



January 27, 2026

The Honorable City Council
City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

Dear Honorable City Council Members:

REQUEST FOR RENEWAL OF EXEMPTIONS PURSUANT TO CHARTER SECTION 1001(d)(4)

The Los Angeles Housing Department (LAHD) requests renewal of exemption under Charter Section 1001(d)(4) for the following grant funded positions approved by the Civil Service Commission on June 26, 2025 and January 22, 2026:

<u>Classification Title</u>	<u>Class Code</u>	<u>No. of Positions</u>
Project Coordinator	1537	1
Senior Project Coordinator	1538	1
Project Assistant	1539	1

These positions were previously allocated and most recently approved for exemption under 1001(d)(4) in 2020 and 2022 within LAHD's Program Operations Division but are now being requested for renewal in order to continue with exemption approval under the same designated grant funding, Charter Section 1001(d)(4).

The Project Coordinator position will support operations within the Bureau of Homelessness Oversight. The overall objective is to work with community partners to provide homeless individuals and families the resources they need to achieve independent, stable, and secure housing by ensuring that all Los Angeles Homeless Services Authority (LAHSA) contracts held by the City are executed effectively and efficiently. The Project Coordinator is responsible for supporting the administration of contracts that transfer federal and state grants and City General Funds for the Los Angeles Homeless Service Authority (LAHSA). They will collaborate with staff from other City departments to deliver funding and grants to and reports about homeless service performance as well as work with divisions within LAHD to ensure LAHSA's compliance with federal, state and City policies and procedures for budgets, invoices and program reports. This includes compliance with HUD grant requirements. In addition, they will contribute data, analysis, and perspective from LAHSA contract

administration to the department's homelessness policy and programs. Funding for this is 100% grant funded – 20% by the Community Development Trust Fund and 80% by the Federal Emergency Shelter Grant Fund.

The Senior Project Coordinator will act as a supervisor in the Bureau of Homelessness Oversight. This position will lead a team of five staff members to administer federal and state grants and City General Funds for LAHSA. The Senior Project Coordinator will coordinate with staff from other City departments to deliver funding and grants to and reports about LAHSA. They will collaborate with other divisions within LAHD to ensure LAHSA's compliance with federal, state and City policies and procedures for budgets, invoices and program reports. This includes compliance with Housing and Urban Development (HUD) grant requirements. Major responsibilities of this position also include: hire, train and evaluate staff; provide direction to staff and ongoing oversight of work assignments; prioritize workflow according to multiple competing deadlines; plan, prepare and facilitate meetings with staff, other departments and external stakeholders; and represent departmental leaders with key external stakeholders. Funding for this position comes directly from the Community Development Trust Fund and the Federal Emergency Shelter Grant Fund.

The Project Assistant will assist with monitoring the activities of contractors for the Housing Opportunity for Persons with AIDS (HOPWA) Program within the Bureau of Homelessness Oversight to ensure funding is utilized for authorized purposes in compliance with Housing and Urban Development (HUD) regulations, department policies and provisions of contract agreements. The position will be responsible for assisting in the services of housing and supportive services for low income and homeless individuals and families living with HIV/AIDS.

Accordingly, LAHD is requesting for renewal of 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.

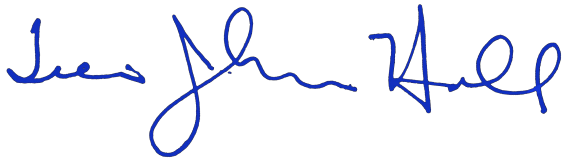
RECOMMENDATION

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 blue ink, reading "Tiena Johnson Hall". The signature is fluid and cursive, with the first name "Tiena" starting with a large 'T' and the last name "Hall" ending with a large 'H'.

Tiena Johnson Hall, General Manager
Los Angeles Housing Department

10. CLASSIFICATION ACTIONS, (Continued)

- d. The General Manager recommends that the Board of Civil Service Commissioners:
1. Reallocate one (1) position in the class of Information Systems Manager, Class Code 1409, into the new class of Senior Cyber Security Analyst, Class Code 1445, (5) positions in the class of Systems Administrator, Class Code 1455 and (1) position in the class of Systems Analyst, Class Code 1596, into the new class of Cyber Security Analyst, Class Code 1444, in the Information Technology Agency;
and
 2. Find the individuals listed below, with status in the classes of Information Systems Manager, Systems Administrator, and Systems Analyst, “legally employed” in the class of Senior Cyber Security Analyst, Class Code 1445, and Cyber Security Analyst, Class Code 1444, in the Information Technology Agency, with assignment rights only to the positions properly allocable to the class in which they currently have status;

Lee, Daniel Clark	Information Systems Manager, 1409
Tahmasian, Aren	Systems Administrator, 1455
Lee, Eric	Systems Administrator, 1455
Scott, Joanne	Systems Administrator, 1455
Hernandez, Jaime	Systems Administrator, 1455
Taing, Sue	Systems Administrator, 1455
Ordonez, Merlyn Enriquez	Systems Analyst, 1596

and
 3. Approve the use of a status exam so that the named individual may obtain status in the class of Senior Cyber Security Analyst, Class Code 1445, and Cyber Security Analyst, Class Code 1444.

Note: Actions 1 through 3 will have a tentative effective date of June 29, 2025.

File No.

- e. 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 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>
4069	1	Project Coordinator, 1537

File No.

- f. The General Manager recommends that the Board approve the renewal exemption of the following position in the **Los Angeles Housing Department (LAHD)** 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>
4089	1	Project Coordinator, 1537

File No.

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

- g. The General Manager recommends that the Board approve the renewal exemption of the following position in the **Los Angeles Housing Department (LAHD)** 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>
4088	1	Senior Project Coordinator, 1538

File No.

- h. 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 **Port Pilot Apprentice**, Class Code 5114;
and
 2. Adopt the Class Specification for **Port Pilot Apprentice**, Class Code 5114.

File No.

COMMISSION ACTION

11. **ADJOURNMENT**

7. CLASSIFICATION ACTIONS, (Continued)

- e. The General Manager recommends that the Board of Civil Service Commissioners exempt the following positions in the **Department of General Services**, in accordance with Charter Section 1001(d)(2) for workers, mechanics, or craft persons employed exclusively for the construction of public works, improvements, or buildings.

CSC No.	No. of Positions	Class Title and Code
4185	5	Materials Testing Technician, 7968
4186	2	Drill Rig Operator, 3521

File No.

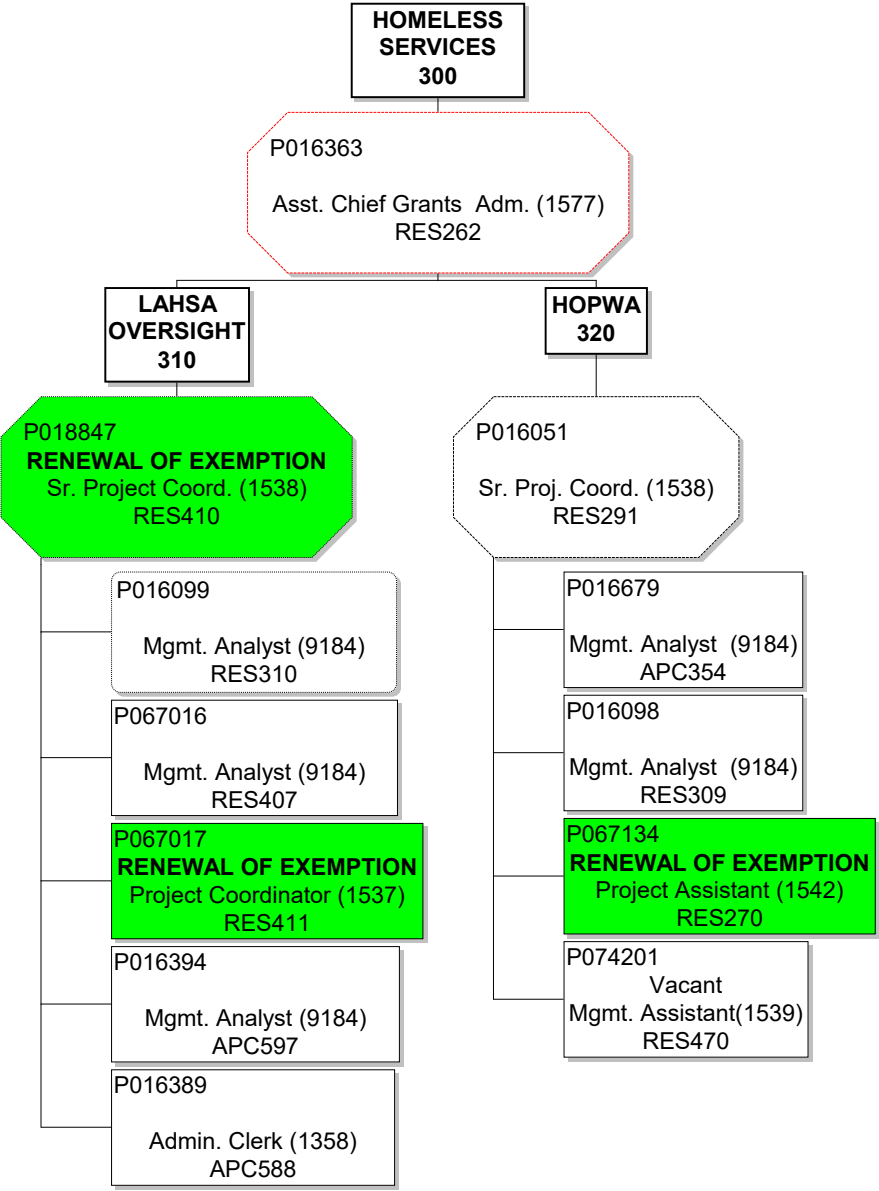
- f. The General Manager recommends that the Board approve the exemption of the following position in the Los Angeles Housing Department (LAHD) in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4184	1	Project Assistant, 1542

File No.

8. ADJOURNMENT

BUREAU OF HOMELESSNESS OVERSIGHT



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

1. Name of Employee:	2. Employee's Present Class Title/Code: Project Coordinator-Exempt/ 1537	3. Present Salary or Wage Rate: \$80,220-117,241	DO NOT USE THIS SPACE
4. Reason for Preparing Description: ☐ New Position ☒ Routine Report of Duties ☐ Change in Existing Position ☐ Review for Proper Allocation			
5. Location of office or place of work:		6. Name of Department <u>Los Angeles Housing Department</u> Division <u>Bureau of Homelessness Oversight</u> Section <u>Homeless Services</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Senior Project Coordinator</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		
25%	Supporting the implementation, administration and performance management for all LAHSA-related contracts, including: Emergency Solutions Grants, Community Development Grants, HEAP and HHAP State grants, County funds and the General Fund. Specific duties involve:		
30%	Coordinating with Los Angeles Homeless Services Authority (LAHSA), and several other non-profit agencies to ensure that program is implemented in accordance with grant provisions. Includes on-site review of services provided as well as a review of documentation.		
10%	Representing the Housing Department at periodic meetings with LAHSA and/or public agencies to discuss all facets of the the many LAHSA contracts, including an analysis of how effective their existing programs are, and to receive an update from these organizations on their future plans.		
10%	Conducting scheduled and non-scheduled on-site visits to sites to assess effectiveness of the LAHSA contracted programs. Will perform an analysis of performance and provide a summary report to Department management. Assisting in responding to audits conducted by the City Controller and local federal agencies.		
25%	Preparing periodic status reports to department management for submission to federal government agencies reporting on the status of programs being implemented with the various grants. Reports include extensive and comprehensive data required by these agencies in order to assess whether the grant is being properly utilized. Reports to management must include detailed analysis of areas of strength, and must keep management updated on any areas of concern that must be addressed, along with recommended actions.		
25%	Carrying out administrative functions related to the LAHSA-awarded grants such as: preparation of contracts and amendments,		
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. Computer, printer, calculator, remote working capabilities			
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. 1 Administrative Clerk, 2 Management Analysts (possible)			
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.

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

(a) Education (include specific matter).

As per Bulletin Requirements

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

As per Bulletin Requirements

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 As per bulletin

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

As per bulletin

**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.

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? NA ; 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 _____

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

1. Name of Employee: RES410		2. Employee's Present Class Title/Code: SENIOR PROJECT COORDINATOR		3. Present Salary or Wage Rate:	
4. Reason for Preparing Description:				Date Prepared	
☐ New Position ☐ Change in Existing Position				☒ Routine Report of Duties ☐ Review for Proper Allocation	
5. Location of office or place of work:			6.		
			Name of Department <u>LOS ANGELES HOUSING DEPT</u>		
			Division <u>Bureau of Homelessness Oversight</u> Section <u>HOMELESS SERVICE</u>		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:					
Name _____ Title <u>ASSISTANT CHIEF GRANTS ADMINISTRATOR</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			
55%		Lead the Homeless Services team of four staff to administer federal and state grants and City General Funds for the Los Angeles Homeless Service Authority (LAHSA). Hire, train and evaluate staff. Provide direction and ongoing oversight of work assignments. Major activities include: plan, prepare and facilitate meetings with staff, other departments and external stakeholders. Prioritize workflow according to multiple, competing deadlines.			
25%		Collaborate with other divisions within the Los Angeles Housing Department (LAHD) to ensure LAHSA's compliance with federal, state and City policies and procedures for budgets, invoices and program reports. This includes compliance with Housing and Urban Development (HUD) grant requirements. Major activities include: prepare, review and revise written reports, letters, memos and presentations.			
20%		Coordinate with staff from other City departments to deliver funding and grants to and reports about LAHSA, including Mayor's Office, Chief Legislative Analyst, City Administrative Officer, City Attorney, City Council offices, U.S. Department of Housing and Urban Development. Major activities include: communicate effectively in person, on the phone and in writing with staff, other departments and LAHSA, as well as other external stakeholders. Synthesize relevant information from documents, reports and news sources. Represent departmental leaders with key external stakeholders.			
9. How long have the duties been substantially as described above? <u>Ongoing since federal grants for homeless services were awarded to the City</u>					
10. List any machinery or equipment operated and any unusual or hazardous working conditions. None.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>30%</u>					
12. Indicate the number of employees supervised by class titles. 1 PROJECT COORDINATOR, 2 MANAGEMENT ANALYSTS, 1 MANAGEMENT ASSISTANT, 1 ADMINISTRATIVE CLERK					
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.

Direct supervision by ASSISTANT CHIEF GRANTS ADMINISTRATOR

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

(a) Education (include specific matter).

As per Bulletin Requirements

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

As per Bulletin Requirements

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 _____ As per bulletin

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

As per bulletin

**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.

This position is responsible for interpretation and implementation of federal, state and city grant 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.

None.

(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.

None.

(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 \$ _____

None

(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.

To ensure contract and grant compliance, extensive interpersonal contact is required by phone, in-person and in writing.

(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

This position prepares, reviews and revises memos, transmittals and other reports, as requested internally and by other city departments.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

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

1. Name of Employee:	2. Employee's Present Class Title/Code: Project Assistant / 1542	3. Present Salary or Wage Rate: \$60,990-89,199	DO NOT USE THIS SPACE
4. Reason for Preparing Description: ☐ New Position ☐ Change in Existing Position ☒ Routine Report of Duties ☐ Review for Proper Allocation			
5. Location of office or place of work:		6. Name of Department <u>Los Angeles Housing Department</u> Division <u>Program Operations</u> Section <u>HOPWA</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Sr. Project Coordinator</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		
60%	Monitor the activities of contractors for the Housing Opportunity for Persons with AIDS (HOPWA) Program to ensure funding is utilized for authorized purposes in compliance with Housing and Urban Development (HUD) regulations, department policies and provisions of contract agreements. Monitoring involves but not limited to: conducting site visits, reviewing and analyzing performance reports submitted by agencies and on site client file review, etc. Duties will also include tracking agency expenditures, including regular review and approval of budgets/modifications and invoices as necessary.		
20%	Assist senior staff in providing technical assistance, training, and responses to agency questions and concerns. Research, resolve, and communicate a variety of program related issues to contractors.		
10%	Participate in workshops, training, community events and meetings related to administration and management functions of the HOPWA program. Prepare reports or summaries as required.		
10%	May be assigned other related duties to meet program operational needs.		
9. How long have the duties been substantially as described above? <u>Since 2014</u>			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, photocopier, calculator, telephone, automobile.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>Not applicable</u>			
12. Indicate the number of employees supervised by class titles. Not Applicable			
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. _____			

