

City of Los Angeles

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](http://housing.lacity.gov)

July 17, 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)**

The Los Angeles Housing Department (LAHD) requests exemption under Charter Section 1001(d)(4) for the following grant funded positions approved as part of the 2025-2026 budget process:

<u>Classification Title</u>	<u>Class Code</u>	<u>No. of Positions</u>
Assistant Chief Grants Administrator	1577	1
Project Assistant	1542	2

A copy of the specific section of the Blue Book from the budget year 2025-2026, reflecting approval of these new positions, is attached.

One Project Assistant position will be assigned to the Rent Stabilization Division of LAHD in the Eviction Defense Program (EDP) unit. The EDP is a City of LA program designed to promote housing stability by offering education and services such as eviction prevention and intervention, case management services offering housing stability, financial counseling and homeless prevention resources to families. The goal is to increase the City's capacity to assist low-income households facing possible eviction due to a high rent burden and other economic factors, especially those renters impacted by loss of income. This position will support the EDP mission by handling administrative functions such as: contract monitoring; invoice review, digital preparation and monthly submission; tracking/analysis of the approved budget/expenditures; compiling statistics of program metrics concerning services rendered; correspond with contractors/subcontractor related to program inquiries; and address internal departmental program inquiries. Funding for this position will be 100% grant funded by SB 2.

One Project Assistant will be assigned to the Administrative Services Division of LAHD in the Grants Unit. The objective of the Grants Unit is to provide department-wide administrative support for grant applications, acceptances, monitoring, and reporting. This position assists in preparing the housing portion of the City's Consolidated Plan, including updates to the annual Action Plan and the Five Year Strategy, for LAHD's entitlement grant funds (CDBG, HOME, HOPWA and ESG). Other duties will include: collect data on all of Housing's grant programs including amount of grants, grant deadlines for application and expenditures, actual expenditures, reporting requirements, and other performance monitoring data; assists staff in responding to grant program audits by oversight bodies or entities; collects necessary compliance documents, forms, and statistical and narrative reports; and tracks the implementation of any necessary corrective action plans to timely address issues and concerns emanating from compliance reviews. The funding split for this position will be as follows: HOME (50%), SB 2 (50%)

The Assistant Chief Grants Administrator will also be assigned to the Administrative Services Division of LAHD in the Grants Unit. This position supervises and directs the work of Grants staff engaged in providing various LAHD divisions with Federal and State grant applications, program budget development, monitoring of expenditures and/or reimbursement of grant funds, regulatory compliance and audit resolution. Duties include: Prepares and/or directs the preparation of statistical and narrative grant program reports; coordinates with staff to ensure the proper procedures and policies are communicated and followed by funded programs; assists in establishing the priorities of the unit in alignment with goals; collaborates with all partners and stakeholders to ensure their input on Department and program initiatives and policy direction; works with staff to respond to program audits by oversight bodies or entities; develops and implements necessary corrective action plans to timely address issues and concerns emanating from compliance reviews and adopts measures to continually improve the system in place; and coordinates training and employee development for Grants staff. The funding split for this position will be as follows: SB 2 (40%), HOME (40%), and other special funds (20%).

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 to exempt from civil service the above grant-funded positions 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,

A handwritten signature in black ink, appearing to read "Keane". The signature is written in a cursive, flowing style.

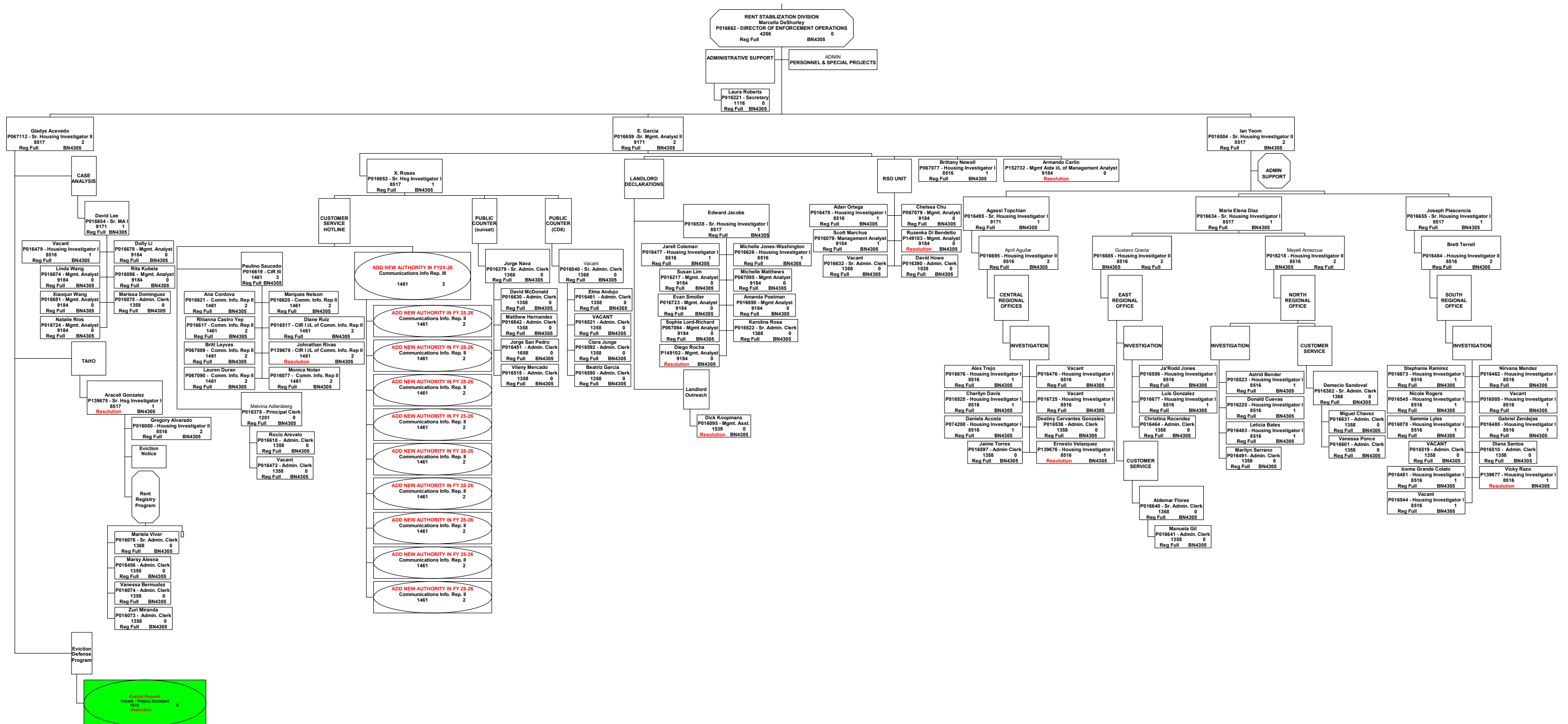
Tricia Keane, Executive Officer on behalf of  
Tiena Johnson Hall, General Manager  
Los Angeles Housing Department

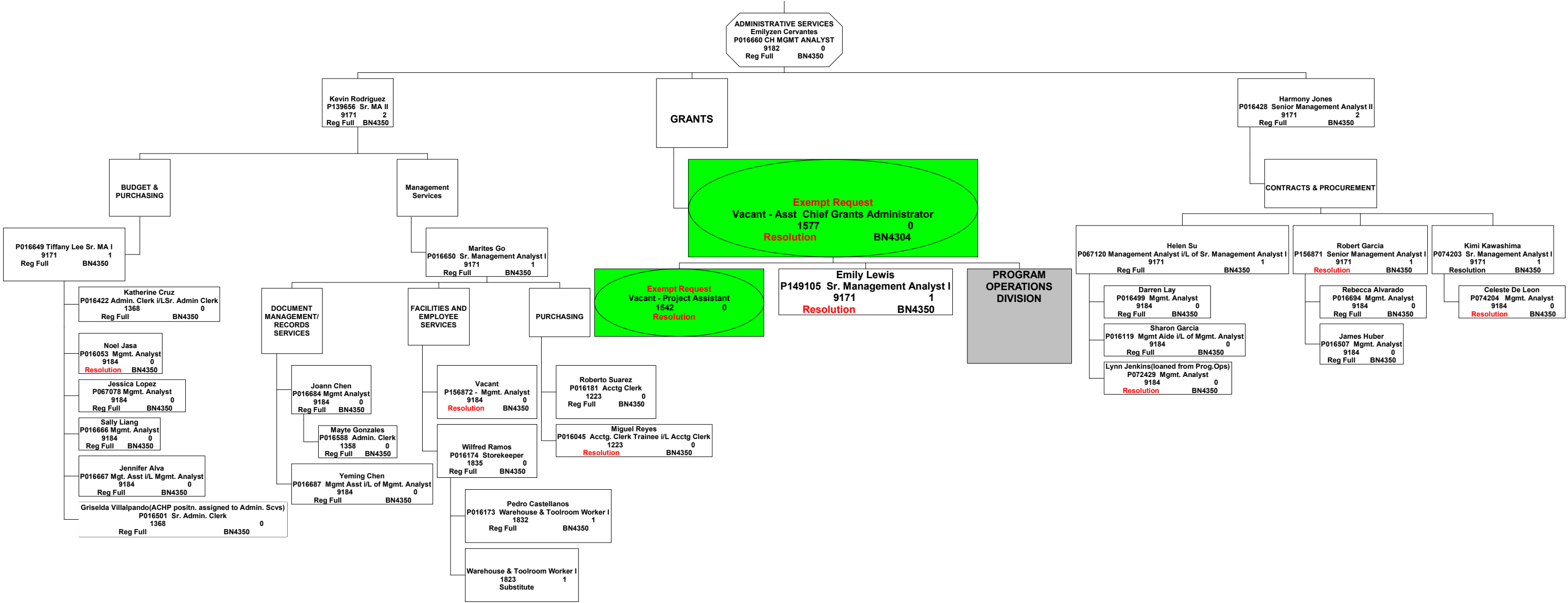
### Tenant Protections and Homelessness Prevention

Program Changes		Direct Cost	Positions	Total Cost
<b>Changes in Salaries, Expense, Equipment, and Special</b>				
<b>Continuation of Services</b>				
62.	<b>Interagency Housing Task Force</b> Continue funding and resolution authority for five positions consisting of one Principal Inspector, one Senior Housing Investigator I, one Senior Housing Inspector, one Housing Inspector, and one Administrative Clerk to establish an interagency housing task force to identify and stabilize multifamily properties in substandard condition. Funding is provided by the Systematic Code Inspection Fee Fund. Related costs consist of employee benefits. SG: \$611,869 Related Costs: \$290,815	611,869	-	902,684
<b>Increased Services</b>				
63.	<b>Eviction Defense Program Expansion</b> Add funding and resolution authority for one Project Assistant to support the Eviction Defense Program. Funding is provided by SB 2 Permanent Local Housing Allocation Fund. Related costs consist of employee benefits. SG: \$69,226 Related Costs: \$40,656	69,226	-	109,882
<b>Other Changes or Adjustments</b>				
64.	<b>Tenant Protection and Homelessness Prevention Director</b> Add funding and resolution authority for one Director of Enforcement Operations to oversee the tenant protection and homelessness prevention work. Funding is provided by the House LA Fund. Related costs consist of employee benefits. SG: \$204,651 Related Costs: \$85,265	204,651	-	289,916
<b>TOTAL Tenant Protections and Homelessness Prevention</b>		<b>3,267,311</b>	<b>-</b>	
2024-25 Program Budget		-	-	
Changes in Salaries, Expense, Equipment, and Special		3,267,311	-	
<b>2025-26 PROGRAM BUDGET</b>		<b>3,267,311</b>	<b>-</b>	

### General Administration and Support

Program Changes	Direct Cost	Positions	Total Cost
<b>Changes in Salaries, Expense, Equipment, and Special</b>			
<b>Continuation of Services</b>			
<b>81. Translation Services and Facilities Coordinator</b> Continue funding and resolution authority for one Management Analyst to oversee translation services across the Department and support the Management Services Unit. Funding is provided by the Systematic Code Enforcement Fee Fund (\$39,372), Rent Stabilization Trust Fund (\$42,401), and other special funds (\$19,182). Related costs consist of employee benefits. <i>SG: \$100,955</i> <i>Related Costs: \$51,109</i>	100,955	-	152,064
<b>Increased Services</b>			
<b>82. Grants Unit Oversight</b> Add funding and resolution authority for one Assistant Chief Grants Administrator to oversee the Supportive Housing Services section and other grant funded programs. Funding is provided by the SB 2 Permanent Local Housing Allocation Fund (\$56,224), HOME Investment Partnerships Fund (\$56,224), and other special funds (\$28,112). Related costs consist of employee benefits. <i>SG: \$140,560</i> <i>Related Costs: \$64,152</i>	140,560	-	204,712
<b>83. Grants Unit Expansion</b> Add funding and resolution authority for one Project Assistant to provide support to the Grants Unit. Funding is provided by the SB 2 Permanent Local Housing Allocation Fund (\$43,262) and the HOME Investment Partnership Program Fund (\$43,262). Related costs consist of employee benefits. <i>SG: \$86,524</i> <i>Related Costs: \$46,354</i>	86,524	-	132,878
<b>TOTAL General Administration and Support</b>	<b>1,096,097</b>	<b>-</b>	
2024-25 Program Budget	17,216,538	88	
Changes in Salaries, Expense, Equipment, and Special	1,096,097	-	
<b>2025-26 PROGRAM BUDGET</b>	<b>18,312,635</b>	<b>88</b>	

RENT STABILIZATION  
DIVISION



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

1. Name of Employee:  1 new position	2. Employee's Present Class Title/Code:  Project Assistant/1542	3. Present Salary or Wage Rate: \$62,222.40 - 90,974.16	<b>DO NOT USE THIS SPACE</b>
4. Reason for Preparing Description: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> New Position  <input type="checkbox"/> Change in Existing Position </div> <div> <input type="checkbox"/> Routine Report of Duties  <input type="checkbox"/> Review for Proper Allocation </div> </div>			
5. Location of office or place of work:  TBD		6. <div style="display: flex; justify-content: space-between;"> <div>Name of Department</div> <div>Los Angeles Housing Department</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Division</div> <div>Rent</div> <div>Section</div> <div>Rent-EDP</div> </div>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:  <div style="display: flex; justify-content: space-between;"> <div>Name</div> <div>Title</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div></div> <div>Senior Housing Investigator II</div> </div>			
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.			
<b>PERCENT OF TIME</b>	<b>DUTIES</b>		
85%	Assist with Eviction Defense Program contract monitoring, including review of invoice submission, track/analyze the approved budget, and compare to monthly invoiced amounts, accounts, funds, and other supporting documents. Draft and submit the monthly EDP invoicing, prepare digital files of invoicing documents, prepare internal invoice transmittal to be approved and routed to accounting, and tracking expenditures. Record and maintain monthly statistics of program metrics concerning contract services rendered: outreach/ education, legal services/outcomes as reported by the Stay Housed Los Angeles (SHLA) platform, and rental assistance of which Permanent Local Housing Allocation (PLHA) / Senate Bill 2 (SB-2) is utilized as a source of fund for eviction defense purposes. PLHA 5-yr plan is to increase the City's capacity to assist low-income households at risk of homelessness and possible eviction due to a high rent burden and other economic factors, especially those renters impacted by loss of income.		
10%	Perform responsible administrative and technical work in the review of the monthly invoicing of the Eviction Defense Program, correspond with the contractor/subcontractor related to program inquiries, and address internal departmental program inquiries.		
5%	Performs other related duties as assigned.		
9. How long have the duties been substantially as described above? new			
10. List any machinery or equipment operated and any unusual or hazardous working conditions.  Equipment used includes personal computer, printer, photocopiers, telephone, facsimile machine, calculator (as needed), and scanner.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). n/a			
12. Indicate the number of employees supervised by class titles.  n/a			
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 a Senior Housing Investigator II.

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

(a) Education (include specific matter).

per bulletin

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

per bulletin

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 \_\_\_\_\_

SPECIAL NEED FOR:

☐ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

**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.

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.

Responsible for contract monitoring of the Eviction Defense Program according to City and Departmental policies and procedures.

(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? 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.


Constant contact with the public (tenants, landlords, attorneys, advocacy groups) and other Department 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

Responsible for the oversight of physical files for all assigned cases that may also include electronic files and oversee and assist when necessary the response to subpoenas and requests for documents under the Public Record Act.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head  Date \_\_\_\_\_

Digitally signed by Connie Tan  
Date: 2024.11.14 17:02:56 -08'00'

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

1. Name of Employee:  1 new position	2. Employee's Present Class Title/Code:  Project Assistant/1542	3. Present Salary or Wage Rate: \$62,222.40 - 90,974.16	<b>DO NOT USE THIS SPACE</b>
4. Reason for Preparing Description: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> New Position  <input type="checkbox"/> Change in Existing Position </div> <div> <input type="checkbox"/> Routine Report of Duties  <input type="checkbox"/> Review for Proper Allocation </div> </div>			
5. Location of office or place of work:  TBD		6. <div style="display: flex; justify-content: space-between;"> <div>Name of Department</div> <div>LOS ANGELES HOUSING DEPARTMENT</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Division</div> <div>ADMIN SERVICES</div> <div>Section</div> <div>GRANTS</div> </div>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:  <div style="display: flex; justify-content: space-between;"> <div>Name</div> <div>Title</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>Asst Chief Grants Admin</div> </div>			
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.			
<b>PERCENT OF TIME</b>	<b>DUTIES</b>		
25%	Assists in preparing the housing portion of the City's Consolidated Plan, including updates to the annual Action Plan and the Five Year Strategy, for LAHD's entitlement grant funds (CDBG, HOME, HOPWA and ESG).		
25%	Assists in preparing the housing portion of contracts authorities in the City's Consolidated Plan.		
25%	Assists in collecting data on all of Housing's grant programs including amount of grants, grant deadlines for application and expenditures, actual expenditures, reporting requirements, and other performance monitoring data.		
15%	Assists staff in responding to grant program audits by oversight bodies or entities; assists in collecting necessary compliance documents, forms, and statistical and narrative reports; assists in tracking the implementation of any necessary corrective action plans to timely address issues and concerns emanating from compliance reviews.		
10%	Performs other related duties as assigned.		
9. How long have the duties been substantially as described above? new			
10. List any machinery or equipment operated and any unusual or hazardous working conditions.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). n/a			
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		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.

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.

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

(a) Education (include specific matter).

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

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 \_\_\_\_\_

SPECIAL NEED FOR:

☐ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

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.

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.

(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.

(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? \_\_\_\_\_; 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.

(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 \_\_\_\_\_

Digitally signed by Connie Tan  
Date: 2024.11.13 15:44:16 -08'00'

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

1. Name of Employee:  New Position		2. Employee's Present Class Title/Code:  Asst. Chief Grants Admin (Exempt) 1577		3. Present Salary or Wage Rate:  \$128,077.92-187,272.72	
4. Reason for Preparing Description:		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties		Date Prepared 07/14/2025	
<input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation					
5. Location of office or place of work:			6.		
			Name of Department <u>LAHD</u>		
			Division <u>Admin Services</u> Section <u>Grants</u>		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:					
Name _____ Title <u>Chief Management Analyst</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.					
<b>PERCENT OF TIME</b>		<b>DUTIES</b>			
50%		Directs the work of professional and administrative personnel engaged in providing various LAHD divisions and program staff assistance with Federal and State grant applications, program budget development, monitoring of expenditures and/or reimbursement of grant funds, regulatory compliance and audit resolution. Serves as a liaison to the Community Investment for Families Department (CIFD) for any requests related to the Federal Consolidated Plan funds. Coordinates with LAHD management, staff, and other agencies on grants management and policy issues, including the local Housing and Urban Development office, Housing and Community Development, Mayor and Council offices, City Administrative Officer, Chief Legislative Analyst, and CIFD. Directs work relating primarily to the public services/community services supported by the Consolidated Plan including fiscal and programmatic implementation of the HOPWA program and coordination of required services prescribed in the LAHSA contracts as approved by the City Council and Mayor.			
20%		Prepares and/or directs the preparation of statistical and narrative grant program reports. Coordinates staff to ensure the proper procedures and policies are communicated and followed by funded programs. Assists in establishing the priorities of the unit in alignment with goals of the Department and the Administrative Services Division. Maintains a strong working relationship and communications with program and administrative staff. Collaborates with all partners and stakeholders to ensure their input on Department and program initiatives and policy direction.			
20%		Supervises and reviews the work of employees. Applies sound supervisory principles and techniques in building, developing and maintaining an effective work force, which may include Senior Management Analysts, Management Analysts, Senior Project Coordinators, clerical, volunteer and other staff needed to meet workload. Directs, supports, and coordinates training for staff as required for job performance, employee development, and builds staff capacity. Oversees the communication of personnel policies and procedures to staff, and implements equal employment opportunity provisions in all aspects of the operation. Exercises overall responsibility in the areas of discipline, resolution of employee conflicts and grievances, and evaluation of performance.			
10%		Works with staff to respond to program audits by oversight bodies or entities; submits necessary compliance documents, forms, and statistical and narrative reports. Develops and implements necessary corrective action plans to timely address issues and concerns emanating from compliance reviews and adopts measures to continually improve the system in place.			
9. How long have the duties been substantially as described above? _____					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, telephone, fax, scanner, copier, PDA					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>20% or more</u>					
12. Indicate the number of employees supervised by class titles. 1 Management Analyst, 1 Project Assistant					
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 are 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.

Per bulletin

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

(a) Education (include specific matter).

Per bulletin

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

Per bulletin

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 \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

32

(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.

Employee is responsible for implementing and developing, when necessary, policies, procedures, and methods related to federal and city programs under their direct supervision, in compliance with federal, state, and local regulations and contract requirements.

(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? 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.

Frequent contact with LAHD staff and executive management, Mayor and City Council staff; other City Departments.

(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

Directs the preparation of monitoring and performance reports, transmittals, Memoranda of Understanding, contracts, and RFPs.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head \_\_\_\_\_ Date \_\_\_\_\_