



December 3, 2021

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 November 10, 2021 meeting, the Board of Civil Service Commissioners approved civil service exemption, under Charter Section 1001(d)(4), for the following nine (9) grant funded positions in the Community Investment for Families Department (CIFD):

No.	Class Code	Pos. ID	Class Title	Division
1	9182	CAPC006	Chief Management Analyst	Program Operations
2	1577	CXMP001	Assistant Chief Grants Administrator	Program Operations
3	1538	CXMP005	Senior Project Coordinator	Program Operations
4	1537	CXMP008	Project Coordinator	Program Operations
5	1542	CXMP009	Project Assistant	Program Operations
6	1542	CXMP004	Project Assistant	Program Operations
7	1546	CXMP006	Senior Project Assistant	Program Operations
8	1550	CXMP002	Program Aide	Program Operations
9	1550	CXMP003	Program Aide	Program Operations

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

Position ID: CAPC006 – The Chief Management Analyst position oversees the Program Operations Division and its program budget of approximately \$100 million in federal, state, and local funds. Responsibilities include managing and overseeing the efforts of a diverse workforce

of senior managers, analysts, and clerical staff; overseeing the negotiation and execution of agreements and the monitoring of local, state, and federally funded program services provided through various community based organizations and other City departments. These programs include but are not limited to: Family Source, Homelessness Prevention Programs, Community Wealth, Domestic Violence/Human Trafficking Shelter Operations and the Office of Traffic Safety Program. Coordinating the establishment of metrics and performance goals for all funded programs and incorporate these metrics into the Bureau's annual budget and monitors performance via the Bureau's monthly scorecard. This position also represents the Department before City Council and its committees, state, federal, and county officials, city commissions, other city departments, at community meetings and other forums.

Position ID: CXMP001 - The Assistant Chief Grants Administrator position directs the work of professional and technical personnel within program operations. The position is responsible for developing and implementing a strategic plan for the development of resources for the Department; providing oversight to the research and resource development groups in researching, analyzing and coordinating recommendations for future grant applications; identifying and pursuing funding opportunities; and, the positioning and highlighting of CIFD programs both on a local and national level. Additional duties include planning, directing, coordinating and evaluating the work of staff consistent with the department's goals and in alignment with national policy trends and legislative direction.

Position ID: CXMP005 - The Senior Project Coordinator position plans and directs the work of staff in performing grant and contract administration functions, which include preparing Requests for Proposals; developing up to sixteen (16) contracts with nonprofit agencies to provide direct services for the Domestic Violence/Human Trafficking Shelter Operation (DV/HTSO) program. The position will also oversee the entire contracting process from transmittal to contractor selection, assess progress monthly, update client intake forms annually, and work with the City agencies to help them achieve contract goals; provide appropriate technical assistance and guidance to all contracted agencies on all regulatory compliance matters; and, ensure that CDBG-funded activities are implemented in a timely manner and that funds are used for eligible activities and meeting national objectives and complies with all CDBG regulations and related Federal regulations.

Position ID: CXMP008 - The Project Coordinator manages the development of short and long-term plans for the Children's Savings Account (CSA) program and supports complementary Community Wealth initiatives; monitors progress; ensures adherence; and, evaluates performance. Supports the implementation of program agreements, conducts periodic and/or annual reviews of its goals and objectives and, as directed, drafts a status report thereon for approval and submission. The position also maintains and develops productive working relationships with a wide variety of public and private program partners, including: elected officials, school leaders, potential donors, community leaders, government officials, bank representatives, parents and students. Prepares meeting agendas, coordinates meetings with a wide range of stakeholders, and assists in preparing transmittals detailing the progress of CSA and Community Wealth programs for the Mayor and City Council.

Position ID: CXMP009 - The Project Assistant will assist with the development of the City's Children's Savings Account program and complementary Community Wealth initiatives; identify priority sites for outreach and communication; produce communication materials for program partners and assist with event coordination at various sites; monitor assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic records and reviews client files for eligibility, residency, income, at-risk status, assessment and performance; and, provide ongoing technical assistance by telephone, written correspondence, and/or in person on program activities and services, documents required, cash request and/or adjustments, procurement standards and documentation required for the City's Children's Savings Account (CSA) program and Community Wealth initiatives. This position will also maintain detailed records of correspondence with parents, including evaluating requests for CSA program withdrawals.

Position ID: CXMP004 – This Project Assistant position assists with the preparation of Family Source Center (FSC) contract documents and attachments for review, approval and signatures; assists with monitoring contracts for compliance by conducting desk reviews and site visits; reviews customer files for eligibility and ensures policies and procedures are being properly implemented and customer information is accurately being entered into CIFD's designated data management system; prepares, reviews and submits for approval to supervisor FSC budget, budget modifications and invoices for payment processing; and, assists with providing training and technical assistance to FSC Contractors on topics that include, but are not limited to procurement, stand-in costs, and program reporting of program income and leveraged resources.

Position ID: CXMP006 - The Senior Project Assistant implements and manages grant activities in compliance with grant guidelines; provides leadership and manage outreach, scheduling, public and vendor relations; prepares and submits grant and other reports as required on a timely basis; tracks expenditures and makes expense requests as needed; and, secures and maintains certification for each staff member and others providing services under the grant.

Position ID's: CXMP002 and CXMP003 – The Program Aide positions will assist in conducting traffic safety education classes with emphasis on car seat installation safety and distribution of car seats; assist with traffic safety events such as health fairs, and car seat check-ups; perform a variety of duties such as outreach to city residents on traffic safety education services available, record keeping, filing, car seat delivery, and other duties associated with the program; and, maintain inventory of safety equipment and other materials.

Funding for these positions comes directly from grant funds. Accordingly, CIFD 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.

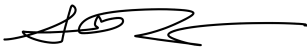
RECOMMENDATION

The General Manager of CIFD requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on November 10, 2021 to exempt from civil service the above grant-funded positions in the Community Investment for Families Department.

If you have any questions, or require additional information, please contact Stephen Cross, Community Investment for Families Department Senior Personnel Analyst II, at (213) 808-8478.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail Marquez', with a long horizontal flourish extending to the right.

Abigail Marquez, General Manager
Community Investment for Families Department



CITY OF LOS ANGELES BOARD OF CIVIL SERVICE COMMISSIONERS

AGENDA

COMMISSIONERS

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President

KARLA M. GOULD

Vice President

JEANNE A. FUGATE

GUY LIPA

NANCY P. MCCLELLAND

Commissioners

**SPECIAL MEETING – 10:00 A.M.
WEDNESDAY, NOVEMBER 10, 2021
VIRTUAL MEETING
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

In conformity with AB 361 and the Governor's executive order n-15-21 (September 20, 2021) and due to concerns over COVID-19, this meeting of the Board of Civil Service Commissioners will be conducted using audio technology. **Any person wishing to observe the commission meeting or address the commission in public comment must dial (669) 900-6833, and when asked for a Meeting ID, enter 836 7070 6202 followed by the pound sign (#). When asked, enter the password 199983 and the pound sign (#) again to continue.** Participants will then be joined into the meeting. If you wish to enter a public comment on a matter of interest that is within the subject jurisdiction of the Board, please dial *9 when the Commission reaches item three of this agenda. You will be called upon and your phone or device unmuted.

Digital recordings of Commission Board meetings are kept for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, October 14, 2021, submitted for approval.

3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

Time set aside for the Board to hear comments on matters of interest to the public that are within the subject jurisdiction of the Board. No single speaker shall exceed **one** minute.

Any person who is compensated to monitor, attend or speak at this meeting of the Board of Civil Service Commissioners is required by City law (Los Angeles Municipal Code § 48.01 *et seq.*) to register as a lobbyist and report your activity to the City Ethics Commission.

4. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Approval of routine and non-appearance matters under Unfinished Business, page two, items 6 & 7 and New Business, pages three through 10, items 8 and 9, subject to any requests for reconsideration by the end of the meeting.

5. **TELECONFERENCE MEETINGS PURSUANT TO AB361**

FIND that in accordance with AB361 Section 3(e)(3) that, while the state of emergency due to the COVID-19 pandemic, as originally proclaimed by the governor on March 4, 2020, remains active, and/or state or local authorities have imposed or recommended measures to promote social distancing, this Commission, in the interest of safety for the public, City employees and the members of the Commission, will meet in a virtual setting accessible to the public until such time as proper authorities shall deem it safe to resume in-person meetings.

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

- c. The General Manager recommends that the Board approve the following Classification actions in connection with the 2021-2022 Budget, effective July 1, 2021.

1. Allocate the following positions:

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Department</u> <u>Class Title and Code</u>
		<u>ECONOMIC & WORKFORCE</u> <u>DEVELOPMENT DEPARTMENT</u>
21/22-251	1	Senior Project Coordinator, 1538
21/22-252	1	Senior Management Analyst, 9171
		<u>DEPARTMENT ON DISABILITY</u>
21/22-244	1	Systems Analyst, 1596
21/22-245	1	Graphics Designer, 1670
21/22-246	1	Community Program Assistant, 2501
		File No.

- d. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of nine (9) positions below in the **Community Investment for Families Department (CIFD)** 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>
3484	1	Chief Management Analyst, 9182
3485	1	Assistant Chief Grants Administrator, 1577
3486	1	Senior Project Coordinator, 1538
3487	1	Project Coordinator, 1537
3488	2	Project Assistant, 1542
3489	1	Senior Project Assistant, 1546
3490	2	Program Aide, 1550

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**