

CITY OF LOS ANGELES

CALIFORNIA

CAROLYN HULL
GENERAL MANAGER



ERIC GARCETTI
MAYOR

**ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT**

1200 W. 7TH STREET
LOS ANGELES, CA 90017

Contact: Tonja Bellard (310) 365-8048

August 16, 2022

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)

At its meeting on August 11, 2022, the Board of Civil Service Commissioners approved civil service exemptions for the following five (5) grant-funded positions in the Economic and Workforce Development Department (EWDD):

Org Chart Reference	Pos. ID #	Class Code	Class Title	Division	Council File #
p. 9	2468	1538	Senior Project Coordinator	Workforce Development	22-0014
p. 9	2472	1537	Project Coordinator	Workforce Development	22-0014
p. 8	2470	1538	Senior Project Coordinator	Workforce Development	22-0014
p. 8	2471	1537	Project Coordinator	Workforce Development	22-0014
p. 8	2473	1546	Senior Project Assistant	Workforce Development	22-0014

These positions are supported partially or in full by grant funding, and the duties are as follows:

Position ID: #2468 – Senior Project Coordinator – Position is responsible for overseeing the development of special projects for 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.

Position ID: #2472 – Project Coordinator - Position is responsible for the program management and implementation of the Los Angeles Regional Initiative for Social Enterprise (LA:RISE) Youth Academy. The duties include leading the coordination of homeless project services and activities with contracted service providers, including collaborative efforts with affiliated partners, to provide transitional employment, housing services, and other social services, oversees the development of contracts, program monitoring, approval of program budgets, and conducts partnership meetings, prepares and submits routine correspondence, site visit monitoring reports, desk reviews, statistical and narrative reports, and contract budget summary/expenditure plans, reviews and maintains reports and documentation relating to discussions, non-compliance issues, and issues that adversely affect contractor performance, provides ongoing technical assistance to contracted service providers and prepares related documents required to ensure contract performance and compliance with contract budget and programmatic requirements, responds to questions concerning customers and/or potential customers, interprets agreement provisions, grant regulations, City ordinances, departmental procedures, City policies, and reporting requirements, creates program documents and forms for system-wide use, research, or to assist with the marketing and recruitment of program participants, assists in facilitating system-wide training, attends community events, and meetings relating to contract administration and management functions.

Position ID: #2470 – Senior Project Coordinator – Position is responsible for the oversight and administration of the California for All (C4ALL) grant for youth-related programs. The duties include directs, supervises, coordinates and schedules the work assignments of staff engaged in C4ALL program monitoring, tracks and reports performance of each program in accordance with grant requirements, coordinates with other City departments to develop reports for distribution to the State, Mayor, and Workforce Development Board, develops and cultivates relationships with partner agencies, Community-Based Organizations, and non-profits to ensure a continuous quality improvement and overall project management of the program, develops financial and non-financial agreements, develops and negotiates the scope of work with partner agencies, represents management at meetings with other governmental jurisdictions, City departments, or bureaus, and before City Commissions, the City Council and its Committees, and presents information and reports on actions taken.

Position ID: #2471 – Project Coordinator – Position is responsible for monitoring assigned contracts for Student to Student under the California for All (C4ALL) grant youth-related programs. The duties including collecting data, reports, and files for desk reviews and monitoring visits to observe and track related program activities and review customer files and documentation of eligibility, residency, income, at-risk status, assessment and performance, case management operations, and participant follow-up reporting, uses software applications including but not limited to, CalJOBS, County Web Portal, and Hire LA's Youth Platform to generate reports, prepares and submits for review and approval, routine correspondence, site visit reports, desk reviews, statistical and narrative reports, and contract budget summary/expenditure plans, ensures assigned contracts are meeting program compliance and administrative requirements, reports and documents information relating to discussions, non-compliance issues, etc. that affect contractor performance, provides ongoing technical assistance by telephone, written correspondence, and/or in-person on program activities, services, and documents required to ensure contract performance and compliance with contract budget and programmatic requirements, reviews cash requests and/or adjustments, procurement standards and documentation, monthly reports, and corrective action plans, responds to questions concerning customers and/or potential customers, interprets agreement provisions, City ordinances, grant regulations, departmental procedures, City policies, and reporting requirements, develops tracking sheets and monitors contracted providers' progress, assists in facilitating system-wide training and participating in workshops, training, community events, and meetings relating to contract administration and management functions, and may also assist with researching, developing, and assembling materials, planning, scheduling, identifying, coordinating presenters, securing visual aids, and performing other tasks to provide and organize training, workshops, and other meetings.

Position ID: #2473 – Senior Project Assistant – Position is responsible for monitoring assigned contracts for Student to Student under the California for All (C4ALL) grant youth-related programs. The duties include collecting data, reports, and files for desk reviews and monitoring visits to observe and track related program activities and review customer files and documentation of eligibility, residency, income, at-risk status, assessment and performance, case management operations, and participant follow-up reporting, uses software applications including but not limited to, CalJOBS, County Web Portal, and Hire LA's Youth Platform to generate reports, prepares and submits for review and approval, routine correspondence, site visit reports, desk reviews, statistical and narrative reports, and contract budget summary/expenditure plans, ensures assigned contracts are meeting program compliance and administrative requirements, reports and documents information relating to discussions, non-compliance issues, etc. that affect contractor performance, provides ongoing technical assistance by telephone, written correspondence, and/or in-person on program activities, services, and documents required to ensure contract performance and compliance with contract budget and programmatic requirements, reviews cash requests and/or adjustments, procurement standards and documentation, monthly reports, and corrective action plans, responds to questions concerning customers and/or potential customers, interprets agreement provisions, grant regulations, City ordinances, departmental procedures, City policies, and reporting requirements, develops tracking sheets and monitors contracted providers' progress, assists in facilitating system-wide training and participating in workshops, training, community events, and meetings relating to contract administration and management functions, and may also assist with researching, developing, and assembling materials, planning, scheduling, identifying, coordinating presenters, securing visual aids, and performing other tasks to provide and organize training, workshops, and other meetings.

Employment authority for these positions is currently in effect and will be included by the CAO within the Personnel Authority Resolution (PAR) for FY 2022–2023.

Should you have any questions or require additional information regarding this request, please contact Tonja Bellard at tonja.bellard@lacity.org

Sincerely,



Carolyn 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