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



City of Los Angeles

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):

Classification Title	<u>Class Code</u>	No. of Positions
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.

CSC No.	No. of Positions	Class Title and Code
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,

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 ANGELESDEPARTMENT OF FIRE AND POLICE		
		<u>PENSIONS</u>		
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.

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COMMISSION ACTION

11 **ADJOURNMENT**

Form PDES	3ef (Rev. 7/02)	POSITION D City of Lo	ESCRIPTIO os Angeles	N		DO NOT USE THIS SPACE
1. Name o	of Employee:	2. Employee's Pre	sent Class Title/Cod	le:	3. Present Salary	-
VACAN	NT	Sr. Project Coor	or Wage Rate:		or Wage Rate:	
4. Reasor	n for Preparing Description:	New Position		Routine Rep	 ort of Duties	Date Prepared
	✓	Change in Existing Po	1	Review for P	roper Allocation	07/25/25
	on of office or place of work: unset Blvd, Ste. 300		6. Name of Departr	ment Los Ang	geles Housing Departi	ment (LAHD)
	geles, CA 90026		1	sing Innovation S	Strategies Section	LAADUAP
7. Name	and title of the person from whom you orc	linarily receive instructio		ses or reviews you itle Director of	r work:	
8. Descr your ti Using	ribe in detail the duties and work of this po ime and then describe the duties that are percentages, show the distribution of the then the changes occurred.	infrequent. Be certain to	tell what is done, he	ow it is done and w	hat materials or equipme	ent are used.
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 ne how the program could be improve practices are utilized with an employee development of the department go conferences. Track legislation and	ed. This individual whasis on homeowner als scorecard. Coord	vill also ensure that education and wra inate internal and	nt risk mitigation aparound case m external training	n strategies are deploy nanagement of tenants	red and best . Support
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 lo	ong have the duties been substantially as	described above?				
10. List an	y machinery or equipment operated and a	any unusual or hazardou	us working condition			
Personal o	computer, photocopier, scanner, calc	ulator, telephone, and	d automobile.			
11. Percen	nt of time spent supervising (training and e	evaluating employees, a	ssigning and review	ing work).	10%	
	te the number of employees supervised by Clerical (As needed staff) 1,000 hrs					
13. I certify	y that the above statements are my own a	and to the best of my kno	owledge are accurat	e 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 responsibilit	ies on the other side are not sufficiently or accurately	described.	
Duties description is accurate as described			
SUPERVISION RECEIVED. Describe the nature, frequency employee's work is assigned and reviewed.	y, or closeness of supervision received by the employ	yee, including the way that the	
A degree of independent judgement in handling day to Supervision includes bi-monthly individual and team of			
REQUIREMENTS. Indicate the minimum requrements to p (a) Education (include specific matter).	perform the duties of this position:		
As per Exempt Civil Service requirements for the class			
(b) Experience (type and length; list appropriate city classe	es, if any).		
As per Exempt Civil Service requirements for the class			
17. PHYSICAL REQUIREMENTS. Check below all physical ca	pabilities needed to do this job.		Hours per
✓ Strength X Lift X Push X Pull	SPECIAL NEED FOR:	EXTENSIVE USE OF:	week
Average weight Heaviest weight1	Vision, to read fine print/numbers	Legs, for walking/standing	
Climbing (stairs, ladders, poles)	Hearing, for telephone/alarms	✓ Hands and fingers	32
How far	Balance, for working heights	Back, for strenuous labor	
Face severe work conditions	Other/explain	Other/explain	
Outdoors on/near water	As per bulletin	As per bulletin	
Other/explain As per bulletin	715 per buncum		
(a) List any alternative methods or devices that can be a A dolly.	used to aid in meeting the physical requirements che	cked above.	
18. RESPONSIBILITIES			
(a) Policy and Methods: Describe the responsibility for the		ds; indicate the extent of participation in	
development, if any, and approval by higher authority Employee is responsible for implementing, developing		ls related to federal, state and city	
program requirements and receives approval from high		is related to rederal, state and eng	
(b) Materials and Products: Describe the responsibility and handling, processing or storing of materials or product			
Not applicable.			
(c) Machinery and equipment: Describe the responsibility for engineering in connection with the same; indicate the losses or achieving economies.			
Not applicable.			
(d) Money: Describe the responsibility for and access to ca funds; indicate the average value of negotiables hands			
	; amount of bond		
Not applicable.			
(e) Personal Contacts: Describe the purpose and frequence types of contacts, purpose thereof, and the importance		tside the organization; indicate the	
Frequent contact with HCIDLA staff and executive ma business leaders, and service providers.	nagement, Mayor and City Council staff; other	r City Departments, community and	l
(f) Records and Reports: Describe the records and report takes in respect thereto	s, including the kind and value of records in descripti	ve terms, and the action employee	
Primarily responsible for preparing, organizing and kee Develops flyers, forms and reports as ncessary. Mainta			S.
Signature of the immediate supervisor		Date	
Class Title		Phone No.	
Signature of department head		Date	

3925 HOUSING STRATEGIES & SERVICES DIVISION

