

CAPRI MADDOX
EXECUTIVE DIRECTOR

CITY OF LOS ANGELES
CALIFORNIA



CIVIL + HUMAN RIGHTS AND
EQUITY DEPARTMENT

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ERIC GARCETTI
MAYOR

Date: April 1, 2021

To: Honorable City Council Members of the Personnel and Animal Welfare Committee

From: Capri Maddox
Executive Director, Civil, Human Rights, and Equity Department

Subject: FY 2021-22 Hiring Plan

BACKGROUND

In June 2020, the Civil, Human Rights and Equity Department (CHRED) was created under Council File No. 20-0761 and the City Budget for Fiscal Year 2020-21. In December 2020, additional resources were added to CHRED under Council File No. 20-0761.

To date, CHRED has completed the transfer of the Executive Director from the Office of the City Attorney and the following employees and positions from Housing + Community Investment Department:

No.	Class Code	Class Title
1	1538	Sr. Project Coordinator
1	1537	Project Coordinator (position is vacant)
3	9207	Human Relations Advocate (one position is vacant)
1	1368	Sr. Admin Clerk

In accordance with Council File No. 20-0992, the original motion was amended and exempted the Human Relations Advocate, Chief Management Analyst, one Senior Project Coordinator, and one Management Analyst from the Managed Hiring process. CHRED is in the process of hiring four of the exempted positions as follows.



CHRED is currently seeking emergency appointments for two Human Relations Advocate positions pending creation of the civil service list. The department will request, in accordance with Charter Section 1001 (b), a permanent exemption for the Senior Project Coordinator position; and the Chief Management Analyst, which is in the interview process, will use one of the two exempt positions authorized in the class of Assistant General Manager per Charter Section 1001 (a).

RECOMMENDATION

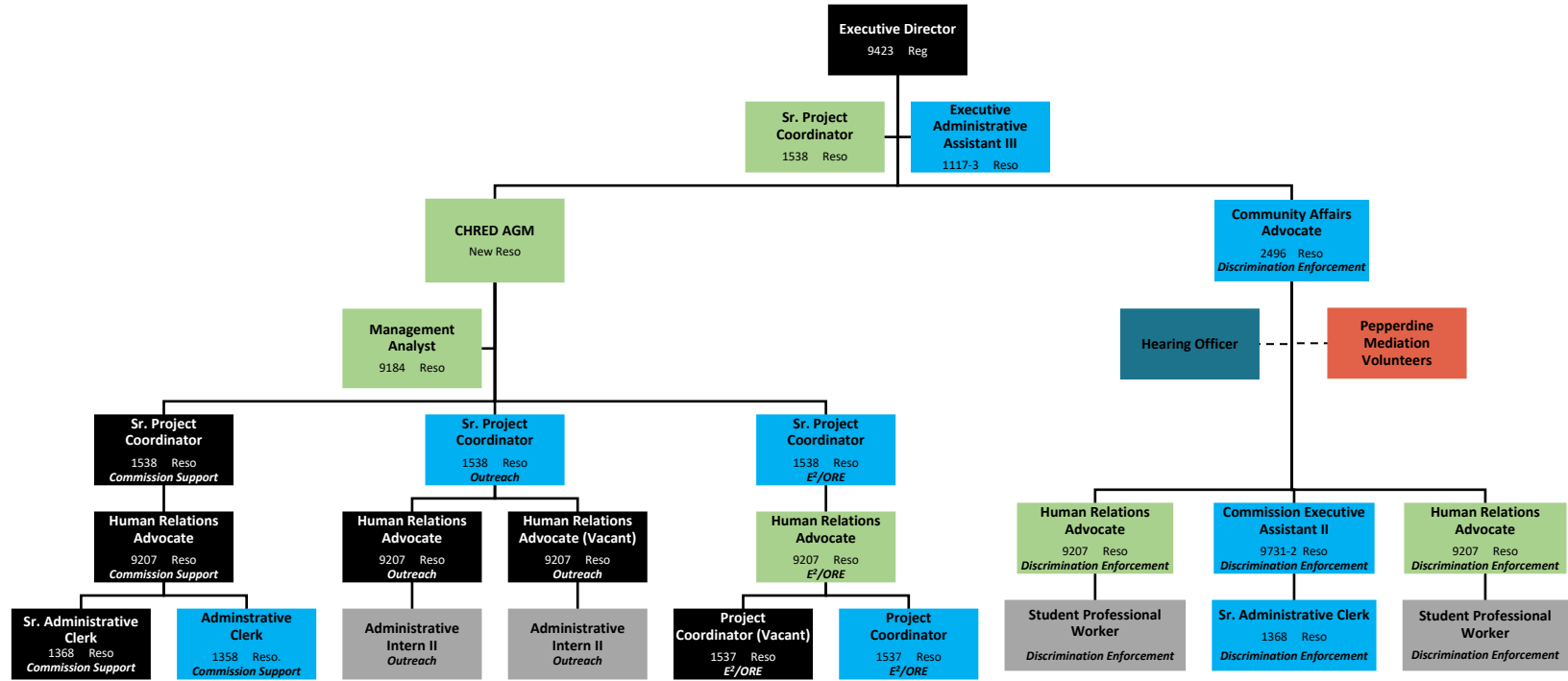
CHRED requests that the City Council, subject to the approval of the Mayor, exempt from the Managed Hiring Committee the following nine positions within CHRED for the 2021-2022 fiscal year to support the department's Commission Support, Outreach and Community Engagement, Discrimination Enforcement, and Equity and Empowerment/Office of Racial Equity Divisions, subject to position allocation by the Board of Civil Service Commissioners (CSC) and pay grade determination by the Office of the City Administrative Officer (CAO), and Employee Relations Division (ERO):

No.	Class Code	Class Title
1	1117-3	Exec. Admin. Asst. III
1	1358	Admin. Clerk
2	1538	Sr. Project Coordinator
2	1537	Project Coordinator
1	2496	Community Affairs Advocate
1	9731-2	Commission Exec. Asst II
1	1368	Sr. Admin Clerk

ATTACHMENTS:

Organizational Chart and Position Status Sheet

CHRED-ORGANIZATIONAL CHART



LEGEND

- Current CHRED Staff (GM + Previously HCID Positions)
- Council Approved Positions
- Council Approved Positions – Exempt from Managed Hiring
- Part-time/As-Needed Positions
- Privately Funded Positions and Contractual Services
- Volunteers

**Civil, Human Rights and Equity Department
Position Status Sheet**

Classification	Managed Hiring	Status
Executive Director	N/A	Filled
Sr Proj Coordinator	N/A	Filled
Project Coordinator	Frozen	Pending
Human Rel Adv	N/A	Filled
Human Rel Adv	N/A	Filled
Human Rel Adv	Exempted	In process
Sr Adm Clerk	N/A	Filled
Sr Proj Coordinator	Exempted	In process
Sr Proj Coordinator	Frozen	Pending
Sr Proj Coordinator	Frozen	Pending
Project Coordinator	Frozen	Pending
Human Rel Adv	Exempted	In process
Human Rel Adv	Exempted	In process
Human Rel Adv	Exempted	In process
Sr Adm Clerk	To be Requested	Pending
AGM/Ch MA	Exempted	In process
CEA II	To be Requested	Pending
EAA III	Frozen	Pending
Comm Affairs Adv	Frozen	Pending
Admin Clerk	Frozen	Pending
Management Analyst	Exempted	In process
Admin Intern (PT)		
Admin Intern (PT)		
Student Prof Worker (PT)		
Student Prof Worker (PT)		