

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

- a. One Project Coordinator (Class Code 1537)
- b. One Senior Project Coordinator (Class Code 1538)
- c. One Project Assistant (Class Code 1539)

Fiscal Impact Statement: None submitted by the LAHD. Neither the City Administrative Officer (CAO) nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On February 13, 2026, your Committee considered a January 27, 2026 LAHD report relative to the exemption of the following positions for the LAHD from the Civil Service pursuant to Charter Section 1001(d)(4):

- a. One Project Coordinator (Class Code 1537)
- b. One Senior Project Coordinator (Class Code 1538)
- c. One Project Assistant (Class Code 1539)

According to the LAHD, these positions were previously allocated and most recently approved for exemption under Charter Section 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. 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 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemptions. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER VOTE

McOSKER: YES

RODRIGUEZ: NO

SOTO-MARTINEZ: YES

ARL

2/132/26

-NOT OFFICIAL UNTIL COUNCIL ACTS-