

# CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL  
GENERAL MANAGER



KAREN BASS  
MAYOR

**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET  
LOS ANGELES, CA 90017

November 19, 2023

Honorable Members of the City Council  
Los Angeles City Hall  
c/o City Clerk, Room 395

**RE: REQUEST FOR EXEMPTION (TWO YEAR) PURSUANT TO CHARTER SECTION  
1001(d)(4) FOR PROJECT COORDINATOR (1537), SENIOR PROJECT  
COORDINATOR (1538), AND CHIEF GRANTS ADMINISTRATOR (1579)**

At its meeting on November 16, 2023, the Board of Civil Service Commissioners approved a Civil Service exemptions for the following grant funded positions in the Economic and Workforce Development Department (EWDD):

Pos. ID #	Class Code	Class Title	Division	Adopted 2023-24 Budget Funding Source
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%)

## **PROJECT COORDINATOR**

The Economic and Workforce Development Department (EWDD) requests authority to employ one Project Coordinator (Class Code 1537-0) in lieu of Management Analyst (Class Code 9184-0) 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

and evaluation, which informs service delivery and compliance with grant-funded procurement requirements and the state mandated certification of federal funded WIOA grants.

Additionally, for fiscal year 23-24, the Mayor's Office requested that EWDD and the City's Workforce Development Board spearhead the development of a comprehensive five-year workforce development strategic plan and the redesign and evaluation of the City's Workforce Development System. It is imperative that these functions be re-staffed with experienced personnel, which includes the requested Project Coordinator.

### **SENIOR PROJECT COORDINATOR**

The Senior Project Coordinator (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. Regular reporting will be submitted to the Mayor's office, City Council, the Workforce Development Board, and various funders both private and governmental.

### **CHIEF GRANTS ADMINISTRATOR**

The Chief Grants Administrator (GCA) will act as director of the Workforce Development Division of EWDD. The position requires an incumbent with a strong knowledge of 1) the theory, principles and practices of workforce development, 2) effective grants management experience, 3) a robust knowledge of laws and regulations relating to grant-funded programs administered by the Division; 4) a thorough understanding of grant application and administration procedures; and 5) a knowledge of the major principles and practices of planning, implementing, administering, monitoring, evaluating, and preparing contracts for workforce development and related programs.

The GCA will administer workforce related grants including the Workforce Innovation and Opportunity Act (WIOA) grant, the National Dislocated Worker Grants, and other City and County General Fund grants for the Economic and Workforce Development Department. The GCA will oversee the day-to-day operations of the City's Workforce Development System, which includes the Adult and Dislocated WorkSource Centers, the YouthSource Centers, the Hire LA youth initiative, Los Angeles Regional Initiative for Social Enterprise (LA:RISE) and collaborate with strategic partners to align workforce programs for low-income and high-barrier job seekers.

The GCA will manage the over \$100 million dollar workforce development budget, including the City staffing and more than 40 sub-recipients. The administrator will oversee the development of the budget for approval by the Workforce Development Board, City Council and Mayor, and provide oversight and reporting of all workforce-related grant expenditures.

Should you have any questions or require additional information regarding this request, please contact Brandee Goss at [brandee.crawleygoss@lacity.org](mailto:brandee.crawleygoss@lacity.org).

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Hull".

CAROLYN M. HULL  
General Manager

Attachments

cc: Leticia Ortiz, Assistant General Manager, Personnel Department  
Jennifer Lopez, Chief Administrative Analyst, City Administrative Officer  
Susan Rios Bellenot, Senior Administrative Analyst, City Administrative Officer