



COMMUNITY INVESTMENT DEPARTMENT

Karen Bass, Mayor
Abigail R. Marquez, General Manager

MEMORANDUM

DATE: September 30, 2026

TO: The Honorable Members of the City Council
c/o City Clerk

FROM: Abigail R. Marquez, General Manager
Community Investment Department

SUBJECT: EXEMPTION REQUEST – COMMUNITY INVESTMENT DEPARTMENT (CID),
(2) PROJECT COORDINATORS (1537), AND (1) CHIEF GRANTS
ADMINISTRATOR (9182)

At its August 13, 2026, meeting, the Personnel Department's Board of Civil Service Commissioners (CSC) approved re-exemptions for the following positions in the Economic and Workforce Development Department (EWDD) in accordance with City Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years. In this same meeting, the CSC also made a matter of record the Functional Transfer FY 2026-2027, approved by the Los Angeles City Council of all EWDD positions into the Community Investment Department.

Pos. ID #	Class Code	Class Title	Division	Council File #
P167073	1537	Project Coordinator in-lieu of MA 100% WIOA Grant Funding	Workforce Development	23-1313
P167074	1537	Project Coordinator in-lieu of MA 100% WIOA Grant Funding	Workforce Development	23-1313
P167128	9182	Chief Grants Administrator 100% WIOA Grant Funding	Workforce Development	23-1313

The duties for each are as follows:

Position ID #P167073 & P167074 – Project Coordinator (PC) in-lieu of Management Analyst – Rapid Response: Position coordinates with employers, State of California and US Department of Labor staff, and others to inform dislocated workers and employees of their rights and available resources as mandated by the Workforce Innovation and Opportunities Act (WIOA). PC conducts background research on employers, including employment trends in the affected industry. Provides information, referrals, technical support and guidance to employees, employers, and other organizations to assist getting dislocated workers back into the labor market. The PC coordinates, set up and/or conduct meetings, workshops and oral/virtual presentations to various

clients, such as funding agencies, Workforce Development Boards, business and employee groups, outside agencies, dislocated workers and employers, and department personnel. (Sanchez-Morales & Tello)

Position ID #P167128 - Chief Grants Administrator (CGA) - Position acts as the director of the Workforce Development Division of CID. The GCA will administer workforce related grants including the Workforce Innovation and Opportunity Act (WIOA) grant, the National Dislocated Worker Grants, and other City and County General Fund grants for CID. The GCA will oversee the day-to-day operations of the City's Workforce Development System, which includes the Adult and Dislocated WorkSource Centers, the YouthSource Centers, the Hire LA youth initiative, Los Angeles Regional Initiative for Social Enterprise (LA:RISE) and collaborate with strategic partners to align workforce programs for low-income and high-barrier job seekers. The GCA will manage the over \$100 million dollar workforce development budget, including the City staffing and more than 40 sub-recipients. The administrator will oversee the development of the budget for approval by the Workforce Development Board, City Council and Mayor, and provide oversight and reporting of all workforce-related grant expenditures. (Brooks)

The above positions were previously approved based on temporary grant-funding under Charter Section 1001(d)(4). Employment authority for these positions are currently in effect within the FY 2026-2027 Personnel Authority Resolution (PAR) and will be extended in the FY 2027-2028 PAR.

Should you have any questions or require additional information, please contact Brandee Goss at brandee.crawleygoss@lacity.org. Thank you for your assistance with this request.



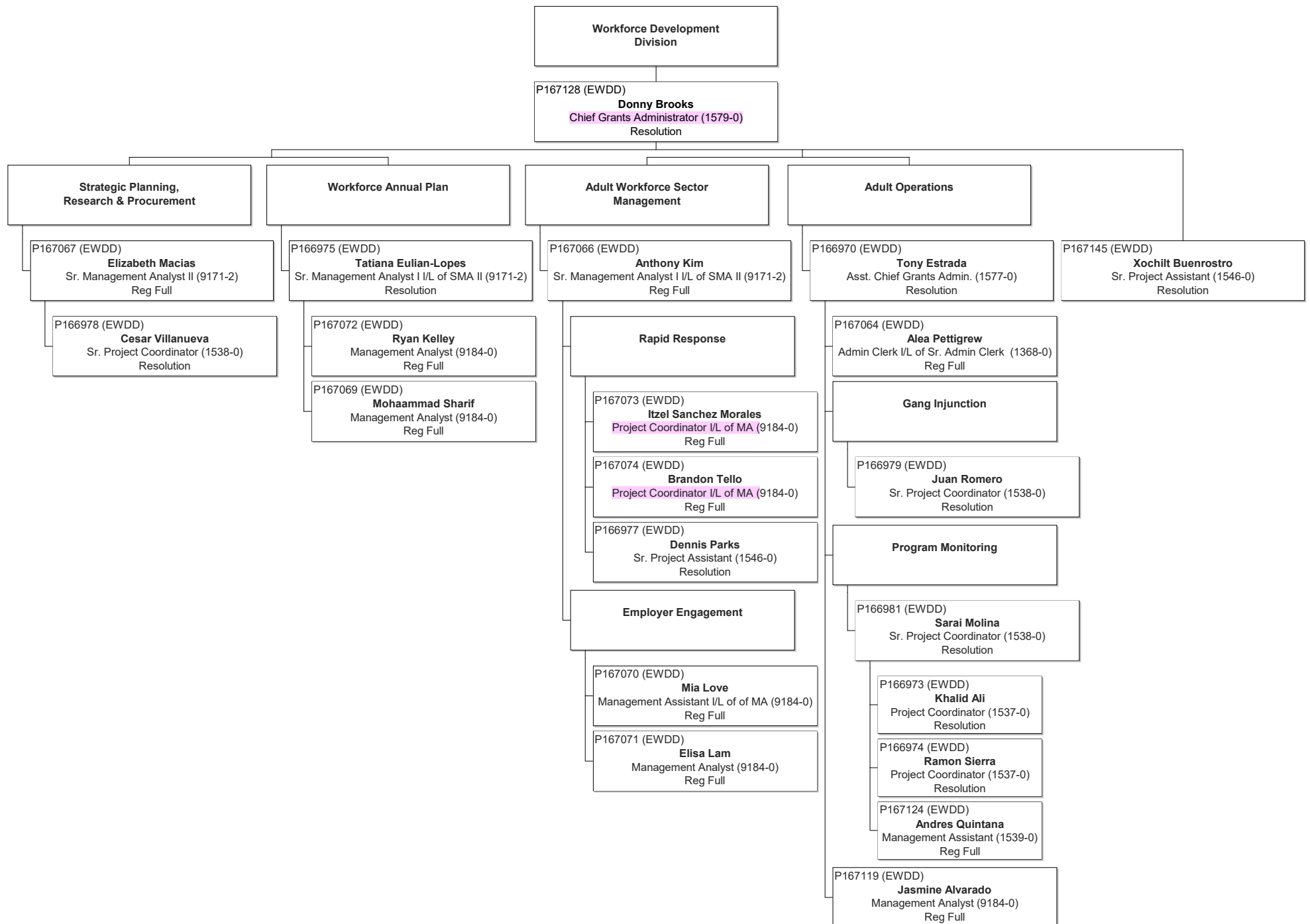
Abigail R. Marquez, General Manager
Community Investment Department

Attachments

cc: Leticia Ortiz, Assistant General Manager, Personnel Department
Julie Jacobe, Senior Administrative Analyst II, City Administrative Office

COMMUNITY INVESTMENT DEPARTMENT

FY 2026-2027 ORGANIZATIONAL CHART



POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee:		2. Employee's Present Class Title/Code: Chief Grants Administrator 1579-0		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description:				Date Prepared	
☐ New Position		☐ Routine Report of Duties		09/29/26	
☐ Change in Existing Position		☐ Review for Proper Allocation			
5. Location of office or place of work: 444 S. Flower Street, 14th Fl. Los Angeles, CA 90071			6. Name of Department <u>Community Investment Department</u>		
			Division <u>Workforce Development</u> Section _____		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:					
Name <u>Gerardo Ruvalcaba</u>			Title <u>Assistant General Manager</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.					
PERCENT OF TIME	DUTIES				
35%	Administers workforce related grants (including the Workforce Innovation and Opportunity Act (WIOA) grant, the National Dislocated Worker Grants, and other City and County General Fund grants. Oversees the day-to-day operations of the City's Workforce Development System, which includes the Adult and Dislocated WorkSource Centers, Los Angeles Regional Initiative for Social Enterprise (LA:RISE) and the strategic partners to align workforce programs for low-income and high-barrier job seekers.				
15%	Manages over \$100 million workforce development budget, including the City staffing and more than 40 sub-recipients. Oversees the development of the budget for approval by the Workforce Development Board, City Council and Mayor. Provides oversight and reporting of all workforce-related grant expenditures.				
15%	Interprets regulations and shape major policy recommendations for workforce development issues in the City of Los Angeles. This includes analyzing and evaluating facts, resolving problems, devising new methods, policies, and procedures with the goal of continuous improvement.				
10%	Interface daily with elected and appointed officials, WDB executives of local providers and local governmental agencies (including City Departments), state and federal officials to interpret, clarify, and collaborate on policies for City workforce system. Testify on behalf of the Department before the WDB, City Council and committees on workforce related matters, provides briefing sessions for policy makers as necessary and appropriate. Represent the City, Department and WDB at meetings and at state and federal agencies.				
20%	Through subordinate staff, directs the preparation, approval and review of reports on technical grant matters, transmittals and correspondence for the WDB, Council and Mayor. Responsible for safeguarding confidential records. Directs the preparation of grant proposals, work plans, and reports to the local, state, and federal funding agencies. Ensures overall standards of performance for the entire workforce development system as reflected in the system's scorecard.				
5%	Other assigned duties, including hiring, paygrade advancement, suspension, or discharge of Division staff.				
9. How long have the duties been substantially as described above? <u>Since 2023</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computers, adding machine, fax machine, copier operated under normal working conditions.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>70%</u>					
12. Indicate the number of employees supervised by class titles. (1) Assistant Chief Grants Administrator, (2) Senior Management Analyst II, (1) Senior Management Analyst I, (1) Senior Project Assistant					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature <u>Donny Brooks</u>		Digitally signed by Donny Brooks Date: 2026.09.29 14:01:03 -07'00'		Date _____ Phone No. _____	

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is distributed orally or in writing with any required overview provided by the Assistant General Manager.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As per class specifications.

(b) Experience (type and length; list appropriate city classes, if any).

As per class specifications.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☐ Strength to: _____ Lift _____ Push _____ Pull _____

Average weight _____ Heaviest weight _____

☒ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain N/A

SPECIAL NEED FOR:

☐ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

N/A

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☐ Hands and fingers

☐ Back, for strenuous labor

Other/explain

N/A

**Hours per
week**

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interprets regulations and shape major policy recommendations for workforce development issues in the City of Los Angeles.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

As described above.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

As described above.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

POSITION DESCRIPTION**DO NOT USE THIS SPACE**

City of Los Angeles

1. Name of Employee:	2. Employee's Present Class Title/Code: Project Coordinator 1537-0	3. Present Salary or Wage Rate:
4. Reason for Preparing Description: ☐ New Position ☒ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation		Date Prepared 09/29/26
5. Location of office or place of work: 444 S. Flower Street, 14th Fl. Los Angeles, CA 90071		6. Name of Department <u>Community Investment Department</u> Division <u>Workforce Development</u> Section <u>Rapid Response</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Sr. Project Coordinator</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
PERCENT OF TIME	DUTIES	
40%	Rapid Response (RR) Orientations Coordination - Coordinate with employers, State of California and US Department of Labor staff, and others to inform dislocated workers and employees of their rights and available resources as mandated by the Workforce Innovation and Opportunities Act (WIOA). Conduct background research on employers, including employment trends in the affected industry. Provide information, referrals, technical support and guidance to employees, employers, and other organizations to assist getting dislocated workers back into the labor market. Coordinate, set up and/or conduct meetings, workshops and oral/virtual presentations to various clients, such as funding agencies, Workforce Development Boards, business and employee groups, outside agencies, dislocated workers and employers, and department personnel.	
25%	Resource Development/Outreach - Research job and social service resources to include in resource directory; identify potential Non-WARN employers; attend collaborative resource meetings, attend resource/hiring fairs to meet with employers and other key stakeholders to promote Rapid Response and the Workforce Development System; Keep abreast of relevant updates regarding employee benefits, and of local, State, and Federal government guidelines and regulations related to Rapid Response.	
15%	Administrative/Collaborative Meeting - Attend standing WorkSource Center/BSR meetings, standing Southern California RR Regional meetings, standing weekly RR Unit staff meetings, and other forums targeting the business-employer community; participate in seminars, trainings and capacity building events; represent senior management in task force and committee meetings and other work-related functions.	
10%	ACCESS Data Entry - Enter initial company info based on WARN, document all employer contact, run reports for company file input dislocated workers surveys/questionnaires, enter other activities not related to a WARN or Non-WARN activity. Run Queries to promote recruitments at WSCs & for Quarterly Reports. Modify database as needed to support program changes & tracking. Note: data entry system in the process of going online - the the entry point will be differ, the data being collected willnot.	
5%	Program Reports - Work with team lead as needed to reconcile data for seely/monthly/quarterly program reports.	
5%	Special Projects - Track unemployment trends and other factors affecting the jobs in the local economy and develop a "forecast" report on a quarterly basis or as needed. Track & organize program materials maintained at an off-site location. Performs other job-related duties as assigned.	
9. How long have the duties been substantially as described above? <u>Since 2016</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Standard office equipment: computer, fax, copier, phone, etc.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0%</u>		
12. Indicate the number of employees supervised by class titles.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature	<u>Donny Brooks</u> Digitally signed by Donny Brooks Date: 2026.09.29 14:02:57 -07'00'	Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

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Duties are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Per bulletin

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Graduation from a four year college, emphasis on public administration or business is desirable

(b) Experience (type and length; list appropriate city classes, if any).

Knowledge of government processes and protocols.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull
Average weight 5 Heaviest weight 20

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain N/A

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

N/A

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

N/A

Hours per
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Per bulletin

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Per bulletin

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? N/A; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Employee has frequent contact with private sector employees/employers, WIOA service providers (WSCs) & partners, the WDB and the Council Offices in its primary service area.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

As described above.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____