



May 14, 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 February 27, 2025 meeting, the Board of Civil Service Commissioners approved the civil service exemption, under Charter Section 1001(d)(4), for the following grant funded positions in the Community Investment for Families Department (CIFD):

Classification Title	Class Code	No. of Positions
Chief Management Analyst	9182	1
Assistant Chief Grants Administrator	1577	1
Senior Project Coordinator	1538	1
Project Coordinator	1537	1
Project Assistant	1542	1
Senior Project Assistant	1546	1
Program Aide	1550	1

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

These positions only require exemption authority as they have either expired or are set to expire in February 2025. These positions were previously exempted in February 2022 (C.F. 21-1477). The positions are assigned to the Program Operations Division. The Program Operations Division implements several programs to address the needs of low-income City residents. Using Federal and State funds, the Program Operations Division manages and monitors over 120 contracts with community-based organizations that provide services focused on preventing homelessness, keeping families safe, supporting survivors of domestic violence and human trafficking, increasing family income, expanding educational opportunities, and building community wealth. These positions responsibilities are consistent with their previous requirements. These positions are 100% Grant funded.

Funding for these positions comes directly from grant funds, including related-costs. Accordingly, CIFD is requesting for 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 CIFD requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on February 27, 2025 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 James Wiebers, Community Investment for Families Department Senior Personnel Analyst I, at (213) 744-7376.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail R. Marquez', with a stylized flourish at the end.

Abigail R. Marquez, General Manager
Community Investment for Families Department

ATTACHMENTS

9. **CLASSIFICATION ACTIONS**

- a. The General Manager recommends that the Board of Civil Service Commissioners approve the following Classification actions:

1. Allocate the following new positions in the **Joint System** of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
7103	1	93-12106	Principal Clerk Utility, 1202
7104	1	95-75542	Mechanical Engineering Associate, 7554
7105	1	93-12107	Principal Clerk Utility, 1202

2. Allocate the following new positions in the **Power System** of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
7101	1	82-17001	Management Analyst, 9184
7102	1	94-72025	Senior Mechanical Engineering Drafting Technician, 7210

3. Allocate the following new positions in the **Water System** of the **Department of Water & Power**, as indicated:

<u>DWP No.</u>	<u>No. of Positions</u>	<u>DDR No.</u>	<u>Class Title and Code</u>
7097	3	95-15390	Management Assistant, 1539
7099	1	93-91251	Management Analyst, 9184
7100	1	95-15080	Management Aide, 1508

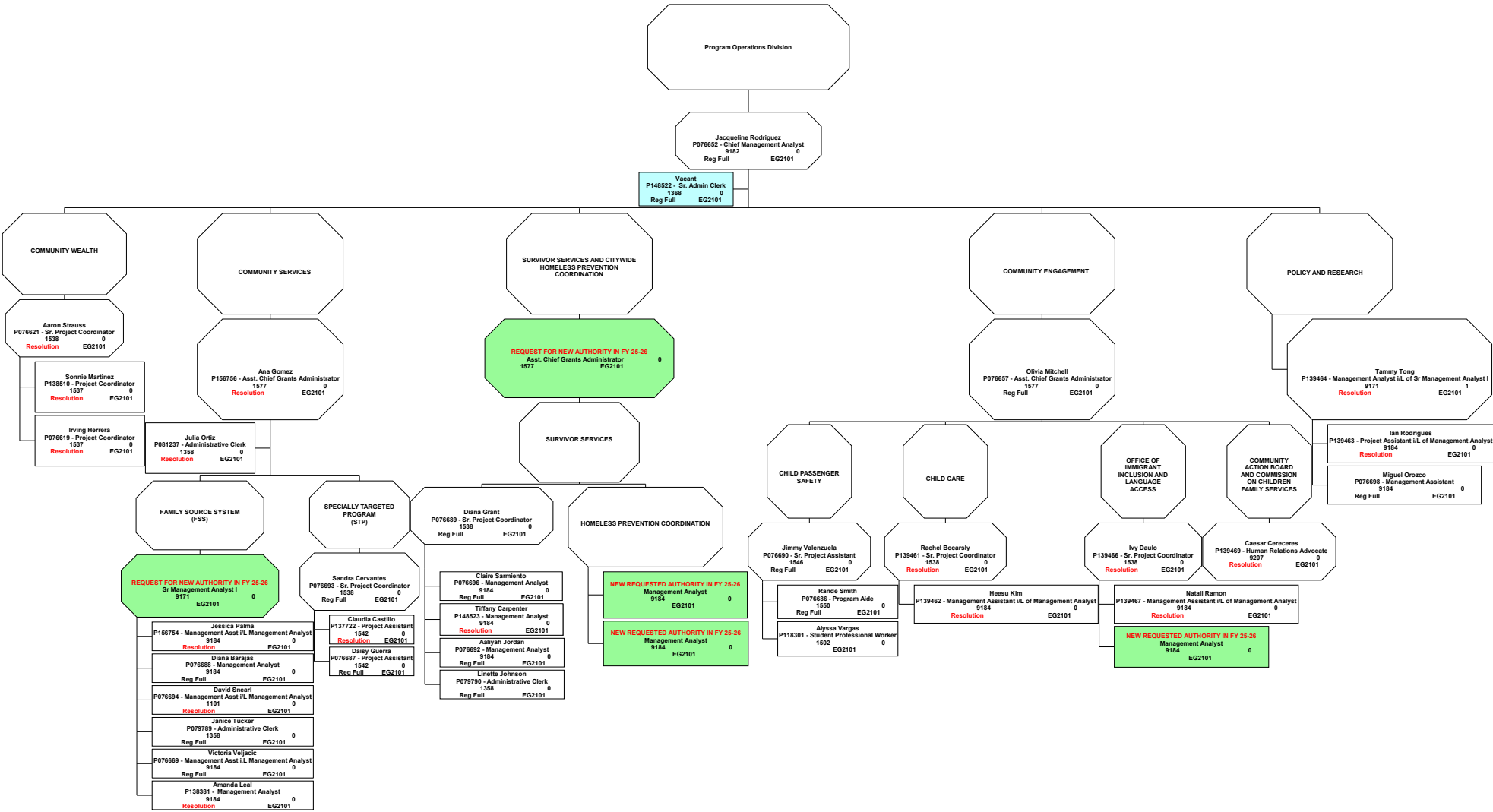
File No.

- b. The Interim General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions 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>
4042	1	Chief Management Analyst, 9182
4043	1	Assistant Chief Grants Administrator, 1577
4044	1	Senior Project Coordinator, 1538
4045	1	Project Coordinator, 1537
4046	1	Project Assistant, 1542
4047	1	Senior Project Assistant, 1546
4048	1	Program Aide, 1550

File No.

COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT
FY 2025-2026 ORGANIZATIONAL CHART
(LAST UPDATED 11/18/24)



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

1. Name of Employee: Jacqueline Rodriguez		2. Employee's Present Class Title/Code: Ch. Management Analyst/ 9182		3. Present Salary or Wage Rate: 126,678-190,279		Date Prepared 06/22/21
4. Reason for Preparing Description:		<input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position		<input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation		
5. Location of office or place of work: 1200 W. 7th Street, Los Angeles CA 90017				6. Name of Department <u>Community Investment for Families Dept (CIFD)</u> Division <u>Program Operations</u> Section _____		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Vacant</u> Title <u>AGM</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					
40%	Oversees the Program Operations Division and its program budget of approximately \$100 million in federal, state, and local funding.					
20%	Manages and oversees the efforts of a diverse workforce of senior managers, analysts, and clerical staff.					
10%	Oversees 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: Family Source, Homelessness Prevention Programs, Community Wealth, Domestic Violence/Human Trafficking Shelter Operations, and Child Passenger Safety Program.					
10%	Coordinates 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.					
5%	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.					
5%	Assists with the development and oversees implementation of the Bureau's Strategic Plan.					
5%	Interacts extensively and develops strong working relationships with staff of community based organizations that are the direct providers of services through meetings, individual conversations, and written correspondence.					
5%	Reviews reports, contractual documents and correspondence prepared by subordinate staff for quality, appropriateness of recommendations and conclusions, and adherence to department and City policies.					
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. 						
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).						<u>20%</u>
12. Indicate the number of employees supervised by class titles. 1 Asst. Chief Grants Administrator, 1 Sr. Admin Clerk, 1 Sr Project Assistant, 2 Project Aides, 3 Sr. Project Coordinators, 5 Management Analyst, 1 Management Assistant, 2 Project Assistant, 1 Admin Clerk, and 1 Project Coordinator.						
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 AGM

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 _____ 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.

Responsible for development and implementation of policies and procedures related to the administration and monitoring of grant funds. Must be able to interpret/explain regulations to service providers and alert policy makers to the needs of those served.

(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 other Department employees, staff of other Departments, City Officials, Commissions, community and business leaders, and agency staff.

(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

Makes frequent reports to AGM on program and activities.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

Stephen Cross

Digitally signed by Stephen Cross
Date: 2021.06.24 10:19:36 -07'00'

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

1. Name of Employee: Olivia Mitchell	2. Employee's Present Class Title/Code: Assistant Chief Grants Administrator/1577	3. Present Salary or Wage Rate: 105360-158291
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4. Reason for Preparing Description:	<input type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared 06/23/21
	<input type="checkbox"/> Change in Existing Position	<input checked="" type="checkbox"/> Review for Proper Allocation	

5. Location of office or place of work: 1200 W. 7th St., Los Angeles, CA 90017	6. Name of Department <u>Community Investment for Families Dept (CIFD)</u>
	Division <u>Program Operations</u> 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>Chief Management Analyst</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	Directs the work of professional and technical personnel within program operations. Responsible for developing and implementing a strategic plan for the development of resources for the Department. Provides 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. Plans, directs, coordinates and evaluates the work of staff consistent with the department's goals and in alignment with national policy trends and legislative direction. Prepares and/or directs the preparation of narrative reports that include program highlights and best practices in order to influence policy as well as maintain status as industry expert in the areas of homelessness prevention and anti-poverty programming.
20%	Assists in establishing the priorities of the unit in alignment with the goals of the Department and program operations. Maintains strong working relationship and communication with the program units and service providers. Collaborates with all partners and stakeholders to ensure their input on Department and program initiatives, policy direction and legislative analysis.
15%	Provide staff assistance to the Commission on Community and Family Services (CCFS). Attends and participates in CCFS meetings and its standing committees. Assist the CCFS Chair in preparing meeting agendas; coordinates meetings for CCFS and its committees; maintains attendance records and updates of membership lists; and prepare or assist in preparing transmittals and reports for CCFS submission to the City Council.
5%	Performs other related duties as assigned.

9. How long have the duties been substantially as described above? _____
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10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal Computer, Photocopier, Telephone, Scanner, vehicle
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11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work).	<u>60</u>
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12. Indicate the number of employees supervised by class titles.
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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. _____
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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 the Chief Management Analyst

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 _____ 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.

Employee is responsible for implementing and developing, when necessary, policies, procedures, and methods related to federal and city programs under their direct supervision, in compliance with federal, state, and local regulations 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.

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 CIFD staff and executive management, Mayor and City Council staff; other City Departments, community and business leaders, 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

Data and information pertaining to department goals and objectives. Oversees, prepares and retains documents critical for recordkeeping. Ensures that documents are properly recorded into CIFD electronic system.

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: Diana Grant	2. Employee's Present Class Title/Code: Sr. Project Coordinator / 1538	3. Present Salary or Wage Rate: 80,325-120,623	DO NOT USE THIS SPACE
4. Reason for Preparing Description: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: 1200 W. 7th Street, 6th Floor Los Angeles, CA 90017		6. Name of Department <u>Community Investment for Families Dept (CIFD)</u> Division <u>Program Operations</u> Section <u>DV/HTSO</u>	
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>Chief Management Analyst</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		
30%	Plan and direct 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. Oversee the entire contracting process from transmittal to contractor selection.		
20%	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. 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.		
20%	Review and approve invoices for payment on a monthly basis. Monitor program progress by conducting site visits and reviewing quarterly reports for compliance. Provide technical assistance and guidance to agency on program and fiscal matters.		
20%	Work with accounting and monitoring team members of the DV/HTSO Program in reviewing contract budgets and any subsequent budget modifications. Ensure that program agencies comply with established federal and city rules and regulations regarding budgets, fiscal and accounting matters. Review and prepare budget approval letters for management signatures. Supervise the distribution of budget information to appropriate individuals.		
5%	Represent the City on Domestic Violence and Human Trafficking issues with various community based committees, public agencies from local, state, and federal levels, and the public at large.		
5%	Perform other related duties as assigned.		
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. Personal computer, telephone, calculator, scanner, photocopier, vehicle.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>5%</u>			
12. Indicate the number of employees supervised by class titles. 2 Management Analyst, 1 Mgmt Asst. i/L of 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 and responsibilities and accurately and sufficiently 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 the Chief Management Analyst

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 X Lift X Push X Pull

Average weight 5 Heaviest weight 20

☐ 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/alerts

☐ 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

32

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.

Employee is responsible for implementing and developing, when necessary, policies, procedures, and methods related to federal and city programs under their direct supervision, in compliance with federal, state, and local regulations 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.

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 CIFD staff and executive management, Mayor and City Council staff; other City Departments, community and business leaders, 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

Data and information pertaining to goals and objectives are gathered on a monthly basis. Oversees, prepares and retains documents critical for recordkeeping. Ensures that documents are properly recorded into CIFD's electronic system.

Signature of the immediate supervisor _____ Date _____

Class Title	Phone No.
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Signature of department head	Date
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POSITION DESCRIPTION**DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Irving Herrera	2. Employee's Present Class Title/Code: Project Coordinator 1537	3. Present Salary or Wage Rate: 67,609-101,560	DO NOT USE THIS SPACE
4. Reason for Preparing Description: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: 1200 W. 7th St., Los Angeles, CA 90017		6. Name of Department <u>Community Investment for Families Depart (CIFD)</u> Division <u>Program Operations</u> Section <u>Community Wealth</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Aaron Strauss</u> 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		
25%	Manages the development of short and long-term plans for the Children's Savings Account (CSA) program, monitors progress, ensures adherence and evaluates performance. Assists the task force in conducting periodic and/or annual reviews of its goals and objectives and, as directed, drafts a status report thereon for approval and submission by the Task Force.		
25%	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 the CSA program for the Mayor and City Council.		
20%	Collects and analyzes relevant data and spearheads marketing and outreach campaigns to potential donors; parents and students; and to general community.		
10%	Manages CSA program accounts, including facilitating participant enrollment and account opening and tracking account activity.		
10%	Ensures the financial sustainability of the program through active monitoring. Develops and funds incentive programs to encourage academic achievement and financial literacy among students and parents.		
10%	Performs other related duties as assigned.		
9. How long have the duties been substantially as described above? <u>New in FY 19-20</u>			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Personal computer, telephone, calculator, scanner, photocopier, vehicle.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>			
12. Indicate the number of employees supervised by class titles. N/A			
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.

Operates under minimal supervision. Assignments are given orally and in writing, work is evaluated by 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).

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 _____ 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**

15

(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 implementing, and suggesting improvements in, Departmental systems practices. 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.

Normal use and care of equipment used.

(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 _____

(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, staff of other Departments, City Attorney, County of Los Angeles, Los Angeles Unified School District, and community organizations.

(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

Makes frequent reports to supervisor on activities undertaken to implement program.

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: Daisy Guerra		2. Employee's Present Class Title/Code: Project Assistant / 1542-0		3. Present Salary or Wage Rate: \$51,406-77,235	
4. Reason for Preparing Description: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position </div> <div> <input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation </div> </div>					Date Prepared 06/22/21
5. Location of office or place of work: 1200 W. 7th Street Los Angeles CA 90017			6. Name of Department <u>Community Investment for Families Dept (CIFD)</u> Division <u>Program Operations</u> Section <u>FSS/STP</u>		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Sandra Cervantes</u> 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%	Assist with the preparation of FSC contract documents and attachments for review, approval and signatures. Assist with monitoring contracts for compliance by conducting desk reviews and site visits. Review customer files for eligibility and ensure policies and procedures are being properly implemented and customer information is accurately being entered into CIFD's designated data management system. Prepare and submit for review and approval to supervisor FSC budget, budget modifications and invoices for payment processing.				
20%	Assist 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.				
10%	Performs outreach activities to promote available FSC services and initiatives, which include: Free Tax Prep LA, Opportunity LA Children's Savings Account program, and the Guarantee Basic Income program. Connects FamilySource Contractors to community resources to enhance the program delivery of FSC services.				
5%	Serves as liaison to community groups and other partners.				
5%	Performs other related duties as assigned.				
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. Personal computer, telephone, calculator, scanner, photocopier, vehicle.					
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>					
12. Indicate the number of employees supervised by class titles. N/A					
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 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 by 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).

Per bulletin

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

Per bulletin

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

☒ Strength X Lift Push 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/alerts

☐ 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

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.

Responsible for implementing, and suggesting improvements in, Departmental systems practices. 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 other Department employees, staff of other Departments, and community organizations.

(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

Primarily responsible for preparing, organizing and keeping administrative reports (compliance and programmatic reports) of contractors. Develops flyers, forms and reports as necessary. Maintain complete records to the fullest extent possible.

Signature of the immediate supervisor _____ Date _____

[illegible]

Signature of department head _____ Date _____

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

1. Name of Employee: Jimmy Valenzuela (RES349)		2. Employee's Present Class Title/Code: Senior Project Assistant/1546		3. Present Salary or Wage Rate: \$56,229-84,480	
4. Reason for Preparing Description:				Date Prepared	
<input type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position				<input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	
5. Location of office or place of work: 1200 W. 7th Street, Los Angeles CA 90017			6. Name of Department <u>Community Investment for Families Dept (CIFD)</u> Division <u>Program Operations</u> Section <u>Child Passenger Safety</u>		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Olivia Mitchell</u> 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			
30%		Implement and manage grant activities in compliance with grant guidelines.			
30%		Supervise two full time staff members and volunteers.			
20%		Provide leadership and manage outreach, scheduling, public and vendor relations			
10%		Prepare and submit grant, department and other reports as required on a timely basis			
5%		Track expenditures and make expense requests as needed.			
5%		Secure and maintain certification for each staff member and other providing services under the grant			
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. Computers, copier machine.					
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. Two full time Program Aides, volunteers as assigned.					
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.

None

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.

Bi-weekly meetings to determine and review schedule of activities, including outreach; discuss status of vendor requests, any need for assistance/counseling on supervision. Other supervision as needed.

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

(a) Education (include specific matter).

Experience in working with community groups and individuals, especially low income families; providing instructions and information to the public.

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

Certification (or ability to receive certification within three months) as a Child Passenger Safety Technician

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

☒ Strength _____ Lift _____ Push _____ Pull _____
Average weight 25 Heaviest weight 40
☒ 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:

	Hours per week
<input checked="" type="checkbox"/> Legs, for walking/standing	6
<input checked="" type="checkbox"/> Hands and fingers	6
<input checked="" type="checkbox"/> Back, for strenuous labor	8
Other/explain _____	
Continuous lifting child safety seats; standing during 2	

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

NA

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.

Extensive knowledge of child passenger safety as required for certification as Child Passenger Safety Technician. City policies.

(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? N/A ; 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.

Extensive contact with adults, children while providing classes, adults while recruiting class and event sites, elected officials and other executives while presenting information about program and program results. Multi-cultural and multi-language, low income and others.

(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

Quarterly reports to funding agency, monthly reports to department, other reports as requested on numbers, types of seats, demographic information, geography (Council Districts served) and others.

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: Rande Smith	2. Employee's Present Class Title/Code: Program Aide/1550	3. Present Salary or Wage Rate: \$39,233-58,944	DO NOT USE THIS SPACE
4. Reason for Preparing Description: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: 1200 W. 7th St., Los Angeles, CA 90017		6. Name of Department <u>Community Investment for Families Dept (CIFD)</u> Division <u>Program Operations</u> Section <u>Child Passenger Safety</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Jimmy Valenzuela</u> Title <u>Senior Project Assistant</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%	Successfully complete the Child Passenger Safety training program and receive certification. 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. Evening and weekend work will be required.		
20%	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. Maintain inventory of safety equipment and other materials.		
10%	Assist in the recruitment of program clients in the community. Establish professional working relationship with program participants and Family Source Center (FSC) staff, who will also provide direct services to these participants.		
5%	Conduct surveys on seat belt and helmet usage compliance.		
5%	Performs other related duties as assigned.		
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. Standard equipment including personal computer, copier and other electronic devices; City vehicle.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>			
12. Indicate the number of employees supervised by class titles. N/A			
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 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.

Position reports to Sr. Project Assistant. Position requires independent judgement, and professional presentation in oral and written assignments. Assignments will be provided through written and verbal communication and will be reviewed and evaluated routinely.

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

(a) Education (include specific matter).

Per bulletin

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

At least one year of experience in coordinating programs that provide services for low income individuals and families including youth, seniors and hard to serve clients. Special consideration will be given for bi-lingual/bi-cultural skill and experiences.

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

☒ Strength X Lift X Push X Pull
Average weight 25 Heaviest weight 50
☒ Climbing (stairs, ladders, poles)
How far 6
☐ Face severe work conditions
Outdoors X on/near water
Other/explain High Crime Areas

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**

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

Various corrective vision lenses and hearing devices

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.

May assist in the identification and development of policies applicable to clients served by CIFD and other City departments relative to the program. Must be able to interpret/explain regulations to clients they serve and alert policy makers to needs of those served.

(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.

Must observe safe practices & laws while operating city equipment including personal computer, office machines and in operating an automotive vehicle on City streets a& in parking locations.

(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.

Frequent contact with community residents, city and agency staff; infrequent contact with city officials, business leaders. Extensive public interaction to provide information and marketing services.

(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

Prepares reports for submission to Senior Assistant.

Signature of the immediate supervisor _____ Date _____

Class Title Senior Project Assistant Phone No. _____

Signature of department head _____ Date _____