



**COMMUNITY INVESTMENT
DEPARTMENT**

444 SOUTH FLOWER STREET, 14TH FLOOR
LOS ANGELES, CA 90071

ABIGAIL R. MARQUEZ
GENERAL MANAGER

KAREN BASS
MAYOR

August 31, 2026

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 13, 2026 meeting, the Board of Civil Service Commissioners approved civil service exemption, under Charter Section 1001(d)(4), for the following grant-funded positions in the Community Investment Department (CID):

CLASSIFICATION	CLASS CODE	AUTHORITY TYPE	REQUESTED AUTHORITY	FISCAL YEAR AUTHORIZED	POSITION CONTROL NUMBER
Chief Management Analyst - Office of Youth Development	9182-0	Resolution	Grant-Funded Exemption	FY 2026-27	RESNEW
Chief Management Analyst - Senior Services	9182-0	Resolution	Grant-Funded Exemption	FY 2026-27	RESNEW

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

The specific roles and responsibilities of each position are listed below:

Chief Management Analyst (NEW) - Office of Youth Development - Plans, directs, and oversees the Office of Youth Development's strategy, operations, and performance management within the Community Investment

Department (CID), establishing objectives, timelines, accountability measures, and equity-focused priorities while ensuring service continuity and alignment with the Citywide Youth Development Strategic Plan. Leads interdepartmental coordination to strengthen youth policies, procedures, and the Youth Protection function; oversees the City's youth workforce development portfolio, including YouthSource Centers, Hire LA's Youth, the Summer Youth Employment Program, and other career pathway and re-engagement initiatives; and coordinates with departments, service providers, employers, educational institutions, and community partners to expand job readiness, work-based learning, placements, and seamless service delivery. Oversees the Olivia E. Mitchell L.A. Youth Council by ensuring equitable recruitment, meaningful youth engagement, accessibility, language access, timely stipends, and annual reporting on council activities and recommendations. Directs performance measurement, evaluation, and reporting by improving data quality, coordinating with CID's centralized evaluation team, and preparing analyses to inform policy, program, and budget decisions. Coordinates with CID central units on budget, procurement, contract compliance, audits, and administrative requirements, and serves as the Office's senior liaison to the Mayor's Office, City Council, City departments, schools, philanthropy, and regional partners by preparing executive briefings, responding to youth-related motions, and advancing data-informed recommendations grounded in stakeholder input and best practices.

Chief Management Analyst (RESNEW) - Senior Services - Plans, directs, and implements policies, programs, and operations that address the needs of the City's diverse older adult population, including homelessness prevention, food security, health equity, and social engagement initiatives. Oversees the administration of federal, state, and philanthropic grants supporting senior services, ensuring compliance with funding, reporting, and regulatory requirements. Establishes division goals, objectives, budgets, and performance measures aligned with departmental and City strategic priorities; monitors financial performance and operational effectiveness; and provides expert analysis and recommendations to executive management and policymakers to improve service delivery, funding priorities, and organizational efficiency. Directs, through subordinate supervisors, the operations and staff of the Senior Services Division, including program, policy, and special grant functions, while overseeing budgeting, fiscal management, contracting, procurement, personnel administration, information technology coordination, and other administrative activities to ensure effective and accountable service delivery.

These exemptions will enable CID to expand the candidate pool to the public, which will enhance CID's ability to attract candidates who possess the necessary background and experience to perform the functions of these positions effectively. These positions are 100% grant-funded. We kindly ask for your consideration of this request and appreciate your continued support in helping us fill these critical positions.

Funding for these positions comes directly from grant funds, including related-costs. Accordingly, CID is requesting an exemption under Charter Section 1001(d)(4) and not under Charter Section 1001(b) – thus, this exemption approval 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 CID requests that the City Council approve the action taken by the Board of Civil Service Commissioners on August 13, 2026, to exempt from civil service the above grant-funded positions in the Community Investment Department.

If you have any questions or require additional information, please contact Ruth Rodrigues, Executive Officer, at ruth.rodrigues@lacity.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'APM', with a stylized, cursive flourish extending from the end.

Abigail R. Marquez, General Manager
Community Investment Department

ATTACHMENTS

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4279	1	Senior Management Analyst, 9171
4280	1	Principal Project Coordinator, 9134

File No.

d) The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Department of Public Works - Board of Public Works** in accordance with Charter Section 1001(d)(4).

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
4265	1	Principal Project Coordinator, 9134

File No.

e) The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Community Investment Department (CID)** 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>
4281	2	Chief Management Analyst, 9182

File No.

f) The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the **Economic and Workforce Development Department (EWDD)** 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>
4268	1	Project Coordinator, 1537
4269	1	Project Coordinator, 1537
4270	1	Chief Grants Administrator, 9182

File No.

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

1. Create the new classifications of General Manager, Community Investment Department, Class Code 0203, and Assistant General Manager, Community Investment Department, Class Code 0204; and
2. Adopt the Duties Statements for General Manager, Community Investment Department, Class Code 0203, and Assistant General Manager, Community Investment Department, Class Code 0204.

File No.

h) The General Manager recommends that the Board of Civil Service Commission:

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

1. Name of Employee: NEW	2. Employee's Present Class Title/Code: Chief Management Analyst	3. Present Salary or Wage Rate: \$153,948.24 - \$22	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: 201 N Figueroa St., Los Angeles, CA 90012		6. Name of Department <u>Community Investment for Families Department</u> Division _____ Section _____	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Veronica McDonnell</u> Title <u>Assistant General Manager</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		
50%	Plans and implements policies and programs addressing the needs of the City's diverse senior population, including homelessness prevention, food security, health equity, and social engagement initiatives. Administers federal, state, and philanthropic grants supporting senior services, ensuring compliance with funding and reporting requirements. Establishes and monitors division goals, budgets, and performance measures; provides strategic recommendations to executive management to improve service delivery and operational efficiency.		
20%	Establishes and implements division goals, objectives, and performance measures that support overall departmental and City strategic plans.		
10%	Prepares and monitors the Division's annual budget, evaluates expenditures, and ensures financial accountability in accordance with established goals and work programs.		
10%	Provides expert-level analysis, reports, and recommendations to executive management and policymakers on program effectiveness, funding priorities, and service delivery improvements for older adults.		
10%	Oversees, through subordinate supervisors, the operations and staff of the Senior Services Division, including program, policy, and special grant functions. Directs administrative and operational activities such as budgeting, fiscal management, contracting, procurement, personnel administration, and information technology coordination.		
9. How long have the duties been substantially as described above? <u>New</u>			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>35%</u>			
12. Indicate the number of employees supervised by class titles. Approximately 15			
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 and responsibilities are sufficiently and 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.

Incumbent will function with a great deal of independence and with minimal supervision.

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

(a) Education (include specific matter).

As per the bulletin.

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

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

☒ Strength to: _____ Lift ☒ Push ☒ Pull
Average weight 10 Heaviest weight _____
☐ 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

25

(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.

Responsible for the development and implementation of policies and procedures related to the administration and monitoring of local, state, and federally funded programs, including AAA and OAA.

(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.

N/A

(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.

N/A

(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? N/A ; amount of bond \$ N/A

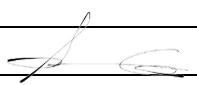
(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Ongoing public and interagency contact.

(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: New Position		2. Employee's Present Class Title/Code: Chief Management Analyst / 9182-0		3. Present Salary or Wage Rate: 153,948-225,086		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: 444 S. Flower Street, 14th Floor, Los Angeles, CA 90071				6. Name of Department <u>Community Investment Department</u>		
				Division <u>Youth Empowerment & Commu</u> Section <u>Office of Youth Developme</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 General Manager</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%	Plans and directs the Office of Youth Development's (Office) strategy, operations, and performance management within the Community Investment Department (CID). Sets objectives, timelines, and accountability measures, aligns initiatives with equity priorities, and ensures service continuity. Leads interdepartmental coordination to align policies and procedures for youth services. Supports the Citywide Youth Development Strategic Plan with clear milestones, shared measures, and consistent reporting. Oversees the Youth Protection function to strengthen City policies and compliance for working with minors and young adults.					
40%	Oversees the City's youth workforce development portfolio, aligning strategy, funding priorities, and performance for YouthSource Centers, Hire LA's Youth, the Summer Youth Employment Program, and other youth re-engagement and career pathway programs. Coordinates with departments, service providers, employers, and education partners to expand job readiness, work-based learning, and placements, and strengthens intake, referral, and follow-through across programs. Oversees the Olivia E. Mitchell L.A. Youth Council as an advisory body that informs City policy and investments for youth, coordinates equitable recruitment with Council offices and partners. Maintains feedback loops so youth input is acknowledged and reported back. Ensures accessibility, language access, and timely stipends. Publishes an annual report on youth council activities, impact, and program improvement recommendations.					
20%	Supports performance measurement and evaluation by setting practical indicators, improving data quality, and coordinating data collection and periodic reporting with the CID's centralized evaluation team. Prepares reports and presents programmatic updates to inform policy, program, and budget decisions. Coordinates with CID central units for budget, procurement, contract compliance, audits, and administrative requirements by providing program data and other documentation, and by ensuring adherence to centrally issued policies and procedures. Represents the Office as senior liaison to the Mayor's Office, Council, City departments, schools, philanthropy, and regional partners. Prepares executive briefings and transmittals, coordinates responses to youth-related motions as directed by the CID Executive Office, and issues recommendations that incorporate data, stakeholder input, and best practices.					
10%	Supervises and evaluates employees. Applies sound supervisory principles to build and maintain an effective workforce. Directs, supports, and coordinates training for job performance and development, builds staff capacity, and ensures personnel policies and equal employment opportunity provisions are communicated and implemented.					
5%	Performs related duties 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. Personal computer, copier, printer, 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. 2 - Assistant Chief Grants Administrators, 1- Community Affairs Advocate, 1- Service Coordinator, and 1- Management Analyst						
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.

Employee is expected to work independently with minimal supervision.

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 _____

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

8

32

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

N/A

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.

Employee is responsible for interpreting and enforcing City and department policy and procedures and participates in the development of these policies. 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.

Responsible for the efficient, effective, and prudent use of equipment and supplies and for compliance with the City's recycling program.

(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.

(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? No ; 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 departmental staff; Mayor staff; CAO, CLA and other City departmental staff; consultants; community members; and service providers.

(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

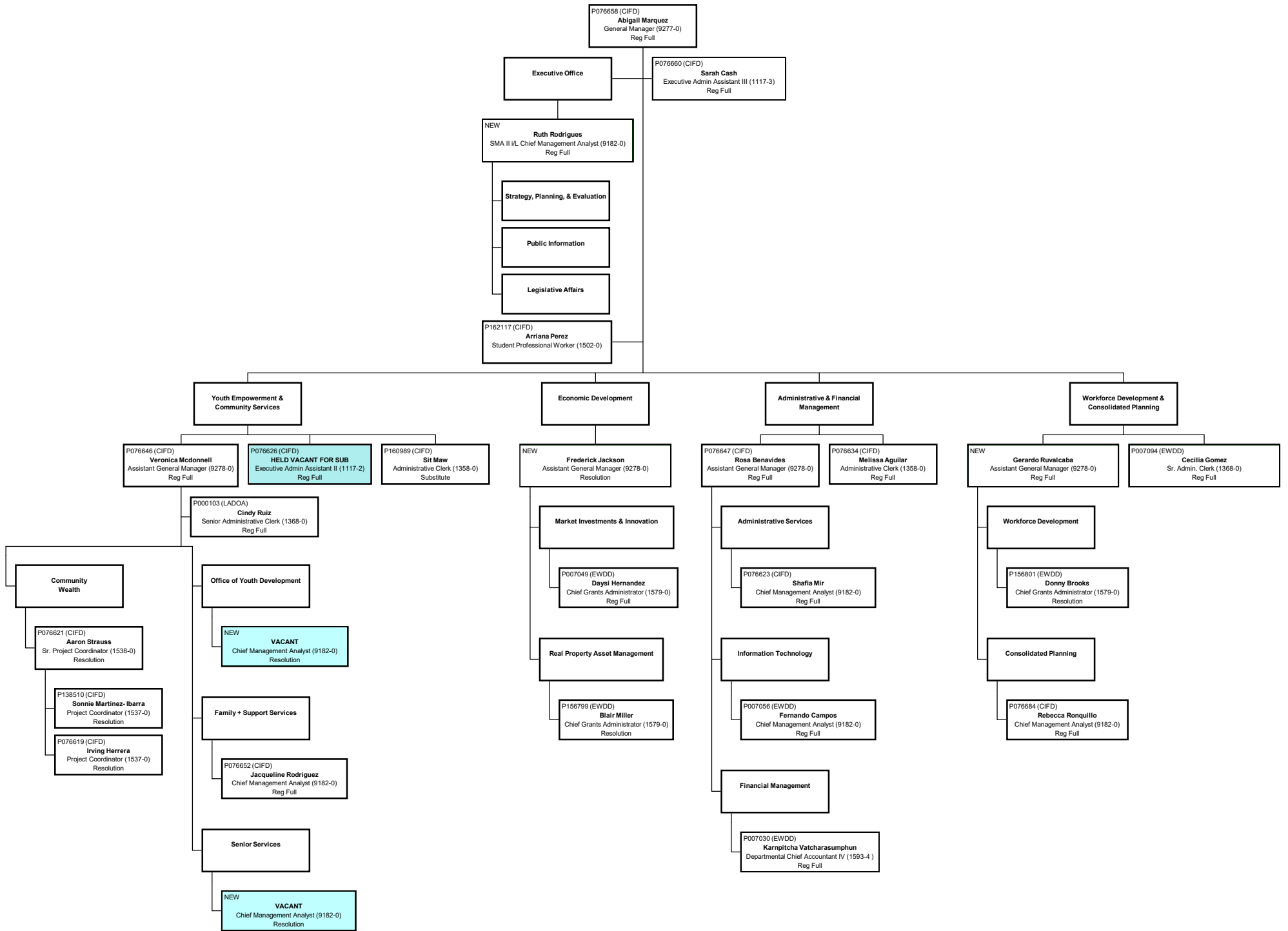
Employee will develop and provide regular reports to show the efficacy of programs; may also make presentations at agency and community gatherings.

Signature of the immediate supervisor _____ Date _____

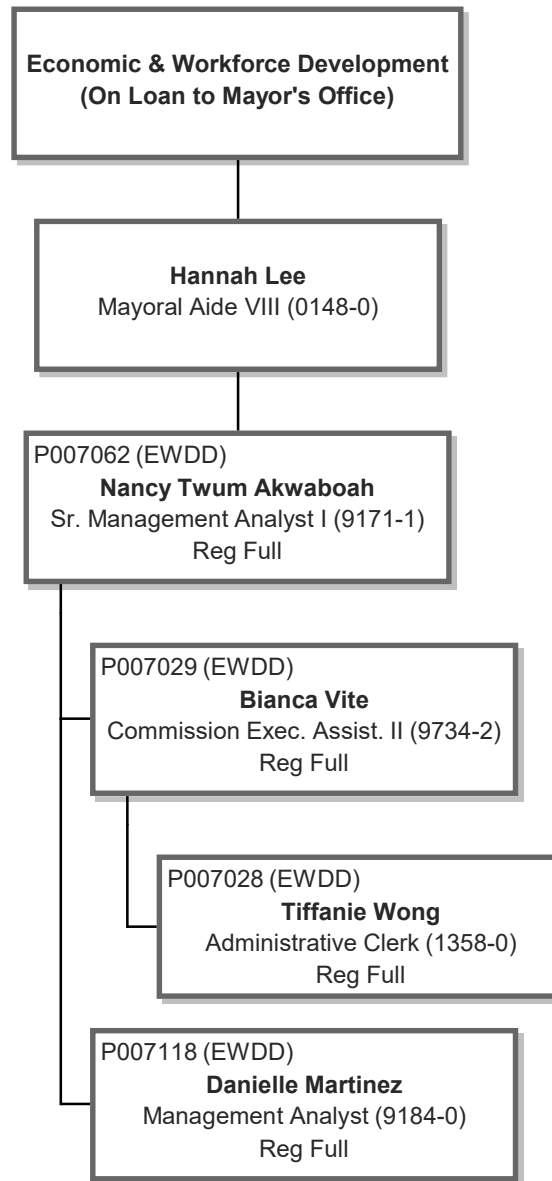
Class Title _____ Phone No. _____

Signature of department head  _____ Date _____

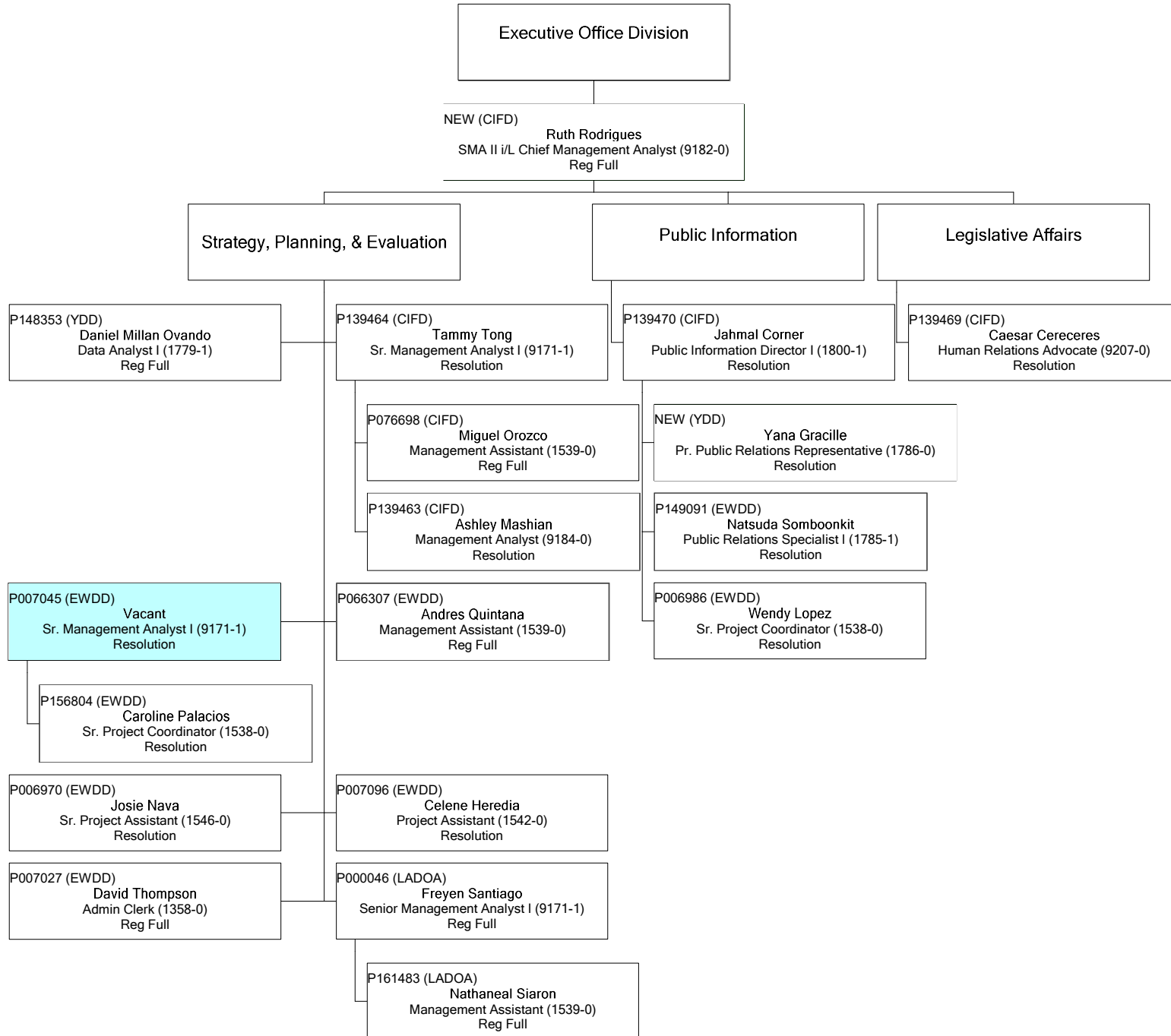
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ADMINISTRATIVE SERVICES DIVISION

SERVICES

P

BUDG

BUDGET DEVELOPMENT

P065556 (LADOA)

P065556 (LADOA)
Courtney Luc
Senior Management Analyst II (9171-2)
Reg Full

P081235 (CIFD)
Vacant
 Senior Management Analyst
 Reg Full

P161450 (EWDD)
Jasmine Lau
Management Assistant I/L of Management Analyst (9184-0)
Resolution

P007116 (EWDD)
Vacant
 Management Analyst (9184-0)
 Reg Full

P076633 (CifD)
Pedro Garcia
Management Assistant I/L of Management Analyst (9184-0)
Reg Full

P140219 (EWDD)
Azin Ghourchian
Sr. Project Coordinator (1538-0)
Resolution

P006999 (EWDD)
Belinda Kwan
Management Analyst (9184-0)
Ren Full

P069688 (LADOA)
Chien Yi (Charlie) Tu
Management Assistant I/L of Management Analyst (9184-0)
Reg. Full

BUDGET CONTROL

P007046 (EWDD)

Anthony Sanchez
Senior Management Analyst II (9171-2)
Reg Full

P007044 (EWDD)
Francisco Guillermo
Senior Management Analyst I (9171-1)
Reg Full

P149089 (EWDD)
Joe Kunkaew
 Management Analyst (9184-0)
 Resolution

ADMINISTRATIVE SERVICES

P000001 (LADOA)
Michael Bouvet
 Senior Management Analyst II (9171-2)
 Reg Full

P007004 (EWDD)
Fabre Atkins Nwadiwe
 Management Analyst (9184-0)
 Reg. Excl.

P066317 (EWDD)
Jonathan Damaso
Management Analyst (9184-0)
Reg full

P076638 (CIFD)
Sherri Woods
 Administrative Clerk (1358-0)
 Reg Full

P007100 (EWDD)
Bruce Pierce
Administrative Clerk (1358-0)
Reg Full

WIOA GRANT EEO COMPLIANCE

P006996 (EWDD)
Luis Preciado
Management Analyst (9184-0)
Reg Full

P007119 (EWDD)
Richard Cheng
 Management Analyst (9184-0)
 Reg Full

CONTRACTS AND PROCUREMENT

P156114 (CIFD)
Matthew Sharp
Senior Management Analyst II (9171-2)
Reg Full

P150093 (YDD)
Ramon Covarrubias
 Service Coordinator (0883-0)
 Substitute

P148354 (YDD)
HELD VACANT FOR SUB (Srvc Coord)
 Sr. Management Analyst I (9171-1)
 Reg. Full

P139452 (CIFD)
Angel Loudd
 Management Analyst (9184-0)
 Reg Full

P148525 (CIFD)
Kyuhong Min
 Senior Management Analyst I (9171-1)
 Resolution

P076671 (CIFD)
Maria Lopez
 Management Analyst (9184-0)
 Reg. Full

P140214 (EWDD)
Crystal Crockett
Management Analyst (9184-0)
Resolution

P007026 (EWDD)
Vacant
 Administrative Clerk
 Day Full

P006990 (EWDD)
Kimberly Hlaing
 Sr. Project Coordinator (1538-0)
 Resolution

P066299 (EWDD)
Megan Escobar
 Senior Management Analyst II (9171-2)
 Reg Full

P158512 (EWDD)
Vacant
Senior Management Analyst I (9171-1)
Resolution

P156802 (EWDD)
Mark Franco
Sr. Project Coordinator (1538-0)
Resolution

P007002 (EWDD)
Endang Widakdo
Management Analyst (9184-0)
Reg Full

P007003 (EWDD)
Klavdiya Uzunyan
 Management Assistant I/L of Management Analyst (9184-0)
 Reg Full

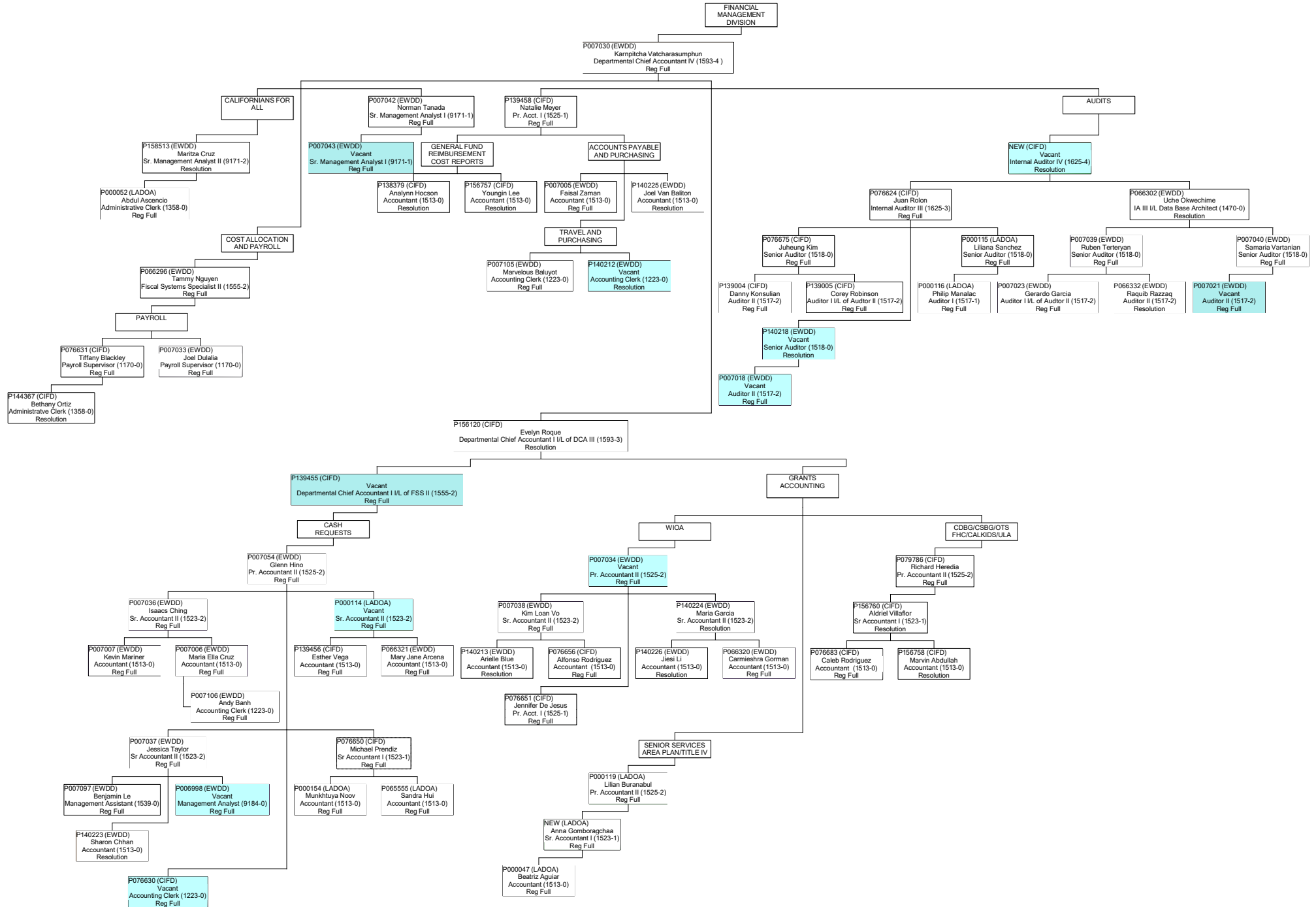
P156759 (CIFD)
Claire Sarmiento
 Senior Management Analyst I (9171-1)
 Resolution

P076635 (CIFD)
Ryan Ito
 Management Analyst (9184-0)
 Reg. Full

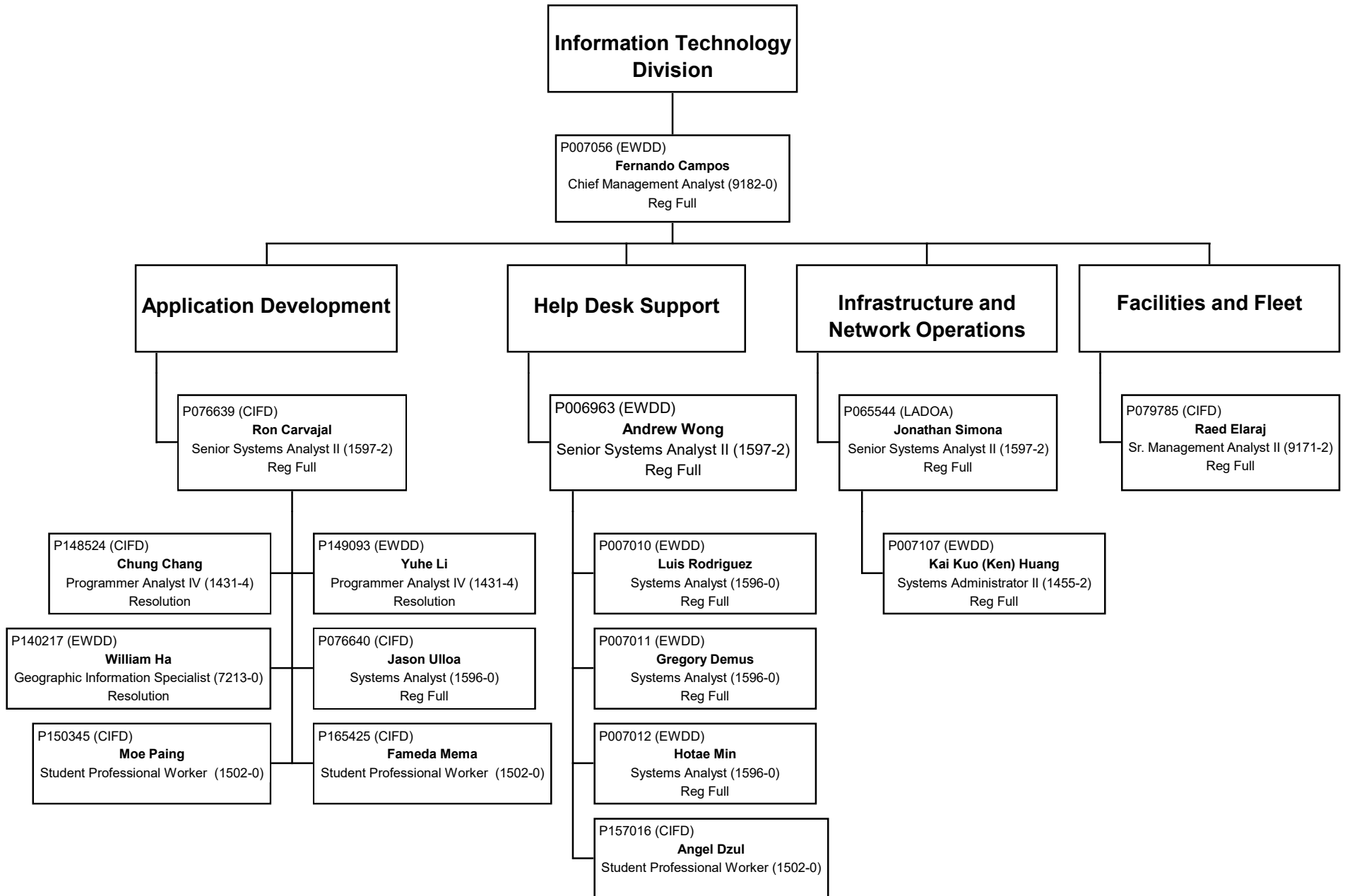
P006995 (EWDD)
Vacant
 Management Analyst (9184-0)
 Resolution

P161449 (EWDD)
Claudia Aviles Cruz
 Administrative Clerk (1358-0)

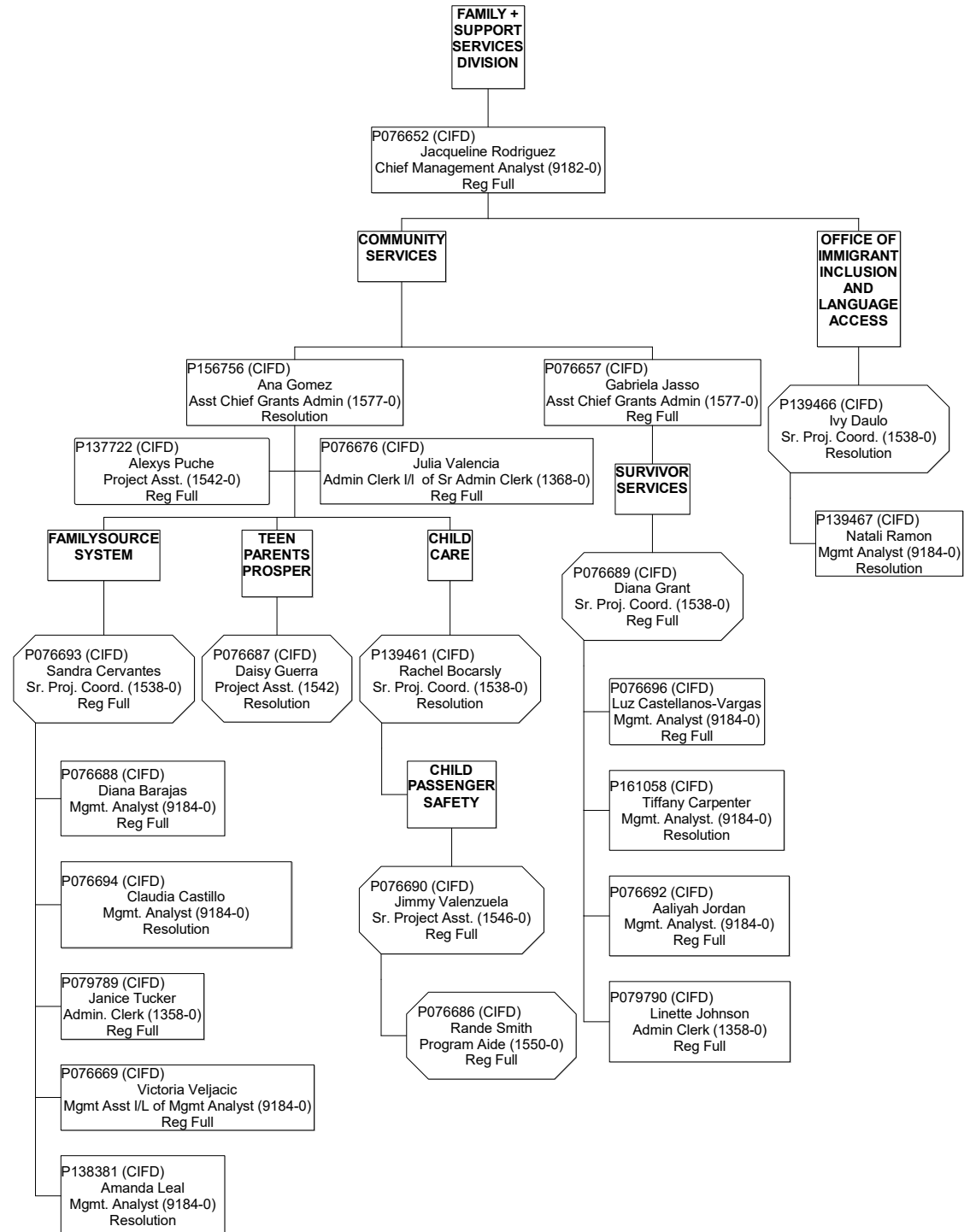
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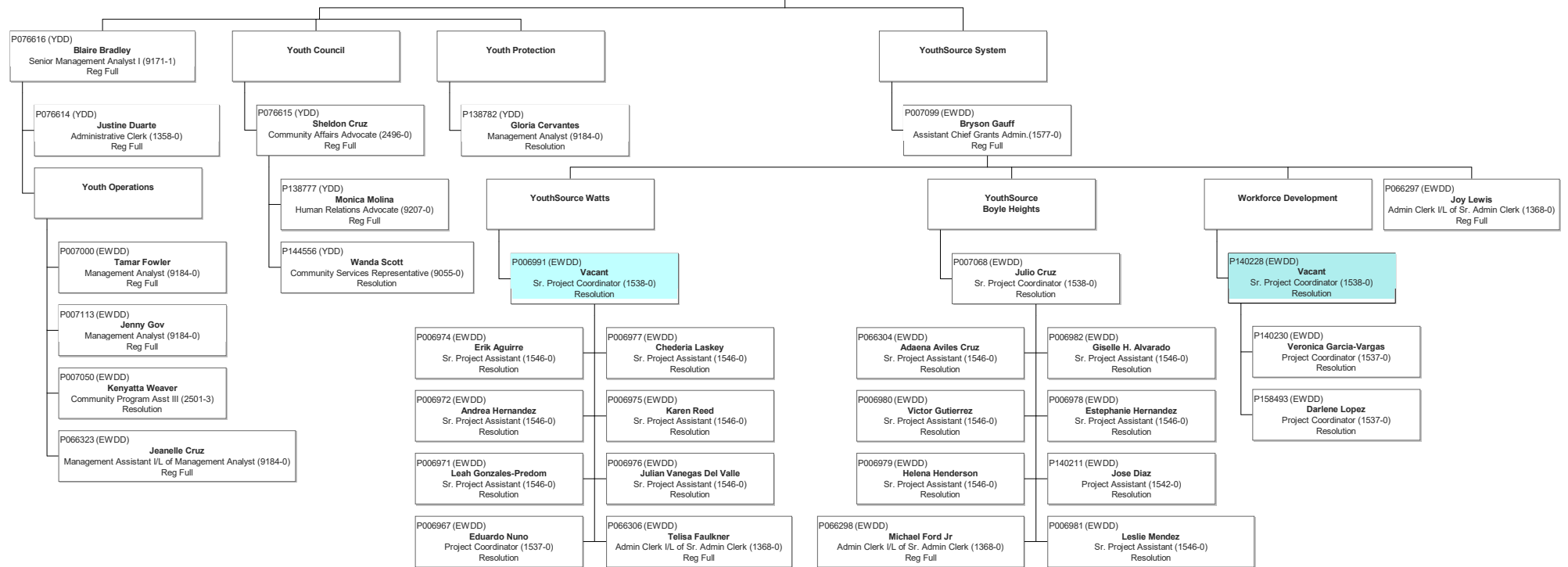
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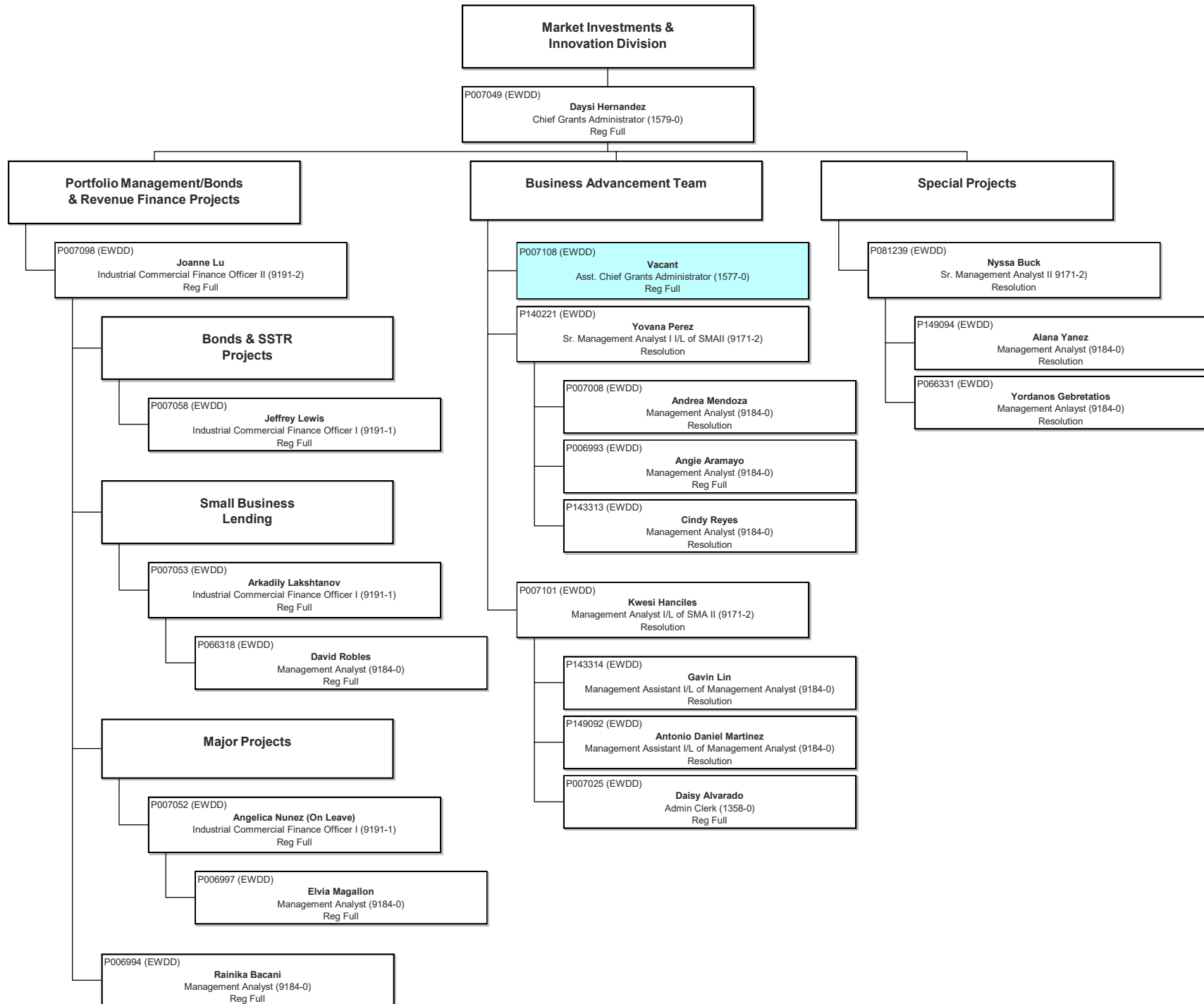
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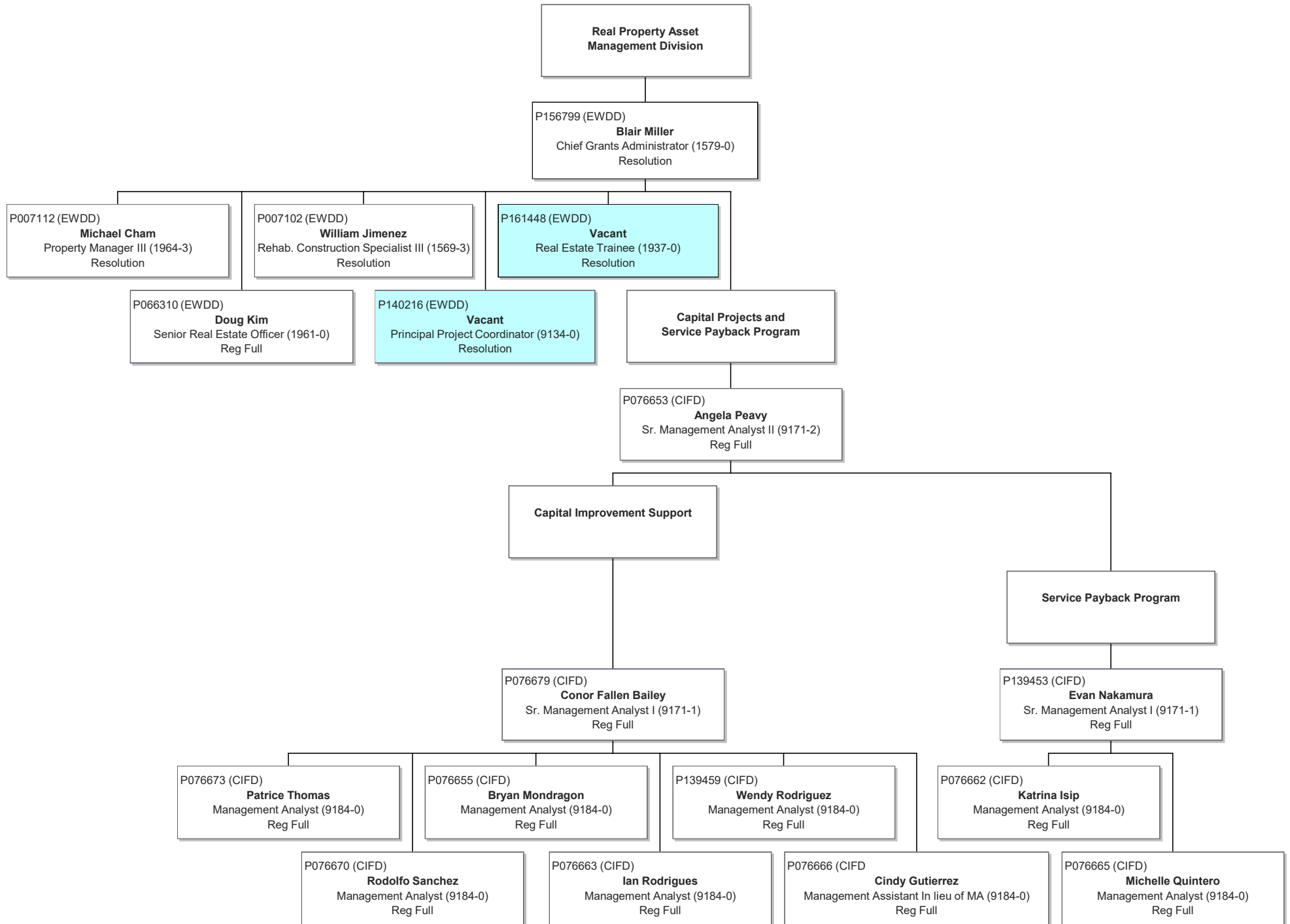
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graph TD; A[NEW VACANT Chief Management Analyst (9182-0) Resolution] --> B[Office of Youth Development Division]
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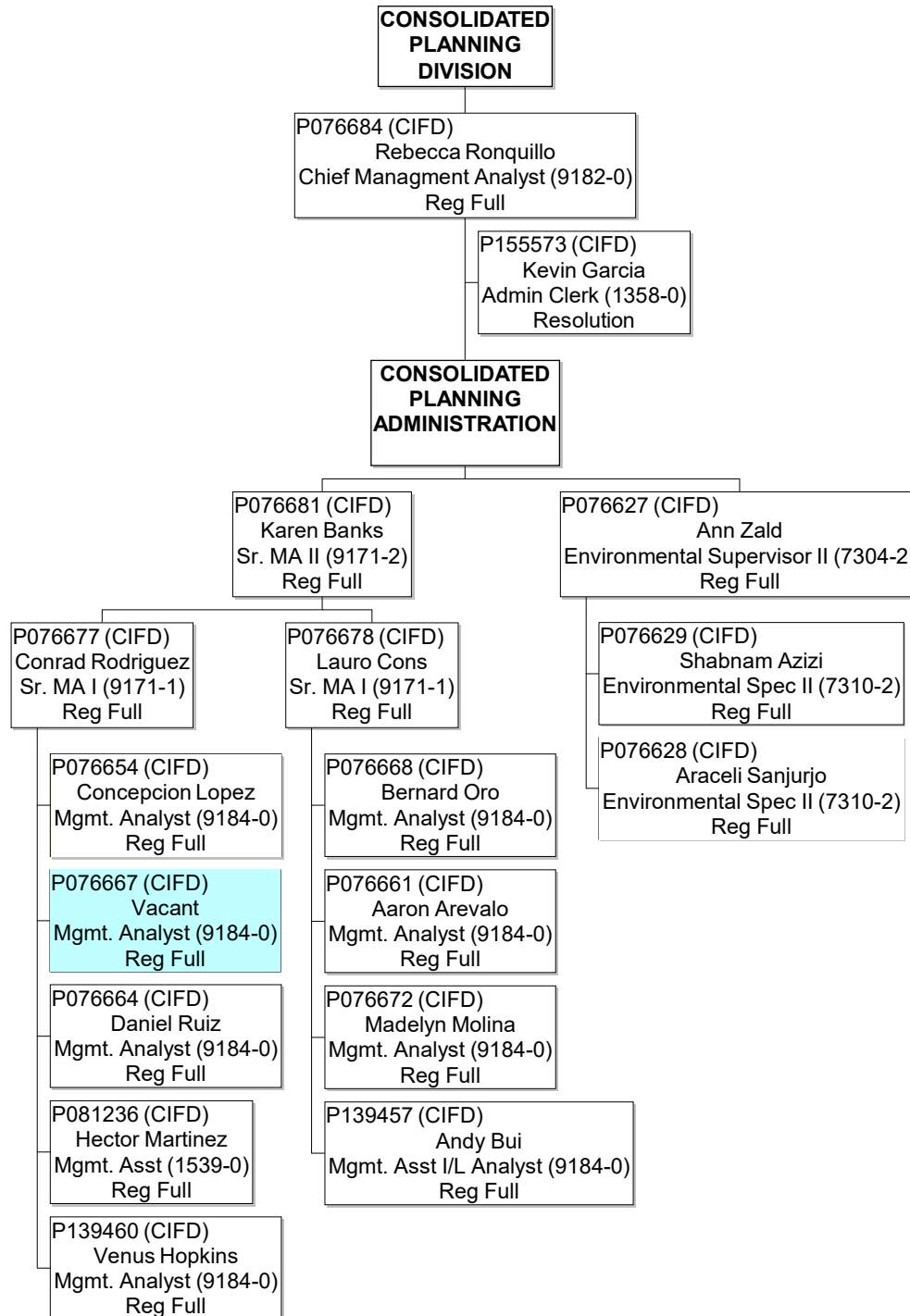
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