

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of one Senior Project Coordinator (Class Code 1538) position for the Emergency Management Department (EMD) from the Civil Service, pursuant to Charter Section 1001(b).

Recommendation for Council action:

APPROVE the exemption of one Senior Project Coordinator (Class Code 1538) position for the EMD 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 – JANUARY 12, 2024

(LAST DAY FOR COUNCIL ACTION – JANUARY 12, 2024)

Summary:

On December 5, 2023, your Committee considered a November 29, 2023 communication from the Mayor relative to the exemption of one Senior Project Coordinator (Class Code 1538) position for the EMD 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 130 are approved, and an additional 8 are pending approval. Approval of this request will increase the count. As of November 29, 2023, this request will be in the 139th 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 5 are filled.

The Senior Project Coordinator will serve as the Grants Coordinator responsible for management and administration of all grants administered by EMD, in support of the department's mission of increasing City preparedness and ability to plan for, mitigate, respond to and recover from natural and manmade disasters. The Senior Project Coordinator will work with department leadership and staff within EMD's five divisions (Finance & Administration, Organization & Training, Preparedness & Engagement, Innovation & Development, and Planning & Resilience) to identify grant opportunities; develop and submit successful grant applications; coordinate program development and implementation; budgetary tracking and oversight; handle all required grant reporting; RFP development, procurement and contracting procedures; and ensuring compliance with all applicable grant requirements and associated regulations at the local, state, and federal levels.

This position is tasked with high-level coordination with department and other City leadership to identify gaps and grant-based solutions to implementing programs in accordance with departmental and City priorities and will serve as the department's principal liaison on grant matters to City departments and elected offices as well as to local State and Federal governmental and non-governmental grant administrators, agencies, or departments. 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

12/5/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-