

Tiena Johnson Hall, General Manager
Tricia Keane, Executive Officer

Anna E. Ortega, Assistant General Manager
Luz C. Santiago, Assistant General Manager
Craig Arceneaux, Acting Assistant General Manager



Karen Bass, Mayor

LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.gov

June 12, 2025

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)

On June 26, 2025 the Board of Civil Service Commissioners are scheduled to meet. During the meeting, the Board will review a civil service exemption request, under Charter Section 1001(d)(4), for the following grant funded position in the Los Angeles Housing Department (LAHD):

<u>Classification Title</u>	<u>Class Code</u>	<u>No. of Positions</u>
Project Coordinator	1537	1

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. So, it is imperative to understand that 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. In addition to 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, while also 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. As well as 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. Along with preparing reports and/or summaries as required amongst other related duties in an attempt to fulfill the programs operational needs.

Accordingly, LAHD 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 LAHD requests that the City Council:

Approve the request that will also be placed on agenda for the Board of Civil Service Commissioners review on June 26, 2025 to exempt from civil service the above grant-funded position in the Los Angeles Housing Department.

If you have any questions, or require additional information, please contact James Wiebers, Los Angeles Housing Department Senior Personnel Analyst I, at (213) 744-7376.

Sincerely,

Tricia Keane

for

Tiena Johnson Hall, General Manager
Los Angeles Housing Department

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

1. Name of Employee: New Position		2. Employee's Present Class Title/Code: Project Coordinator-Exempt/ 1537		3. Present Salary or Wage Rate: \$80,220 - \$117,241		DO NOT USE THIS SPACE
4. Reason for Preparing Description:		<input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position		<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation		
5. Location of office or place of work: TBD			6.			
			Name of Department <u>Los Angeles Housing Department</u>			
			Division <u>Program Operations</u> Section <u>HOPWA</u>			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:						
Name _____ Title <u>Senior 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					
20%	Supports the implementation, administration and performance management for all Housing Opportunity for Persons with AIDS (HOPWA) Program contracts. Monitor 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.					
20%	Conducts scheduled and non-scheduled on-site visits to sites to assess compliance of HOPWA contractors with HUD regulations. Will perform an analysis of performance and provide a summary report to Department management. Assist in responding to audits conducted by the City Controller and HUD.					
15%	Tracks agency expenditures, including regular review and approval of budgets/modifications and invoices as necessary.					
10%	Prepare periodic status reports to department management for submission to federal government agencies reporting on the status of programs being implemented with grant funds.					
10%	Assist 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.					
10%	Provide technical assistance, training, and responses to agency questions and concerns. Research, resolve, and communicate a variety of program related issues to contractors.					
10%	Participate in workshops, training, community events and meetings related to administration and management functions of the HOPWA program. Prepare reports or summaries as required.					
5%	May be assigned other related duties to meet program operational needs.					
9. How long have the duties been substantially as described above? <u>New Position</u>						
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Computer, printer, calculator						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>10%</u>						
12. Indicate the number of employees supervised by class titles. 1 Administrative Clerk						
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.						
Signature _____ 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 description is accurate as 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.

Supervised by Senior Project Coordinator

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

(a) Education (include specific matter).

As per Bulletin Requirements

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

As per Bulletin Requirements

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 15

☐ Climbing (stairs, ladders, poles)

How far

☐ Face severe work conditions

Outdoors on/near water

Other/explain As per bulletin

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

As per bulletin

**Hours per
week**

8

32

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

NA

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.

(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.

Responsible for the efficient, effective, and prudent use of equipment and supplies

(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.

Responsible for the normal use and care of the equipment listed in #10 above.

(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? No ; 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.

Contact with the public, other Departments, and City staff

(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

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

3927 PROGRAM OPERATIONS DIVISION

