing ongoing technical assistance by telephone, written correspondence, and/or in person on program activities and services, documents required, cash request and/or adjustments, procurement standards and documentation required for the CSA program; and maintaining detailed records of correspondence with parents, including evaluating requests for CSA program withdrawals. The Project Assistant will also prepare and submit, for review and approval, routine correspondence, statistical and narrative reports, program survey results, query responses and budget approvals.

Funding for these positions comes directly from grant funds. Accordingly, HCIDLA is requesting for exemption under Charter Section 1001(d)(4) and not under Charter Section 1001(b) – thus these

exemption approvals will have no impact on the 150 position limit associated with exemptions under Charter Section 1001(b), as well as having no impact on the City's General Fund.

RECOMMENDATION

The General Manager of HCIDLA requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on September 26, 2019 to exempt from civil service the above grant-funded positions in the Los Angeles Housing + Community Investment Department.

If you have any questions, or require additional information, please contact Alfonso Perez, Los Angeles Housing + Community Investment Department Personnel Director, at (213) 808-8475.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Cervantes', with a stylized flourish at the end.

Rushmore D. Cervantes, General Manager
Los Angeles Housing + Community Investment Department



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

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REGULAR MEETING
THURSDAY, SEPTEMBER 26, 2019 – 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012

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1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, September 12, 2019, submitted for approval.

3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

A maximum of 10 minutes has been provided for members of the public to address the Board on matters of interest to the public that are within the subject jurisdiction of the Board. No single speaker shall exceed 2 minutes.

4. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Approve routine and nonappearance matters under Unfinished Business, page five, items 7, 8 & 9, and New Business, pages six through 11, items 10, 11 and 12, subject to any requests for reconsideration by the end of the meeting.

5. **GENERAL MANAGER'S REPORT**

13. **CLASSIFICATION ACTIONS, (Continued)**

- b. The General Manager recommends that the Board approve the following Classification actions in connection with the 2019-2020 Budget, effective July 1, 2019, (Continued).
Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
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DEPARTMENT OF BUILDING AND SAFETY, (Continued)

19/20-409	1	Electrical Inspector, 4221
19/20-410	1	Senior Fire Sprinkler Inspector, 4242
19/20-411	1	Fire Sprinkler Inspector, 4240
19/20-412	1	Management Analyst, 9184
19/20-413	1	Graphics Designer, 1670
19/20-414	2	Programmer Analyst, 1431
19/20-415	1	Principal Accountant, 1525
19/20-416	1	Senior Accountant, 1523

File No.

- c. The General Manager recommends that the Board approve the exemption of the following positions in the **Housing and Community Investment Department** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
RES262 3309	1	Assistant Chief Grants Administrator, 1577
RES268 3310	1	Project Assistant, 1542
RES286 & RES291 3311	2	Senior Project Coordinator, 1538

File No.

- d. The General Manager recommends that the Board approve the exemption of the following position in the **Housing and Community Investment Department** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
APC144 3315	1	Chief Management Analyst, 9182

File No.

- e. The General Manager recommends that the Board of Civil Service Commissioners:
- Allocate the following new positions in the **Housing and Community Investment Department**
and,
 - Exempt the following position in accordance with Charter Section 1001(d)(4), based on the position being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
RES413 3312	1	Project Assistant, 1542
RES412 3313	1	Project Coordinator, 1537

File No.

COMMISSION ACTION:

13. **ADJOURNMENT**

