

PERSONNEL AND HIRING COMMITTEE REPORT relative to the exemption of one Project Coordinator (Class Code 1537) position for the Los Angeles Housing Department (LAHD) from the Civil Service pursuant to Charter Section 1001(d)(4).

Recommendation for Council action:

APPROVE the exemption of one Project Coordinator (Class Code 1537) position for the LAHD pursuant to Charter Section 1001(d)(4).

Fiscal Impact Statement: None submitted by the LAHD. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On June 27, 2025, your Committee considered a June 12, 2025 LAHD report relative to the exemption of one Project Coordinator (Class Code 1537) position for the LAHD from the Civil Service pursuant to Charter Section 1001(d)(4). According to the LAHD, the Project Coordinator position will be assigned to the Program Operations Division of LAHD in the Housing Opportunities for Persons with Aids (HOPWA) unit. The overall objective of the HOPWA program is to provide assistance with housing and supportive services for low-income persons living with HIV/AIDS and their families. This program carries high expectations from both city leaders and affected parties alike. In order to meet these expectations, the department has established the following program goals: To maintain stable housing, reduce the risk of homelessness, and increase access to care.

The Project Coordinator requested is critical, necessary, and would play a pivotal role toward meeting the goals set by the unit to carry out ongoing administrative responsibilities essential to the success of the program that include:

- Supporting the implementation, administration, and performance management for all HOPWA Program contracts.
- Monitoring the activities of contractors to ensure funding is utilized for authorized purposes in compliance with Housing and Urban Development (HUD) regulations, Department policies, and provisions of contracts.
- Conducting scheduled and non-scheduled on-site visits to sites to assess compliance of HOPWA contractors with HUD regulations
- Performing analysis of performance, providing summary reports to Department management, and assisting in responding to audits conducted by the City Controller and HUD.

- Tracking agency expenditures including regular review and approval of budgets, modifications, and invoices as necessary.
- Preparing periodic status reports to department management for submission to federal government agencies regarding the status of programs being implemented with grant funds.
- Assisting in the preparation and submission of grant applications and renewals to secure funding for HOPWA programs, including compiling necessary documentation, coordinating with relevant departments, and ensuring adherence to submission deadlines.
- Providing technical assistance, training, and timely informed responses to agency questions and concerns.
- Researching, resolving, and communicating a variety of program related issues to contractors.
- Participating in workshops, trainings, community events and meetings related to administration and management functions of the HOPWA program.
- Preparing reports and/or summaries as required amongst other related duties in an attempt to fulfill the programs operational needs.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER	VOTE
McOSKER:	YES
RODRIGUEZ:	ABSENT
HUTT:	YES

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6/27/25

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**