



Eric Garcetti, Mayor
Ann Sewill, General Manager

July 17, 2020

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 July 9, 2020 meeting, the Board of Civil Service Commissioners approved the 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	1569-2	RES390	Rehabilitation Construction Specialist II	Housing Strategies and Services
2	1569-1	RES465	Rehabilitation Construction Specialist I	Housing Strategies and Services
3	1569-1	RES466	Rehabilitation Construction Specialist I	Housing Strategies and Services
4	1537	RES464	Project Coordinator	Housing Strategies and Services
5	1542	RES392	Project Assistant	Housing Strategies and Services
6	1542	RES467	Project Assistant	Housing Strategies and Services
7	1358	RES468	Administrative Clerk	Housing Strategies and Services

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

The positions are assigned to the Lead Hazard Remediation Program (LHRP). The overall objective of the LHRP is to increase public awareness of potential lead hazards, provide industry training to department staff and grant partners, and assess and remediate lead hazards for participating households.

Position ID: RES390 - The Rehabilitation Construction Specialist II (RCS II) position will prepare, review and interpret risk assessments; obtain and provide necessary documents for environmental review; research property information; create work plans for hazardous control/abatement; and prepare bid documents for construction. The position will coordinate the bid process with owners and contractors and coordinate and preside over pre-construction meetings. In addition, The RCS II will monitor the pre-work containment and ongoing activity at job sites for compliance of regulatory and grant requirements; perform clearance inspections, prepare documentation for release of samples to testing laboratories; interpret results of clearance tests and prepare project close out documentation.

Position ID's: RES465 and RES466 - The Rehabilitation Construction Specialist I positions will be assigned to prepare, review and interpret risk assessments; obtain and provide necessary documents for environmental review; research property information; create work plans for hazardous control/abatement; and prepare bid documents for construction. These positions will perform clearance inspections, prepare documentation for release of samples to testing laboratories; interpret results of clearance tests and prepare project close out documentation.

Position ID: RES464 – The Project Coordinator position is responsible for writing reports, public presentations, coordinating temporary relocation and project eligibility. Specific responsibilities related to these functions are as follows:

Report writing - Writing assignments may include program progress reports, transmittals to City Council, requests for proposals, and program marketing literature.

Public Presentations -The Project Coordinator will be required to make regular public presentations on the effects of high exposure to lead and on keeping a “healthy home”. In addition, the position will be responsible for marketing the program.

Coordinating Temporary Relocation -Tenants may have to temporarily relocate while lead remediation work is completed. This may involve occupants moving to temporary lodging, securing personal items before work starts. The position will coordinate the temporary move with the property owners, tenants, contractors, consultants and Los Angeles Housing and Community Investment Department (HCIDLA) construction staff and ensure the Tenant Temporary Relocation forms are filled out.

Project Eligibility -This position will be required to review grant applications and verify owner and tenant incomes to qualify for the program. The Project Coordinator will also meet with property owners and tenants to explain the program and enrollment process.

Position ID: RES392 - Under close supervision, the Project Assistant will coordinate lead hazard outreach efforts in targeted areas. This includes contacting and working with tenant groups, non-profit housing corporations, community groups and owners to collect necessary paper work. In addition, the position will assist with administrative support including coordinating environmental clearances with other staff members; assist in coordinating temporary relocation of tenants during hazard control

activities; assist in coordinating lead safe work practice workshops for contractors, workers and inspectors; and assist with other outreach activities related to lead based paint hazards.

Position ID: RES467 – This Project Assistant assists in evaluating grant applications to determine eligibility for program funding which includes evaluating income, title information, inspection reports; assists in preparing routine inter-office memos, letters, and reports to other City offices, private citizens or companies, or to other governmental agencies; and assists in the preparation of operating manuals, contracts, Requests for Proposals (RFP), Requests for Qualifications (RFQ), transmittals and other reports. The position will also assist in coordinating outreach efforts with community based organizations, grant partnerships or other workgroups; assists in making presentations regarding the Grant Program before various groups including residents and governmental agencies; assists in maintaining program data in database; collects, organizes, and records data for recurring reports.

Position ID: RES468 – The Administrative Clerk position is responsible for assembling and routing project folders to the appropriate party; and assisting with administrative support including performing clerical functions required to assist staff with coordinating environmental clearances. The position will also be required to manage file maintenance which requires updating various data bases (HIMS, FMS, Lead Registry) on a regular basis to ensure ease of project tracking. In addition, the Administrative Clerk will assist with processing invoices and other financial request for payment and assist the public, regarding program qualifications in person and by telephone including making routine telephone responses to mail inquires.

Funding for these positions will be provided by the Community Development Trust Fund and the newly established Lead Grant Fund 12 awarded by the U.S. Department of Housing and Urban Development (HUD). A total of \$5.6 million in grant monies is available by utilizing Lead Grant Fund 12. Council File No. 19-1323 is attached for your reference. 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.

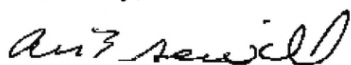
RECOMMENDATION

The General Manager of HCIDLA requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on July 9, 2020 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,



Ann Sewill, General Manager
Los Angeles Housing + Community Investment Department



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

COMMISSIONERS

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SPECIAL CLOSED SESSION
THURSDAY, JULY 9, 2020 – 9:45 A.M.

REGULAR MEETING
THURSDAY, JULY 9, 2020 – 10:00 A.M.

**VIRTUAL MEETING &
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

In conformity with the Governor's executive order n-29-20 (March 17, 2020) and due to concerns over COVID-19, this meeting of the Board of Civil Service Commissioners will be conducted using audio technology. **Every person wishing to address the commission must dial (669) 900-9128, when asked for a Meeting ID enter 857 3901 0631, followed by the pound sign (#). When asked to enter a participant ID, enter 976612 and the pound sign (#) again to continue.** Participants will then be joined into the meeting. If you wish to enter a public comment on a matter of interest that is within the subject jurisdiction of the Board, please dial *9 when the Commission reaches item three of this agenda. You will be called upon and your phone or device unmuted.

Digital recordings of Commission Board meetings are kept for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

1. **CLOSED SESSION**

The Commission to meet in Closed Session pursuant to Government Code Section 54956.9(b) to confer on personnel matters related to the Commissions cadre of Hearing Examiners.

2. **CALL TO ORDER OPEN SESSION**

3. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, June 25, 2020, submitted for approval.

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

A maximum of 10 minutes for the public to address the Board on matters of interest to them that are within the subject jurisdiction of the Board. No single speaker shall exceed two minutes. Any person who is compensated to monitor, attend or speak at this meeting of the Board of Civil Service Commissioners is required by City law (Los Angeles Municipal Code §§ 48.01 *et seq.*) to register as a lobbyist and report your activity to the City Ethics Commission.

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

Approval of routine and non-appearance matters under Unfinished Business, page five item 7 and New Business, pages six thru 10, items 8 and 9, subject to any requests for reconsideration by the end of the meeting.

6. **GENERAL MANAGER'S REPORT**

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

c. The General Manager recommends that the Board of Civil Service Commissioners:

- 1) Allocate the following new positions in the Housing and Community Investment Department;
- 2) Exempt the following positions in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

	CSC No.	No. of Positions	Class Title and Code
RES465, RES466	3392	2	Rehabilitation Construction Specialist, 1569
RES464	3393	1	Project Coordinator, 1537
RES467	3394	1	Project Assistant, 1542
RES468	3395	1	Administrative Clerk, 1358

File No.

d. The General Manager recommends that the Board of Civil Service Commissioners exempt the following positions in the **Department of Public Works, Bureau of Street Lighting**, in accordance with Charter Section 1001(d)(2) for workers, mechanics, or craft persons employed exclusively for the construction of public works, improvements, or buildings.

CSC No.	No. of Positions	Class Title and Code
3399	10	Maintenance & Construction Helper, 3115

File No.

e. The General Manager recommends that the Board of Civil Service Commissioners exempt the following positions in the **Department of Public Works, Bureau of Street Lighting**, in accordance with Charter Section 1001(d)(2) for workers, mechanics, or craft persons employed exclusively for the construction of public works, improvements, or buildings.

CSC No.	No. of Positions	Class Title and Code
3398	5	Welder, 3796

File No.

f. The General Manager recommends that the Board of Civil Service Commissioners exempt the following position in the **Department of Cannabis Regulation**, in accordance with Charter Section 1001(d)(4) based on the position being grant funded for a term not to exceed two years.

CSC No.	No. of Positions	Class Title and Code
3400	1	Principal Project Coordinator, 9134

File No.

g. The General Manager recommends that the Board of Civil Service Commissioners 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 position being grant funded for a term not to exceed two years.

	CSC No.	No. of Positions	Class Title and Code
RES392	3396	1	Project Assistant, 1542
RES390	3397	1	Rehabilitation Construction Specialist, 1569

File No.

COMMISSION ACTION:

11. **ADJOURNMENT**