



Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager
Anna E. Ortega, Assistant General Manager
Luz C. Santiago, Assistant General Manager

Karen Bass, Mayor

October 28, 2024

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 October 24, 2024 meeting, the Board of Civil Service Commissioners approved civil service exemption, under Charter Section 1001(d)(4), for the following grant funded position in the Los Angeles Housing Department (LAHD):

| <u>Classification Title</u> | <u>Class Code</u> | <u>No. of Positions</u> |
|-----------------------------|-------------------|-------------------------|
| Project Coordinator | 1537 | 1 |
| Project Assistant | 1542 | 2 |

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

The Project Coordinator position will be assigned to the Program Operations Division of LAHD in the Housing Opportunities for Persons With Aids (HOPWA) unit. The overall objective of the HOPWA program is to provide assistance with housing and supportive services for low-income persons living with HIV/AIDS and their families. This program carries high expectations from both city leaders and affected parties, and in order to meet these expectations the department has established the following program goals: maintain stable housing; reduce the risk of homelessness; increase access to care. This position plays a pivotal role toward meeting these goals by carrying out administrative functions that are essential to the program. Job duties will include ensuring program funding is used for authorized purposes, conducting on site visits to assess compliance and performance of contractors, assist in grant applications/renewals, providing technical assistance/training, and participating in workshops and other community events. Funding for this position will be 100% provided by HOPWA grant funds.

One Project Assistant will be assigned to the Admin Services Division in the Grants Unit. The objective of the Grants Unit is to provide department-wide administrative support for grant applications, acceptances, monitoring, and reporting. This position is needed to help obtain data for the monitoring of LAHD's grant programs, particularly the Consolidated Plan and SB 2 (budget, grant acceptance, and monitoring). Other duties will include preparing routine correspondence, operating manuals and contracts, coordinating community outreach efforts, giving program presentations, and maintaining the program database. The funding split for this position will be as follows: HOME 50%, SB 2 50%

One Project Assistant will be assigned to the Rent Division of LAHD in the Eviction Defense Program unit (EDP). The EDP is a City of LA program designed to promote housing stability by offering education and services to assist City of LA tenants. The services provided include assistance with eviction prevention and intervention, case management services offering housing stability, financial counseling and homeless prevention resources to families. This position will support the EDP mission by handling administrative functions such as contract monitoring, invoice review and monthly submission, tracking/analysis of the approved budget, and compiling statistics of program metrics concerning services rendered. Funding for this position will be 100% grant funded by SB 2.

Accordingly, LAHD 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 LAHD requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on October 24, 2024 to exempt from civil service the above grant-funded position in the Los Angeles Housing Department.

If you have any questions, or require additional information, please contact James Wiebers, Los Angeles Housing Department Senior Personnel Analyst I, at (213) 744-7376.

Sincerely,

A handwritten signature in black ink, appearing to read "Keane".

Tricia Keane, Interim General Manager
Los Angeles Housing Department

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

- b. The General Manager recommends that the Board Civil Service Commissioners approve the following Classification actions in connection with the 2024-2025 Budget, effective July 1, 2024.

1. Allocate the following positions:

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Department</u> <u>Class Title and Code</u> |
|--|-------------------------|--|
| <u>DEPARTMENT OF TRANSPORTATION</u> | | |
| 27/25-199 | 1 | Transportation Engineering Associate, 7280 |
| <u>DEPARTMENT OF CULTURAL AFFAIRS</u> | | |
| 24/25-206 | 1 | Gallery Attendant, 2442 |
| <u>OFFICE IF THE CITY CLERK</u> | | |
| 24/25-207 | 1 | Accountant, 1513 |
| 24/25-208 | 1 | Accounting Clerk, 1223 |
| 24/25-209 | 1 | Accounting Records Supervisor, 1119 |

File No.

- c. The Interim General Manager recommends that the Board of Civil Service Commissioners:
1. Approve the added selective certification criteria to **Public Information Director**, Class Code 1800; and
 2. Allow existing candidates on the eligible list the opportunity to provide documentation of their completion in any or all of the selective certification criteria.

File No.

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

| <u>CSC No.</u> | <u>No. of Positions</u> | <u>Class Title and Code</u> |
|----------------|-------------------------|-----------------------------|
| 3991 | 1 | Project Coordinator, 1537 |
| 3992 | 2 | Project Assistant, 1542 |

File No.

- c. The Interim General Manager recommends that the Board 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> |
|----------------|-------------------------|-----------------------------|
| 3987 | 2 | Accountant, 1513 |

File No.

COMMISSION ACTION:

10. **ADJOURNMENT**

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

| | | | | | | |
|---|--|---|--|--|--|-------------------------------|
| 1. Name of Employee: New Position | | 2. Employee's Present Class Title/Code: Project Coordinator-Exempt/ 1537 | | 3. Present Salary or Wage Rate: \$77,862 - \$113,816 | | Date Prepared 07/18/24 |
| 4. Reason for Preparing Description: | | <input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position | | <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation | | |
| 5. Location of office or place of work: TBD | | | 6. Name of Department <u>Los Angeles Housing Department</u> Division <u>Program Operations</u> Section <u>HOPWA</u> | | | |
| 7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Senior Project Coordinator</u> | | | | | | |
| 8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred. | | | | | | |
| PERCENT OF TIME | DUTIES | | | | | |
| 20% | Supports the implementation, administration and performance management for all Housing Opportunity for Persons with AIDS (HOPWA) Program contracts. Monitor the activities of contractors to ensure funding is utilized for authorized purposes in compliance with Housing and Urban Development (HUD) regulations, department policies and provisions of contracts. | | | | | |
| 20% | Conducts scheduled and non-scheduled on-site visits to sites to assess compliance of HOPWA contractors with HUD regulations. Will perform an analysis of performance and provide a summary report to Department management. Assist in responding to audits conducted by the City Controller and HUD. | | | | | |
| 15% | Tracks agency expenditures, including regular review and approval of budgets/modifications and invoices as necessary. | | | | | |
| 10% | Prepare periodic status reports to department management for submission to federal government agencies reporting on the status of programs being implemented with grant funds. | | | | | |
| 10% | Assist in the preparation and submission of grant applications and renewals to secure funding for HOPWA programs, including compiling necessary documentation, coordinating with relevant departments, and ensuring adherence to submission deadlines. | | | | | |
| 10% | Provide technical assistance, training, and responses to agency questions and concerns. Research, resolve, and communicate a variety of program related issues to contractors. | | | | | |
| 10% | Participate in workshops, training, community events and meetings related to administration and management functions of the HOPWA program. Prepare reports or summaries as required. | | | | | |
| 5% | May be assigned other related duties to meet program operational needs. | | | | | |
| 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. Computer, printer, calculator | | | | | | |
| 11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>10%</u> | | | | | | |
| 12. Indicate the number of employees supervised by class titles. 1 Administrative Clerk | | | | | | |
| 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.

Supervised by Senior Project Coordinator

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

(a) Education (include specific matter).

As per Bulletin Requirements

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

As per Bulletin Requirements

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

☐ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 15

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

As per bulletin

**Hours per
week**

8

32

(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.

(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

(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 the equipment listed in #10 above.

(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 \$ _____

(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.

Contact with the public, other Departments, and City 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

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: Project Assistant/1542 | 3. Present Salary or Wage Rate: \$59,216-\$86,568 | DO NOT USE THIS SPACE |
| 4. Reason for Preparing Description: <input checked="checked" type="checkbox"/> New Position <input 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: TBD | | 6. Name of Department <u>Los Angeles Housing Department</u> Division <u>Admin Services</u> Section <u>Grants</u> | |
| 7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Sr. Management Assistant I</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 | | |
| 20% | Assists in evaluating grant application to determine eligibility for program funding. Includes evaluating income, title information, inspection reports. | | |
| 20% | Assists in preparing routine inter-office memos, letters, and reports to other City offices, private citizens or companies, or to other governmental agencies. Assists in the preparation of operating manuals, contracts, Requests for Proposals (RFP), Requests for Qualifications (RFQ), transmittals and other reports. | | |
| 15% | Assists in coordinating outreach efforts with Community Based Organizations, Grant Partnerships or other workgroups. Assists in making presentations on the Grant Program before various groups including residents and governmental agencies. | | |
| 15% | Assists in maintaining program data in database. Collect, organize, and record data for recurring reports. Assists in preparing disbursement requests and other program budget requests. | | |
| 15% | Assists in coordinating, as needed, temporary relocation. | | |
| 10% | As needed, will meet with property owners and/or tenants to explain the program and process. | | |
| 3% | Procures supplies, materials, and equipment for unit. Monitors Rehabilitation Construction Specialist (RCS) dosimeters and assure monthly replacements are assigned. | | |
| 2% | Other 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. computer, printer, photocopier, telephone, facsimile machine, calculator, and scanner. | | | |
| 11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0%</u> | | | |
| 12. Indicate the number of employees supervised by class titles. NA | | | |
| 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 Sr. MA I

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

(a) Education (include specific matter).

As per Bulletin Requirements

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

As per Bulletin Requirements

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

☒ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 15

☐ Climbing (stairs, ladders, poles)

How far _____

☐ Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____ As per bulletin

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain

As per bulletin

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

As per bulletin

**Hours per
week**

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.

N/A

(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

(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 the equipment listed in #10 above.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? NA; amount of bond \$ _____

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.

N/A

(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

N/A

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: Project Assistant | 3. Present Salary or Wage Rate: \$59,216-\$86,568 | DO NOT USE THIS SPACE |
| 4. Reason for Preparing Description: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position </div> <div> <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation </div> </div> | | | |
| 5. Location of office or place of work: TBD | | 6. Name of Department <u>Housing Department</u> Division <u>Rent</u> Section <u>RENT- EDP</u> | |
| 7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Gladys Acevedo-Montes</u> Title <u>Senior Housing Investigator II</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 | | |
| 85% | Assist with Eviction Defense Program contract monitoring, including review of invoice submission, tracking/analysis of the approved budget, and comparison to monthly invoiced amounts, accounts, funds, and other supporting documents. These duties include but are not limited to drafting and submission of the monthly EDP invoicing, preparing digital files of invoicing documents, preparing internal invoice transmittal to be approved and routed to accounting, and tracking expenditures. The duties include recording and maintaining monthly statistics of program metrics concerning contract services rendered: outreach/ education, legal services/outcomes as reported by the Stay Housed Los Angeles (SHLA) platform, and rental assistance of which Permanent Local Housing Allocation (PLHA) / Senate Bill 2 (SB-2) is utilized as a source of fund for eviction defense purposes. PLHA 5-yr plan is to increase the City's capacity to assist low-income households at risk of homelessness and possible eviction due to a high rent burden and other economic factors, especially those renters impacted by loss of income. | | |
| 10% | Performs responsible administrative and technical work in the review of the monthly invoicing of the Eviction Defense Program, corresponds with the contractor/subcontractor related to program inquiries, and addresses internal departmental program inquiries. | | |
| 5% | Performs other 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. Equipment used includes personal computer, printer, photocopiers, telephone, facsimile machine, calculator (as needed), and scanner. | | | |
| 11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>0%</u> | | | |
| 12. Indicate the number of employees supervised by class titles. NA | | | |
| 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.

Supervised by a Senior Housing Investigator II.

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

(a) Education (include specific matter).

Graduation from an accredited four-year college or university

(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 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.

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.

Responsible for contract monitoring of the Eviction Defense Program according to City and Departmental policies and procedures.

(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

(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 the equipment listed in #10 above.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? NA ; amount of bond \$ _____

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

Constant contact with the public (tenants, landlords, attorneys, advocacy groups) and other Department and City 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

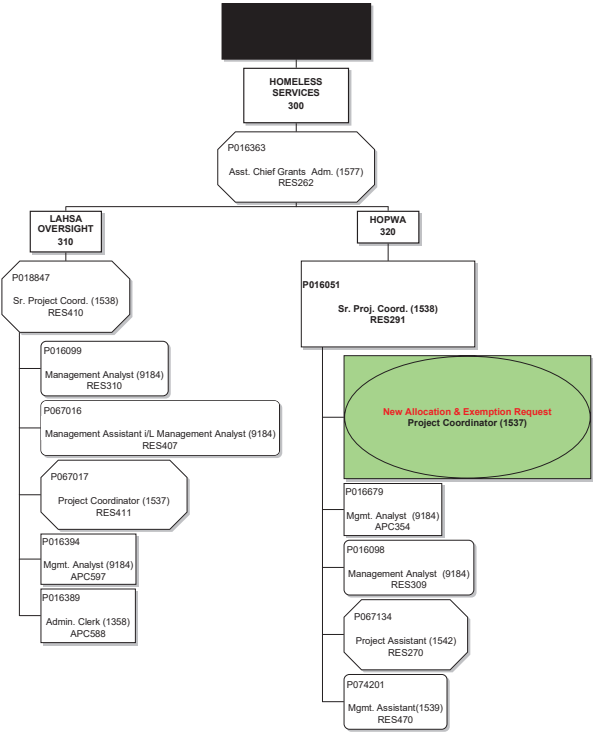
Responsible for the oversight of physical files for all assigned cases that may also include electronic files and oversee and assist when necessary the response to subpoenas and requests for documents under the Public Record Act.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head _____ Date _____

3927 PROGRAM OPERATIONS DIVISION



3902 ADMINISTRATIVE SERVICES DIVISION

