

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER



KAREN BASS
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

444 S. FLOWER STREET
LOS ANGELES, CA 90071

October 7, 2024

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

**SUBJECT: REQUEST FOR EXEMPTION EXTENSION (ONE YEAR) OF 35 POSITIONS
AND EXEMPTION (TWO YEAR) OF 3 NEW POSITIONS PURSUANT TO
CHARTER SECTION 1001(d)(4)**

On October 10, 2024, the Board of Civil Service Commissioners will approve Charter Section 1001(d)(4) exemptions for thirty-eight (38) grant-funded positions in the Economic and Workforce Development Department (EWDD). Seeking Council approval of the thirty-eight exempt positions pursuant to Charter Section 1001(d)(4):

No.	Org Chart Reference	Pos. ID #	Class Code	Class Title	Division	Previous Council File #
1	Page 13	P007049	1579	Chief Grants Administrator 18% General Fund 82% Grant Funding	Economic Development	22-0618
2	Page 2	P006964	1577	Asst Chief Grants Administrator 100% Grant Funding	Workforce Development	22-0618
3	Page 7	P140211	1542	Project Assistant 100% Grant Funding	Workforce Development	22-0618
4	Page 6	P006967	1537	Project Coordinator 100% Grant Funding	Workforce Development	22-0618
5	Page 10	P006968	1537	Project Coordinator 100% Grant Funding	Workforce Development	22-0618
6	Page 6	P006966	1537	Project Coordinator 100% Grant Funding	Workforce Development	22-0618
7	Page 10	P006969	1537	Project Coordinator 100% Grant Funding	Workforce Development	22-0618
8	Page 3	P006970	1546	Senior Project Assistant 100% Grant Funding	Workforce Development	22-0618
9	Page 6	P006972	1546	Senior Project Assistant 34% General Fund 66% Grant Funding	Workforce Development	22-0618
10	Page 7	P066304	1546	Senior Project Assistant 80% General Fund 20% Grant Funding	Workforce Development	22-0618
11	Page 6	P006974	1546	Senior Project Assistant 36% General Fund 64% Grant Funding	Workforce Development	22-0618

12	Page 6	P006975	1546	Senior Project Assistant 100% General Fund	Workforce Development	22-0618
13	Page 6	P006976	1546	Senior Project Assistant 30% General Fund 70% Grant Funding	Workforce Development	22-0618
14	Page 6	P006977	1546	Senior Project Assistant 44% General Fund 56% Grant Funding	Workforce Development	22-0618
15	Page 5	P066305	1537	Senior Project Assistant 100% Grant Funding	Workforce Development	22-0618
16	Page 7	P006978	1546	Senior Project Assistant 8% General Fund 92% Grant Funding	Workforce Development	22-0618
17	Page 7	P006979	1546	Senior Project Assistant 7% General Fund 93% Grant Funding	Workforce Development	22-0618
18	Page 7	P006980	1546	Senior Project Assistant 45% General Fund 55% Grant Funding	Workforce Development	22-0618
19	Page 7	P006981	1546	Senior Project Assistant 30% General Fund 70% Grant Funding	Workforce Development	22-0618
20	Page 9	P006983	1546	Senior Project Assistant 100% Grant Funding	Workforce Development	22-0618
21	Page 9	P006984	1546	Senior Project Assistant 100% General Fund	Workforce Development	22-0618
22	Page 11	P006985	1546	Senior Project Assistant 100% Grant Funding	Workforce Development	22-0618
23	Page 31	P006986	1538	Senior Project Coordinator 18% General Fund 82% Grant Funding	Executive	22-0618
24	Page 11	P006988	1538	Senior Project Coordinator 100% Grant Funding	Workforce Development	22-0618
25	Page 1	New Position	1538	Senior Project Coordinator 50% General Fund 50% Grant Funding	Executive	24-0600
26	Page 23	P006990	1538	Senior Project Coordinator 12% General Fund 88% Grant Funding	Executive	22-0618
27	Page 4	P006991	1538	Senior Project Coordinator 41% General Fund 59% Grant Funding	Workforce Development	22-0618
28	Page 3	P007085	1538	Senior Project Coordinator 100% General Fund	Workforce Development	22-0618
29	Page 9	P007086	1538	Senior Project Coordinator 100% Grant Funding	Workforce Development	22-0618
30	Page 1	P007095	1538	Senior Project Coordinator 25% General Fund 75% Grant Funding	Executive	22-0618
31	Page 3	P007096	1542	Project Assistant 100% Grant Funding	Workforce Development	22-0618
32	Page 4	P007099	1577	Asst Chief Grants Administrator 37% General Fund 63% Grant Funding	Workforce Development	22-0618
33	Page 4	P007068	1538	Senior Project Coordinator 51% General Fund 49% Grant Funding	Workforce Development	22-0618
34	Page 20	P140216	9134	Principal Project Coordinator 100% General Fund	Economic Development	22-0955

35	Page 12	P140219	1538	Senior Project Coordinator 100% Grant Funding	Workforce Development	22-0955
36	Page 9	P149090	1538	Senior Project Coordinator 100% Grant Funding	Workforce Development	23-0988
37	Page 8	New Position	1537	Project Coordinator 100% Grant Funding	Workforce Development	24-0600
38	Page 3	New Position	1538	Senior Project Coordinator 100% Grant Funding	Workforce Development	24-0600

Each position is primarily grant-funded, and the duties for each are as follows:

Position ID #P007049 - Chief Grants Administrator - Position is assigned to the Market Investments and Innovation Section, and oversees the development of policies and procedures related to major lending, bonds, small business, and micro-lending programs. The duties of this position include project and loan management; the development, administration, and evaluation of economic development programs and services; interpreting regulations and shaping major policy recommendations for economic development issues in the City of Los Angeles. This position is also responsible for marketing and promoting programs and incentives to attract new business into the City of Los Angeles and assists businesses in remaining and expanding in the City of Los Angeles; collaborating with other governmental agencies and various public and private organizations in planning and implementing economic development projects in the City of Los Angeles; and directs preparation of the division budget. (Hernandez)

Position ID #P006964 - Assistant Chief Grants Administrator - Position is assigned to the Adult Operations Section, and is responsible for administering adult workforce related grants that support job training and placement services and managing the \$17.9 million workforce development budget. This position also oversees the day-to-day operations of the Adult Operations workgroup; supervises the preparation of complex narrative and statistical reports and correspondence; interfaces directly with elected and appointed officials at the Federal, State, and local levels, to interpret, clarify, and collaborate on policies for the City's WorkSource system. (Vacant, frozen)

Position ID #P140211 - Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and provides assistance with the monitoring of participant progress, classroom, and worksite activities. Duties include assisting with the review of instructor and supervisor evaluations; interviewing instructors and supervisors for feedback on participant progress; the preparation of participant case management records; conducting objective assessments for all youth enrolled in the program in order to refer them to appropriate educational activities or training programs; and making follow-up contacts with the youth by phone or site visit after termination with the program. (Diaz)

Position ID #P006967 - Project Coordinator - Position is assigned to the YouthSource Center in Watts, and assists with oversight of the YouthSource Probation Program. This position is responsible for providing employment, educational, and advanced training services to out-of-school WIOA participants (ages 16-24). The duties for this position include developing new relationships with employers, educational/vocational institutions, and community-based resources to enhance services offered by the YouthSource Center; coordinating case management services and the file retention process; preparing reports on participant enrollment, training and placement activity, tracking statistics, and implementing continuous quality improvement strategies. (Nuno)

Position ID #P006968 - Project Coordinator - Position is assigned to the Contract Monitoring Section, and the duties include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and

site visits to observe activities and review client files for eligibility. This position also provides ongoing technical assistance on program activities, and works with agencies to address performance issues or other areas in need of improvement. (Ali)

Position ID #P006966 - Project Coordinator - Position is assigned to the YouthSource Boyle Heights Center, and assists in oversight of center staff involved in the performance of services related to providing employment, educational and advanced training services to out-of-school WIOA participants and all youthful offender programming. Duties include creating incentives to keep youth engaged; developing new partnerships with employers, educational/vocational institutions and community-based resources to enhance services offered by the YouthSource Centers; coordinating the delivery system for case management services; and working collectively with other units within the YouthSource program to address organization-wide projects, issues, and needs. (Scott)

Position ID #P006969 - Project Coordinator - Position is assigned to the Contract Monitoring Section, and the duties include monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides ongoing technical assistance on program activities and works with agencies to address performance issues or other areas in need of improvement. (Sierra)

Position ID: #P006970 - Senior Project Assistant - Position is assigned to the Strategic Planning and Research Section, and is responsible for conducting training for service providers and internal staff; provides technical support; updates and corrects data entry errors in the CalJOBS and JobsLA systems; and may supervise clerical staff. (Vacant, unfilled)

Position ID #P006972 - Senior Project Assistant - Position is assigned to YouthSource Watts Center, and the duties include providing case management and career coaching services to disconnected youth with barriers to employment; performing outreach, conducting program orientations and program eligibility assessments. This position coordinates objective assessments of youth enrolled in the program to identify basic employment interests, aptitudes and goals which help to develop an Individual Employment Plan (IEP); refers participants to appropriate educational and training programs; and coordinates participant follow-up by phone or site visit upon program completion. (Piedrasanta)

Position ID #P066304 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include case management of disconnected youth enrolled in Federal, State, County, and City funded workforce programs; performing outreach and recruitment to identify youth who are out of school and/or on probation; develop ISS plans; monitoring and tracking the progress of enrolled youth receiving services and completing their ISS plans; and working with a multidisciplinary service team comprised of various partner agencies to ensure that youth are on track to meeting goals and not displaying behavior that could lead to committing further offenses. This position prepares participant case management records; contacts program partners and confirms that data is being reported to LA County Probation, the Department of Justice, and other program service funders on a timely basis; provides services for incarcerated youth and those re-entering their communities; and administers educational and career assessments. (Aviles-Cruz)

Position ID #P006974 - Senior Project Assistant - Position is assigned to the YouthSource Watts Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Vacant, frozen)

Position ID #P006975 - Senior Project Assistant - Position is assigned to the YouthSource Watts Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Reed)

Position ID #P006976 - Senior Project Assistant - Position is assigned to the YouthSource Watts Center, and the duties include case management of youth enrolled in the YouthSource or Summer Youth Employment program; performing outreach and recruitment; developing and monitoring ISS plans for enrolled youth; and following-up with youth by phone or site visits for 12 months after program completion. This position works with a multidisciplinary service team comprised of various partner agencies to ensure program goals for the youth are being met; contacts program partners to confirm that data is being reported to program service funders on a timely basis; and makes sure that attendance and other records vital to the program are maintained for each enrolled youth participant. (Vacant, unfilled)

Position ID #P006977 - Senior Project Assistant - Position is assigned to the YouthSource Watts Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Vacant, unfilled)

Position ID #P066305 - Senior Project Assistant - Position is assigned to the Youth Operations Section, and is responsible for monitoring YouthSource and Summer Youth Employment contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides technical assistance on program activities and services; responds to questions from clients; and makes presentations concerning the Department's programs and activities to community leaders, organizations, and constituents. (Laskey)

Position ID #P006978 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Hernandez)

Position ID #P006979 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Henderson)

Position ID #P006980 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing

instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Gutierrez)

Position ID #P006981 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Vacant, unfilled)

Position ID #P006983 - Senior Project Assistant - Position is assigned to the YouthSource Boyle Heights Center, and the duties include monitoring participant progress and updating participant's service strategy as needed; visiting participants at the training classroom or worksite; reviewing instructor and/or supervisor evaluations of participant progress; assists in preparing participant case management records; conducting objective assessments of youth enrolled in the program; referring youth to appropriate educational activities or training programs; and following up with youth by phone or site visit after termination from the program. (Vacant, unfilled)

Position ID #P006984 - Senior Project Assistant - Position is assigned to Youth Operations, and is responsible for monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements; conducting desk reviews and site visits to observe activities and review client files for eligibility. This position also provides technical assistance on program activities and services; responds to questions from clients; and participates in workshops, training, community events, and meetings related to contract administration and management functions. (Henriquez)

Position ID #P006985 - Senior Project Assistant - Position is assigned to the Rapid Response Section, and is responsible for coordinating with employers to inform dislocated workers and employees of their rights and available resources as mandated by the Workforce Innovation and Opportunity Act (WIOA). The duties for this position include researching employers and employment trends in the affected industry; identifying potential non-Worker Adjustment and Retraining Notification (WARN) employers; attending job and resource fairs to promote Rapid Response and the Workforce System to employers in Los Angeles; and keeping abreast of relevant updates regarding employee benefits, local, State, and Federal government guidelines and regulations. (Parks)

Position ID #P006986 - Senior Project Coordinator - Position is assigned to the Executive Management Division, and is responsible for oversight and management of external and internal websites working closely with the Information Technology Division and outside consultants to revise, maintain, and update information provided to the public and City staff. The duties for this position include responding to media and press calls; arranging interviews and materials for press events; organizing the Department's response to public records requests; and assists with the preparation of speeches, speaking points, and presentations for the General Manager for public speaking engagements and press events. (Lopez)

Position ID #P006988 - Senior Project Coordinator - Position is assigned to the Rapid Response Section, and supervises the Rapid Response Layoff Aversion team and the staff responsible for monitoring, tracking, and evaluating special funding which includes Rapid Response, National Emergency Grants, and other special funded grants. Duties also include contract administration; working with YouthSource and WorkSource Centers in the region to ensure that WIOA program

operations are consistent with the business services model and are effectively applied to community needs. (Vacant, frozen)

(New Position for FY 24-25) - Senior Project Coordinator - Position is assigned to the Executive Team. The duties of this position include: Monitoring and/or attending weekly City Council and Council Committees to track approval of EWDD scheduled items, including ensuring appropriate EWDD representation, and responding to questions posed by Councilmember and/or their staff, and to resolve problems as needed with EWDD staff or management, Council, City Administrative Officer, Chief Legislative Analyst, City Clerk and other City Dept. staff. At weekly General Manager's meeting, provide briefing on weekly agenda items at Council and Council Cmtes and discuss items that impact/interest EWDD to the General Manager, Assistant General Managers and Executive Team. Tracking current and pending State and Federal legislation impacting or potentially impacting EWDD's programs, services and/or funding, and preparing status update reports on identified legislation for EWDD management and Chief Legislative Analyst office as requested. Researching, preparing and disseminating weekly reports on the status of EWDD related City Council Motions and Reports referred to Cmtes, and the status of EWDD Transmittals pending Council/Mayor approval. Coordinating EWDD transmittal process, including reviewing and editing transmittals, distribution of completed transmittals to City Clerk and Mayor's Office. Preparing and providing as needed status reports and responding verbally/in-writing to requests for information from Department, City and non-City stakeholders, and preparing special projects as requested. (Palacios)

Position ID #P006990 - Senior Project Coordinator - Position is assigned to the Resource Development Unit, and the duties include identifying and recommending potential funding opportunities to support the Department's service delivery systems, and coordinating the grant application process for preparation and submission of grant proposal packages. (Hlaing)

Position ID #P006991 - Senior Project Coordinator - Position is assigned to the YouthSource Watts Center, and is responsible for overseeing and managing the daily Watts Center activities and manages the Center's budget. Duties also include developing and coordinating programs that are designed to assist low-income individuals and families with achieving economic self-sufficiency; maintaining ongoing communication with program participants and coordinators to ensure the relevance and success of the Center's programs; and serving as a liaison to community leaders, local businesses, schools, and other City departments. (Vacant, unfilled)

Position ID #P007085 - Senior Project Coordinator - Position is assigned to the Strategic Planning and Research Section, and is responsible for administration of workforce development grants that support the Los Angeles Regional Initiative for Social Enterprises (LA:RISE) program; planning, implementation and oversight of program activities for LA:RISE; and monitoring contracts to ensure program performance and compliance with fiscal and programmatic requirements. The duties of this position include preparing and administering grant program budgets and agreements; analyzing and negotiating contracts and budgets with service providers; preparing routine correspondence and various reports for submission, review and approval; supervising and evaluating work of program staff; and representing EWDD in meetings with the public, various groups, and other governmental agencies. (Franco)

Position ID #P007086 - Senior Project Coordinator - Position is assigned to the Contract Monitoring Section, and is responsible for monitoring assigned contracts for program functioning and compliance with contracted fiscal and/or programmatic requirements. The duties of this position include conducting desk reviews and site visits to observe activities and review client files for eligibility; preparing and submitting various reports and correspondence for review and approval; providing ongoing technical assistance on program activities; and working with agencies to address performance issues or other areas in need of improvement. (Molina)

Position ID #P007095 - Senior Project Coordinator - Position is assigned to the Executive Management Section, and is responsible for preparing correspondence, reporting on pertinent issues related to administrative matters, assisting in the expediting of work in an operating department, and preparing final draft applications for philanthropic funding. This position is also responsible for scheduling meetings and conferences, assembling all necessary documents needed for meetings, preparing agendas, typing letters and memorandums, and taking notes during meetings. (Vacant, frozen)

Position ID #P007096 - Project Assistant - Position is assigned to Strategic Planning and Research - Management Information Systems Section, and is responsible for reviewing and entering client information and activity status of WIOA Title-I funded programs and other workforce related grant programs into CalJOBS System. The duties also include correcting problem data in the CalJOBS system; reconciling participant data for program evaluation purposes; preparing client filing systems; and responding to emails directed to the help desk. (Heredia)

Position ID #P007099 - Assistant Chief Grants Administrator - Position is assigned to Youth Operations, and is responsible for overseeing day-to-day operations of the YouthSource Development System and administering grants that support youth workforce development. This position is also responsible for interpreting regulations and creating policy recommendations that address youth workforce development issues in the City of Los Angeles and for formulating new program delivery methods, policies, and procedures that achieve continuous improvement. (Vela)

Position ID #P007068 - Senior Project Coordinator - Position is assigned to the Youth Operations Section, and is responsible for day-to-day operation, planning, coordinating and directing the delivery of comprehensive employment training services for youth at the Youth Opportunity Movement Program - Boyle Heights site. This position directs staff engaged in providing employment and training services for out of school youth ages 14 -24 years; tracks performance in accordance with grant requirements to ensure successful performance and compliance with WIOA grant funds in accordance with Federal, State and local rules and regulations; manages center budget and finances, tracks expenditures, and maintains facility in coordination with outside agencies. (Cruz)

Position ID #P140216 - Principal Project Coordinator - Position is assigned to the Real Property Asset Management Unit. The duties include coordinating the evaluation of City-owned properties and facilities acquisition and/or disposition for economic development purpose, coordinating public outreach and technical analysis, development of market studies, engagement of real estate professionals, appraisers and other technical services in development of a reuse plan for property, engagement of engineers and architects to develop concept plans and facility studies, oversight of environmental studies and or clean-up efforts, utilization of GIS and other graphic/mapping programs to analyze properties and surrounding areas, aggregation of data and information into a comprehensive report and presentation to various public and legislative bodies, develops and issues Requests for Proposals for City-owned properties, oversees RFP process and developer selection, leads and participates in marketing efforts for City-owned properties and specific asset-related projects, including developing marketing plans and material, creates criteria for hierarchy of economic development benefit and project impact, drafts deal points and documents related to ultimate disposition of the properties, coordinates development and utilization of internal systems (software as well as policies/procedures) for property management, analysis and disposition, develops and manages memorandums of understanding or contracts with other City departments or outside consultants to assist with property management as well as aspects of acquisition and disposition, including addressing title issues, remediation, subdivision of land and entitlements, prepares for property dispositions by leading preparation of legal descriptions, clearing title issues, leading subdivision process, addressing easements or dedications; preparing documents for title

and escrow and ensuring proper recording, and assists in preparing offers for land acquisition, Exclusive Negotiating Agreements, Purchase and Sale Agreements, and other legal contracts for property. (Vacant, unfilled)

Position ID #P140219 - Senior Project Coordinator - Position is assigned to the special projects section of the Workforce Development Division. The duties include leading the coordination of city-wide and region-wide dislocated worker recovery efforts to meet program goals and objectives, provides direct technical assistance to program partners, organizes partnership development meetings, facilitates quality improvement processes to increase program delivery efficiencies, coordinates site visit monitoring and program reporting for grant-funded programs, prepares monthly/quarterly program narrative reports and updates as requested by grantors, including support with the development of project proposals and funding applications, prepares statistical and narrative reports, program reviews, survey results, query responses, and budget approval, and conducts tracking and review of information relating to status and progress of program goals for various stakeholder groups and funders. (Ghourchian)

Position ID #P149090 - Senior Project Coordinator - Position is assigned to the 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. (Eulian-Lopes)

(New Position for FY 24-25) - Project Coordinator - Position is assigned to the Youth Operations Section of the Workforce Development Division. Duties include, assigning contracts for California for All grant youth-related programs, including but not limited to: Youth System contracted providers. Collecting data, reports, and files for desk reviews and monitoring visits to observe and track related program activities and reviewing customer files and documentation of eligibility, residency, income, at-risk status, assessment and performance, case management operations, and participant engagement reporting. Using software applications including but not limited to, CalJOBS, County Web Portal, and Hire LA's Youth Platform to generate reports.

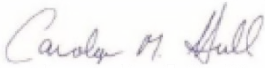
(New Position for FY 24-25) - Senior Project Coordinator - This position will lead the Workforce Development Research and Data Analysis Unit. Responsibilities include, but are not limited to: conducting census, demographic, labor market and other economic research to prepare demographic and/or workforce system performance reports. Sources may include, but are not limited to: CalJobs / JobsLA.org, California Employment Department Labor Market Information (LMI), American Community Survey (ACS); Probation Department, Dun & Bradstreet, EconoVue and other databases as necessary to produce performance and ad hoc reports. Preparing performance reports for workforce development programs. Reports include but are not limited to the Workforce Development Quarterly Scorecard, Homeless Initiative Scorecard, Monthly Mayor's Status reports, and/or other ad hoc performance reports requested by the Workforce Development Board, Mayor's Office, City Council or grantors. Reports may be presented in either written or oral format. Oral presentations may be required using Microsoft Powerpoint, Prezi or other presentation formats. Supervising and directing the work of the Workforce Development Management Information Systems (MIS) unit, which is responsible for Quality Control for the City's workforce

performance data in JobsLA. This position, through subordinate staff, will be responsible for coordinating with service providers and/or the CA Employment Development Department to ensure compliance with Federal, State and local policies with respect to reporting customer and performance data in JobsLA.

The above positions were previously approved based on temporary grant-funding under Charter Section 1001(d)(4). Employment authority for these positions is currently in effect within the FY 2024-2025 Personnel Authority Resolution (PAR) and will be extended in the FY 2026-2027 PAR.

Should you have any questions or require additional information, please contact Brandee Goss at brandee.crawleygoss@lacity.org. Thank you for your assistance with this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carolyn M. Hull", written in dark ink.

CAROLYN M. HULL
General Manager

CMH:BG