

PERSONNEL AND HIRING COMMITTEE REPORT relative to the exemption of three positions 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 the following positions from the Civil Service for the LAHD pursuant to Charter Section 1001 (d)(4):

- a. One Assistant Chief Grants Administrator (Class Code 1577)
- b. Two Project Assistants (Class Code 1542)

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 August 8, 2025, your Committee considered a July 17, 2025 LAHD report relative to the exemption of three positions for the LAHD from the Civil Service pursuant to Charter Section 1001(d)(4). According to the LAHD, 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.

The second Project Assistant will be assigned to the Administrative Services Division of LAHD in the Grants Unit. The objective of the Grants Unit is to provides 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%)

Finally, 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 would include:

- Preparing and/or directing 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;
- Assisting in establishing the priorities of the unit in alignment with goals;
- Collaborating 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;
- Developing and implementing necessary corrective action plans to timely address issues and concerns emanating from compliance reviews and adopts measures to continually improve the system in place.
- Coordinating 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%). After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the position exemptions as detailed in the LAHD report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER VOTE

McOSKER: YES

RODRIGUEZ: YES

HUTT: YES

ARL

8/8/25

-NOT OFFICIAL UNTIL COUNCIL ACTS-