

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of three positions for the Los Angeles Housing Department (LAHD) from the Civil Service pursuant to Charter Section 1001(d)(4).

Recommendation for Council action:

APPROVE the exemption of the following positions for the LAHD from the Civil Service pursuant to Charter Section 1001d4:

- a. One Project Coordinator (Class Code 1537)
- b. Two Project Assistants (Class Code 1542)

Fiscal Impact Statement: None submitted by the LAHD. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On December 3, 2024, your Committee considered an October 28, 2024 LAHD report relative to the exemption of three positions for the LAHD from the Civil Service pursuant to Charter Section 1001(d)(4). According to the LAHD, 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 percent 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 provides 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 Senate Bill 2 (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 percent, SB 2 50 percent One Project Assistant will be assigned to the Rent Division of LAHD in the Eviction Defense Program unit (EDP). The EDP is a City 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 percent grant funded by SB 2.

Finally, the LAHD noted that it 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemptions as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

COUNCILMEMBER VOTE

McOSKER: YES

SOTO-MARTINEZ: YES

PRICE: YES

ARL

12/3/24

-NOT OFFICIAL UNTIL COUNCIL ACTS-