



Eric Garcetti, Mayor
Abigail R. Marquez, General Manager
Community Investment for Families Department

September 1, 2021

The Honorable City Council
City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

Dear Honorable City Council Members:

REQUEST FOR EXEMPTION PURSUANT TO CHARTER SECTION 1001(d)(4)

At its August 26, 2021 meeting, the Board of Civil Service Commissioners approved civil service exemption, under Charter Section 1001(d)(4), for the following grant funded position in the Community Investment for Families Department (CIFD):

No.	Class Code	Pos. ID	Class Title	Division
1	1577	CXMP011	Assistant Chief Grants Administrator	Administrative and Financial Management

A copy of the specific section of the Board of Civil Service Commissioners' agenda reflecting exemption approval of this position is attached.

The Assistant Chief Grants Administrator position will develop guidelines and business processes and define roles and responsibilities of the Contracts and Procurement Unit; evaluate contracting needs and boilerplate requirements based on funding sources and types of contracts activities; organize and plan work of the Unit providing technical assistance to contract monitors throughout the department; working with the City Attorney's office to keep contract boilerplates up-to-date; and, ensure contract information is current and relevant; and other specialized assignments such as grant writing, research and evaluation, and other related duties.

Additional responsibilities include overseeing development of Requests for Proposals (RFP) and other forms of procurement for service contractors within the department; overseeing staff in coordination of bidders/proposers conferences, follow-up question and answer process, and proposal evaluation; overseeing staff in maintaining procurement documentation; supporting research related to single audits to provide procurement documentation; overseeing the preparation of transmittals to provide funding recommendations to management, Mayor, and Council; and, ensure procurement documents are kept up-to-date on the department's websites.

The Assistant Chiefs Grant Administrator manages staff in the Contracts Section; assigns, directs, and evaluates work of Management Analysts, including training and motivating staff to perform their duties, development of necessary tools to assist staff in the performance of their jobs,

interpersonal skills, attendance and work performance issues and administration of progressive discipline, when necessary; oversees communication of personnel policies and procedures to staff, and implement equal employment opportunity provisions; and, directs, supports, and coordinates training for staff as needed for job performance, employee development, and building staff capacity.

Funding for this position comes directly from grant funds. Accordingly, CIFD 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.

RECOMMENDATION

The General Manager of CIFD requests that the City Council:

Approve the action taken by the Board of Civil Service Commissioners on August 26, 2021 to exempt from civil service the above grant-funded positions in the Community Investment for Families Department.

If you have any questions, or require additional information, please contact Stephen Cross, Community Investment for Families Department Acting Personnel Director, at (213) 808-8478.

Sincerely,

A handwritten signature in black ink, appearing to read 'Abigail Marquez', with a long horizontal flourish extending to the right.

Abigail Marquez, General Manager
Community Investment for Families Department



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

AGENDA

COMMISSIONERS
RAUL PEREZ
President
KARLA M. GOULD
Vice President

JEANNE A. FUGATE
GUY LIPA
NANCY P. MCCLELLAND
Commissioners

**REGULAR MEETING – 10:00 A.M.
THURSDAY, AUGUST 26, 2021
VIRTUAL MEETING
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

In conformity with the Governor's executive order n-29-20 (March 17, 2020) and due to concerns over COVID-19, this meeting of the Board of Civil Service Commissioners will be conducted using audio technology. Any person wishing to observe the commission meeting or address the commission in public comment must dial (669) 900-6833, and when asked for a Meeting ID, enter 820 0054 3795 followed by the pound sign (#). When asked, enter the password 628869 and the pound sign (#) again to continue. Participants will then be joined into the meeting. If you wish to enter a public comment on a matter of interest that is within the subject jurisdiction of the Board, please dial *9 when the Commission reaches item three of this agenda. You will be called upon and your phone or device unmuted.

Digital recordings of Commission Board meetings are kept for 30 days after each meeting. Information on acquiring an audio copy of a meeting may be obtained by contacting the Commission Office at (213) 473-9107. Website: <http://www.lacity.org>

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES**

Minutes of the regular meeting of Thursday, August 12, 2021, submitted for approval.

3. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

Time set aside for the Board to hear comments on matters of interest to the public that are within the subject jurisdiction of the Board. No single speaker shall exceed **one** minute.

Any person who is compensated to monitor, attend or speak at this meeting of the Board of Civil Service Commissioners is required by City law (Los Angeles Municipal Code § 48.01 *et seq.*) to register as a lobbyist and report your activity to the City Ethics Commission.

4. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Approval of routine and non-appearance matters under New Business, pages two through eight, items 5 and 6, subject to any requests for reconsideration by the end of the meeting.

6. **CLASSIFICATION ACTIONS, (Continued)**

- e. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following position in the **Community Investment for Families Department (CIFD)** in accordance with Charter Section 1001(d)(4), based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
3439	1	Assistant Chief Grants Administrator, 1577

File No.

COMMISSION ACTION:

7. **ADJOURNMENT**