

**LISA T. SALAZAR**  
EXECUTIVE DIRECTOR &  
GENERAL MANAGER  
YDD.LACITY.GOV

**CITY OF LOS ANGELES  
CALIFORNIA**



**KAREN BASS**  
MAYOR

**YOUTH DEVELOPMENT  
DEPARTMENT**  
444 FLOWER STREET, 14TH FL  
LOS ANGELES, CA 90071

September 25, 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 September 25, 2025 meeting, the Board of Civil Service Commissioners approved a civil service exemption, under Charter Section 1001(d)(4), for the following grant-funded position in the Youth Development Department (YDD):

<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 Youth Development Department (YDD) in accordance with Charter Section 1001(d)(4), based on the position 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>
4120	1	Senior Project Coordinator, 1538

The Senior Project Coordinator position will be assigned to manage the implementation of the Peer Homeless System Navigator Program and provide coordination support to the Hire LA's Youth Steering Committee. The Peer Homeless System Navigator Program is a pilot initiative that trains and employs 40 low-income community college students as peer navigators to provide outreach, referrals, and support services to 1,200 housing-insecure, homeless, and

transition-age youth across Los Angeles. The Hire LA's Youth Steering Committee is a cross-sector leadership body, coordinated by the YDD and the Economic and Workforce Development Department (EWDD), tasked with expanding and improving youth employment opportunities in Los Angeles.

The Senior Project Coordinator position is fully funded by special funds using a combination of funding from federal FY2023 Community Project Funding/Congressionally Directed Spending (CPF/CDS) and pass-through funding from the EWDD derived from the federal Workforce Innovation and Opportunity Act (WIOA). Accordingly, YDD is requesting the exemption under Charter Section 1001(d)(4); thus these exemption approvals will have no impact on the 150 position limit associated with exemptions under Charter Section 1001(b). The exemption will have no impact on the City's General Fund.

### **RECOMMENDATION**

The Executive Director of YDD requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on September 25, 2025, to exempt from civil service the above grant-funded position in the YDD.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa T. Salazar', with a stylized, cursive script.

Lisa T. Salazar  
Executive Director  
Youth Development Department

**7. CLASSIFICATION ACTIONS, (Continued)**

The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

1. Create the new classification of **Director of Environmental Management**, Class Code 7321;  
and
2. Adopt the new Class Specification for Director of Environmental Management, Class Code 7321.

File No.

The General Manager recommends that the Board of Civil Service Commissioners give a 10-day notice of intention to:

3. Revise the classification of **Director of Continuous Improvement**, Class Code 9603;  
and
4. Adopt the new Class Specification for **Director of Continuous Improvement**, Class Code 9603.

File No.

- c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the Youth Development Department (YDD) in accordance with Charter Section 1001(d)(4), based on the position 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>
4120	1	Senior Project Coordinator, 1538

File No.

**8. ADJOURNMENT**

## City of Los Angeles

1. Name of Employee: TBD		2. Employee's Present Class Title/Code: Senior Project Coordinator (1538)		3. Present Salary or Wage Rate: \$97,175-\$142,088	
4. Reason for Preparing Description:		<input 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: 444 Flower St., Fl. 14th, Los Angeles, CA 90071 and remotely (Hybrid Schedule)		6. Name of Department <u>Youth Development Department</u> Division <u>0701</u> Section <u>000</u>			
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Lisa Salazar</u> Title <u>Executive Director</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			
70%		The Senior Project Coordinator will oversee the overall implementation of the Peer Homeless System Navigator Program, a pilot initiative that employs and trains 40 low-income community college students to serve as peer navigators for housing-insecure, homeless, and transition-age youth across Los Angeles. Responsibilities include managing day-to-day program operations, providing direct support and guidance to program participants, coordinating with training providers, and ensuring that peer navigators are equipped to deliver high-quality outreach and referral services. The position will also be responsible for managing partnerships with service providers, colleges, and government agencies; monitoring and assessing program outcomes; tracking performance metrics; and ensuring timely and compliant execution of deliverables. The Senior Project Coordinator will work collaboratively and proactively with the Economic and Workforce Development Department (EWDD), the U.S. Department of Labor, contracted program operators, and other key stakeholders to ensure the success of the program.			
20%		The position will also support the Hire LA's Youth Steering Committee by leading preparation and planning for regular meetings, facilitating inter-agency collaboration, managing ongoing communications and follow-up with committee members, and advancing shared priorities. This includes developing meeting agendas and materials, tracking progress on action items, and contributing to the design and implementation of citywide strategies to expand access to youth employment and improve program quality and coordination. The position will work closely with EWDD, committee members from public, private, and nonprofit sectors, and other relevant stakeholders to ensure the committee remains an effective and responsive body advancing youth workforce development goals.			
10%		The position will also supervise subordinate staff and perform other duties related to the Peer Homeless System Navigator Program and the Hire LA's Youth Steering Committee, as assigned.			
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. Standard office equipment - computer, copy machines, camera, tablets, cell phone.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>Up to 10%</u>					
12. Indicate the number of employees supervised by class titles. TBD					
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.					
Signature <u></u>		Date <u>8/6/2025</u>		Phone No. <u>(213) 359-0033</u>	

DocuSigned by:

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14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are 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.

Operates under minimal supervision. Assignments are given orally and in writing. Work is evaluated for its completeness, accuracy and achievement of desired goals.

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

(a) Education (include specific matter).

Same as class specifications.

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

Same as class specifications.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: <sup>X</sup> Lift \_\_\_\_\_ Push \_\_\_\_\_ Pull \_\_\_\_\_

Average weight <sup>15</sup> \_\_\_\_\_ Heaviest weight <sup>40</sup> \_\_\_\_\_

☐ 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

10

30

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

Maintain a safe and secure home office when working remotely.

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 implementing and suggesting improvements of Departmental policies, practices, and services as it relates to the program and steering committee. Receives approval from higher authority, as necessary.

(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.

Responsive use and secure City 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 office equipment and facilities.

(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 \$ \_\_\_\_\_

N/A

(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 other Department employees, contractors, federal partners, community organizations and leaders, regional agencies, non-profit agencies, youth and families.

(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 completing programmatic and contractual reports related to the implementation of the program and the coordination of the steering committee.

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

Date 8/6/2025

Class Title Executive Director

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DocuSigned by:

Phone No. (213) 359-0033

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

Date 8/6/2025

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YOUTH DEVELOPMENT DEPARTMENT  
ORGANIZATIONAL CHART  
FY 2025-2026

(As of September 24, 2025)



LEGEND

RED = Eliminated in FY26  
WHITE = Continued in FY26  
GREEN = Requested  
BLUE = Vacant

Supervisor  
Staff

