

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

August 18, 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)

At its August 14, 2025 meeting, the Board of Civil Service Commissioners approved civil service exemption, 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>
Sr. Project Coordinator	1538	1

A copy of the specific section of the Board of Civil Service Commissioners agenda reflecting exemption approval of this position is attached.

c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Los Angeles Housing Department (LAHD)** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4102	1	Senior Project Coordinator, 1538

File No.

COMMISSION ACTION

11 ADJOURNMENT

The Sr. Project Coordinator position will be assigned to the LAADUP New Initiatives Unit of LAHD in the Housing Strategies and Services Division. The overall objective of the LAADUP New Initiatives Unit of LAHD in the Housing Strategies and Services Division is to encourage Accessory Dwelling Unit homeowners to participate in the program by offering a number of incentives, including rent subsidies, free landlord services, and guaranteed rental payments at Fair Market Rents (FMRs). The program provides temporary housing for extremely low-income seniors at or below 30% AMI and age 62 or older while awaiting placement into permanent housing. The Senior Project Coordinator position would support the work of the unit by creating a robust program monitoring system for all contracts, assisting with the contract development process and tracking City Council and Mayor action for direction provided to LAHD. Funding for this position will be 100% provided by LAADUP grant funds.

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 action taken by the Board of Civil Service Commissioners on August 14, 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,

A handwritten signature in black ink that reads "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

25/26-061	1	Street Lighting Electrician, 3811
25/26-062	1	Welder, 3796
25/26-063	1	Electrical Craft Helper, 3799
25/26-064	1	Assistant Street Lighting Electrician, 3809
25/26-065	1	Street Lighting Engineer, 7537

OFFICE OF THE CITY CONTROLLER

25/26-066	1	Financial Management Specialist, 9198
25-26-067	1	Financial Management Specialist, 9198
25/26-068	1	Financial Management Specialist, 9198
25/26-069	1	Financial Management Specialist, 9198
25/26-070	1	Internal Auditor, 1625
25/26-071	1	Senior Accountant, 1523

LOS ANGELES DEPARTMENT OF FIRE AND POLICE

PENSIONS

25/26-072	1	Senior Administrative Clerk, 1368
25-26-073	1	Accountant, 1513
25/26-074	1	Benefits Analyst, 9108

File No.

c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Los Angeles Housing Department** (LAHD) in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4102	1	Senior Project Coordinator, 1538

File No.

COMMISSION ACTION

11 **ADJOURNMENT**

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

1. Name of Employee: VACANT		2. Employee's Present Class Title/Code: Sr. Project Coordinator (1538)		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change in Existing Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation					Date Prepared 07/25/25
5. Location of office or place of work: 1910 Sunset Blvd, Ste. 300 Los Angeles, CA 90026			6. Name of Department <u>Los Angeles Housing Department (LAHD)</u> Division <u>Housing Innovation Strategies</u> Section <u>LAADUAP</u>		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Yaneli Ruiz</u> Title <u>Director of Housing</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			
30%	Plan and direct the work of staff in performing grant and contract administration functions, which includes: preparing Request for Proposals, developing contracts with qualifying agencies to provide direct services, overseeing contractor work for compliance with federal, state and city rules and regulations, reviewing contract budgets and any subsequent budget modifications, approving and preparing budget approval letters for management signature, monitoring and measuring performance, and providing any technical assistance and guidance to all contracted agencies.				
30%	Prepare and coordinate required grant reports for the Los Angeles Accessory Dwelling Unit Accelerator Program (LAADUP) including reports on performance measures. Liaise with state and local representatives on performance reporting. Build successful relationships with stakeholders and other permanent housing organizations to ensure that residents can successfully transition into permanent homes. Interact with ADU homeowners and tenants in resolving disputes. Prepare SB2 grant budget, contracts, program docs, written reports to Mayor, Council, and oversight entities.				
20%	Research, evaluate and prepare necessary policy recommendations to management on best practices or strategies to regarding how the program could be improved. This individual will also ensure that risk mitigation strategies are deployed and best practices are utilized with an emphasis on homeowner education and wraparound case management of tenants. Support development of the department goals scorecard. Coordinate internal and external training, seminars, discussions, and conferences. Track legislation and state notices regarding the grant and funding.				
10%	Supervise clerical staff. Hire, train, and evaluate staff, assign work, provide oversight, identify performance issues and implement corrective action plans. Monitor work flow and assignments to maximize production and achieve unit goals.				
10%	Update the program policy & procedural manual; manage the program's website and prepare written and oral presentations for management and stakeholders meetings.				
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, photocopier, scanner, calculator, telephone, and automobile.					
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. Part Time Clerical (As needed staff) 1,000 hrs /yr					
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. _____	

3925 HOUSING STRATEGIES & SERVICES DIVISION

