

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of three positions for the Economic and Workforce Development Department (EWDD) from the Civil Service pursuant to Charter Section 1001(d)(4).

Recommendation for Council action:

APPROVE the exemption of the following positions from the Civil Service for the EWDD pursuant to Charter Section 1001(d)(4):

<b>Position No.</b>	<b>Class Code</b>	<b>Class Title</b>	<b>Division</b>	<b>Funding Source</b>
P066324	1537	Project Coordinator	Workforce Development	Workforce Innovation and Opportunity Act (100%)
P007045	1538	Senior Project Coordinator	Workforce Development	Workforce Innovation and Opportunity Act (100%)
P007024	1579	Chief Grants Administrator	Workforce Development	Workforce Innovation and Opportunity Act (100%)

Fiscal Impact Statement: Not applicable.

Community Impact Statement: None submitted.

Summary:

On December 5, 2022, your Committee considered a November 19, 2023 EWDD report relative to the exemption of three positions for the EWDD from the Civil Service pursuant to Charter Section 1001(d)(4). According to the EWDD, it is requesting authority to employ one Project Coordinator (Class Code 1537) in lieu of Management Analyst (Class Code 9184) in the Workforce Development Division’s Strategic Planning and Research Unit (SPRU). The SPRU Project Coordinator will support critical functions of EWDD including the development of the Department’s Workforce Development Annual Plan, workforce development budget, strategies, and policies, and ensure compliance with federal, state, and local policies. The SPRU is also responsible for policy research Page 2 November 19, 2023 and evaluation, which informs service delivery and compliance with grant-funded procurement requirements and the state mandated certification of federal funded WIOA grants.

For the Senior Project Coordinator (SPC), the SPC will manage Adult Workforce Development Special Projects including but not limited to, projects funded by the State of California Employment Development Department (EDD), such as the National Dislocated Worker Grant (NDWG) projects, EDD Additional Assistance emergency grants, the Los

Angeles Regional Initiative for Social Enterprise (LA:RISE) program, the Prison to Employment (P2E) program, and other grant initiatives as assigned. The SPC will lead the coordination of city-wide and region-wide (greater Los Angeles County) dislocated worker recovery efforts to meet program goals and objectives, including connections to workforce development (career services, and transitional work experience) for eligible participants. Additionally, the SPC will lead the coordination of activities that include program implementation of services described above amongst workforce development system providers, including coordination with various departments in the City and County of Los Angeles. The SPC will provide direct technical assistance to program partners and will work directly with contracted providers. The SPC will be responsible for the coordination of monitoring site visits and program reporting. Additionally, the SPC will prepare monthly/quarterly program narrative reports and updates as requested by grantors, including support with the development of project proposals and funding applications.

For the Chief Grants Administrator (GCA), the GCA will act as director of the Workforce Development Division of EWDD. The position requires an incumbent with a strong knowledge of: the theory, principles and practices of workforce development; effective grants management experience; and a robust knowledge of laws and regulations relating to grant-funded programs administered by the Division; a thorough understanding of grant application and administration procedures; and a knowledge of the major principles and practices of planning, implementing, administering, monitoring, evaluating, and preparing contracts for workforce development and related programs. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendation contained in the EWDD report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

#### Personnel, Audits, and Hiring Committee

COUNCILMEMBER:	VOTE:
McOSKER:	YES
PADILLA:	YES
SOTO-MARTINEZ:	YES

ARL

12/5/23

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**