

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of one Senior Project Coordinator (Class Code 1538) position for the Economic and Workforce Development Department (EWDD) from the Civil Service pursuant to Charter Section 1001(d)(4).

Recommendation for Council action:

APPROVE the exemption of one Senior Project Coordinator (Class Code 1538) position for the EWDD from the Civil Service pursuant to Charter Section 1001(d)(4) as detailed in the September 8, 2023 EWDD report, attached to the Council File.

Fiscal Impact Statement: None submitted by the EWDD. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On October 3, 2023, your Committee considered a September 8, 2023 EWDD report relative to the exemption of one Senior Project Coordinator (Class Code 1538) position for the EWDD from the Civil Service pursuant to Charter Section 1001(d)(4).. According to the EWDD, the Senior Project Coordinator will manage 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 Senior Project Coordinator 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 Senior Project Coordinator 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 Senior Project Coordinator will provide direct technical assistance to program partners and will work directly with contracted providers. The Senior Project Coordinator will be responsible for the coordination of monitoring site visits and program reporting. Additionally, the SPC will prepare monthly/quarterly program narrative reports and updates as requested by grantors, including support with the development of project proposals and funding applications. Regular reporting will be submitted to the Mayor's office, City Council, the Workforce Development Board, and various funders both private and government. 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

10/3/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-