

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of one Principal Project Coordinator (Class Code 1538) position for the Civil, Human Right and Equity Department (CHRED) Communications Team from the Civil Service pursuant to Charter Section 1001(b).

Recommendation for Council action:

APPROVE the exemption of one Principal Project Coordinator (Class Code 1538) position for the CHRED Communications Team from the Civil Service pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE – DECEMBER 8, 2023

(LAST DAY FOR COUNCIL ACTION – DECEMBER 8, 2023)

Summary:

On November 7, 2023, your Committee considered an October 31, 2023 communication from the Mayor relative to the exemption of one Principal Project Coordinator (Class Code 1538) position for the CHRED Communications Team from the Civil Service pursuant to Charter Section 1001(b). According to the Mayor, Charter Section 1001(b) allows up to 150 persons to be exempt, of which 133 are approved, and an additional eight are pending approval. Approval of this request will not increase the count as it is intended to replace an exempt Senior Project Coordinator, which will be deleted from the count. As of the date of this letter, this request will be in the 141st position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which five are filled.

The Principal Project Coordinator (PPC) will oversee the CHRED's Communication Team which involves developing and executing communications strategy, review and finalize correspondence or memorandum for print, online, and social media. The PPC will also lead and implement the department's philanthropic vision; foster strategic partnerships with local academia, businesses, and community organizations to secure funding; manage funding proposals; oversee grant writing and administration and oversee other grant administration deliverables. As a member of the executive team, the PPC will conduct interviews for higher-level classifications, provide recommendations to the General Manager on operational matters, and act as a budget advisor.

The Principal Project Coordinator will supervise approximately six full-time employees including one Public Information Director (Class Code 1800), one Public Relations Specialist (Class Code 1785), one Human Relations Advocate (Class Code 9207), two Administrative Clerks (Class Code 1358), six part-time employees, and all unpaid high school, college, and graduate-level volunteers. This employee will also work closely with the Civil Rights Enforcement Unit to develop a mechanism to collect and disperse fees and penalties and serve as a liaison to the Office of Finance, Controller's Office, and City Attorney to manage the department's intellectual property, including licensing agreements and trademarks for the sale of LA for All merchandise in accordance with Charter Section 104(g), as outlined in the Civil and Human Rights Community Engagement Fund. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption. 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

11/7/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-