



MIKE FEUER
CITY ATTORNEY

MEMORANDUM

To: The Honorable Eric Garcetti Honorable Members of City Council
Mayor of Los Angeles City of Los Angeles
City Hall City Hall
Los Angeles, CA 90012 Los Angeles, CA 90012
Attention: Mandy Morales Attention: Patrice Lattimore

From: Leela Kapur, Chief of Staff *Leela*

Cc: Michiko Reyes, Budget Director
Janette Flintoft, Director of Grants Operations

Date: July 16, 2018

Re: FY 2018 – 20 Prop. 56 CA Healthcare, Research and Prevention Tobacco Tax Act
of 2016 Grant Award

Transmitted herewith for Mayor and City Council consideration is a new grant award totaling \$5,515,140 for FY 2018-20 to address illegal sales of tobacco products to minors in partnership with LAPD. Funding originates from the Prop. 56 CA Healthcare, Research and Prevention Tobacco Tax Act of 2016, which is administered by the California Attorney General's Office through a competitive grant process.

Through new resources, the City of Los Angeles (led by the Los Angeles City Attorney's Office in partnership with the Los Angeles Police Department) will address local youth centered, tobacco-related issues through its seminal initiative entitled **LA DATA (Decreasing Adolescent Tobacco Access)**. Under the direction of a multi-agency task force, LA DATA will feature aggressive tobacco retailer enforcement, illegal hookah lounge enforcement/abatement, a tobacco retailer diversion program, and widespread outreach regarding unlawful tobacco sales to youth. Strategies will also be developed and implemented to address the alarming increase in youth usage of e-cigarettes such as devices manufactured under the name of JUUL and PAX. In addition, a multi-media youth tobacco and e-cigarette awareness campaign involving online, television, radio and print outreach will be developed.

LA DATA Project goals will entail:

1. Establishing a multi-agency DATA Task Force
2. Increasing Penal Code (PC) section 308 (underage youth tobacco and e-cigarette sales) enforcement
3. Increasing illegal hookah lounge enforcement and abatement
4. Creating new enforcement pathways involving diversion
5. Increasing youth anti-tobacco outreach and updating curriculum to include new e-cigarette devices such as JUUL and PAX.
6. Improving data collection and evaluation of enforcement activities

Measurable outcomes will include:

1. # of task force participants and agencies, task force meetings, task force operations, and policy objectives identified and advanced.
2. # of roll-call trainings by LAPD and TEP on PC 308 and tobacco-related laws.
3. # of PC 308 undercover decoy operations, arrests, and retailers brought into compliance;
4. # of PC 308 cases diverted, filed, and disposition rates.
5. # of outreach attempts with unlawful hookah lounge business owners, task force operations, and unlawful venues brought into compliance through filings and abatements.
6. # of resources developed to support school administrators, faculty, parents, and students participating in strategies to address unlawful tobacco sales and to decrease youth uptake of tobacco and e-cigarettes.
7. # of retailers referred to LACA's new tobacco-specific diversion program, participant completion rates, and participant recidivism rates.
8. # of tobacco outreach strategies developed and disseminated.

To carry out the increased duties and functions in partnership with the Los Angeles Police Department, an Administrative Coordinator I, Deputy City Attorney II, and Investigator III will be added to the City Attorney's Tobacco Enforcement Program. Funding will also provide overtime resources for task force operations and undercover deployment. The grant provides for full cost recovery for the new positions. In addition, there will be a savings to the general fund for the time existing staff spends on the grant.

Three RFPs will be issued for: 1) a LA DATA project evaluator; 2) tobacco retailer outreach campaign regarding illegal sales to minors; and 3) multi-media youth outreach campaign regarding the perils associated with tobacco products, including e-cigarettes such as JUUL.

The California Attorney General's Office has indicated its intent to continue administering Prop. 56 funds, for which the City Attorney's Office will seek as continuation funding to sustain the LA DATA Initiative.

LA DATA CONTROLLER INSTRUCTIONS

As part of the acceptance process, we request that the City Council, subject to the approval of the Mayor:

1. **AUTHORIZE** the City Attorney or his designee to approve the Standard Agreement with the State of California Department of Justice for the period of June 1, 2018 to June 30, 2020, subject to the approval of the City Attorney as to form.
 2. **ACCEPT** funding in the amount of \$5,515,140 from the State of California Department of Justice for the period June 1, 2018 to June 30, 2020.
 3. **ADOPT** the attached Resolution requested by the California Attorney General's Office for receipt of the grant award.
 4. **AUTHORIZE** the City Attorney or designee to issue three RFPs: one for a tobacco retailer outreach campaign; one to develop a youth tobacco awareness multi-media campaign; and one to provide research and evaluation of the program, as well as to execute the vendor agreements between the City Attorney's Office and the selected providers;
 5. **RESOLVE** an employment authority in the City Attorney's Office for the period October 1, 2018 to June 30, 2020, for one Administrative Coordinator I (0567) position is approved;
 6. **RESOLVE** an employment authority in the City Attorney's Office for the period October 1, 2018 to June 30, 2020, for one Deputy City Attorney II (0595) position is approved;
 7. **RESOLVE** an employment authority in the City Attorney's Office for the period October 1, 2018 to June 30, 2020, for one Investigator III (0544) position is approved;
 8. **APPROVE** the City cash and in-kind match and additional contribution in the amount of \$73,442 for the period of June 1, 2018 through June 30, 2020.
4. **AUTHORIZE** the Controller to:
- a. Establish a receivable within Fund 368 in the amount of \$5,515,140 from the State of California Department of Justice
 - b. Establish a new appropriation account within Fund 368 as follows:

Account 12R642 – LA DATA Program - \$5,515,140
 - c. Transfer \$733,220 from Fund 368, Account 12R642 - LA DATA Program to Fund 100, Department 12, Account 001010 – Salaries General.

- d. Transfer \$755,540 from Fund 368, Account 12R642 - LA DATA Program to Fund 100, Department 70, Account 001092 – Sworn Overtime
 - e. Upon approval of expenses and receipt of grant funds, transfer up to \$822,962 from Fund 368, Account 12R642 to Fund 100, Department 12, Revenue Source 5361 – Reimbursement related costs, Other as reimbursement for fringe benefits and indirect costs related to the LA DATA project for the period June 1, 2018 to June 30, 2020.
5. **AUTHORIZE** the City Council to Instruct the City Clerk to place on Council Calendar for July 1, 2019, the following action relative to the LA DATA PROGRAM:
- That the City Council, subject to the approval of the Mayor, **AUTHORIZE** the Controller to:
- a. Transfer \$653,191 from Fund 368, Department 12, Account 12R642 LA DATA program to Fund 100, Department 12, Account 001010 Salaries General.
 - b. Transfer \$743,890 from Fund 368, Department 12, Account 12R642 LA DATA Program to Fund 100, Department 70, Account 001092- Sworn Overtime.
6. **AUTHORIZE** the City Attorney to prepare Controller instructions for any necessary technical adjustments, subject to the approval of the City Administrative Officer and instruct the Controller to implement the instructions.

Recipient Department

This Grant Award is:	<input type="checkbox"/> New	<input type="checkbox"/> Continuation/Renewal	<input type="checkbox"/> Supplemental	<input type="checkbox"/> Suballocation
Grants Coordinator:	Janette Flintoft	E-Mail:	janette.flintoft@lacity.org	Phone: 310-570-0686
Project Manager:	Celina Porras	E-Mail:	celina.porras@lacity.org	Phone: 213-202-5576
Department/Bureau/Agency:	City Attorney			Date: 07/11/2018

Grant Information

Name of Grantor:	California Department of Justice	Pass Through Agency:	
Grant Program Title:	TOBACCO LAW ENFORCEMENT GRANT PROGRAM - 2017/18	Notification of Award Date:	7/2/2018
Funding Source (Public / State)	Grant Type: Competitive/Discretionary	Funds Disbursement: Reimbursement	Agency's Grant ID: CFDA#: Other ID#: eCivis ID#: LAC00119
Match Requirement:	None	Amount:	\$0.00 %Match 0
Match Type:	N/A	Identify Source of Match:	Indirect costs beyond 5% cap.
Fiscal Information:	Awarded Funds: \$5,515,140.00	Match/In-Kind Funds:	Additional/Leverage Funds: 73,442
			Total Project Budget: 5,588,582

Approved Grant Budget Summary

Category	Awarded	Match	Additional	Explanation
Personnel				
Salaries				
Deputy City Attorney II (new)	\$301,826.00	\$0.00		FY 18-19 \$149,271 x 100% FTE
Administrative Coordinator I (new)	\$173,806.00	\$0.00		FY 18-19 \$86,903 x 100% FTE
Investigator III (new)	\$193,308.00	\$0.00		FY 18-19 \$96,654 x 100% FTE
Administrative Coordinator II (GP)	\$176,275.00	\$0.00		FY 18-19 \$102,563 x 85% FTE
Legal Clerk II (PH)	\$114,944.00	\$0.00		FY 18-19 \$56,689 x 100% FTE
Administrative Coordinator I (JK)	\$69,230.00	\$0.00		FY 18-19 \$75,878 x 45% FTE
Administrative Coordinator III (NM)	\$61,240.00	\$0.00		FY 18-19 \$121,146 x 25% FTE
Deputy City Attorney IV (CP)	\$162,973.00	\$0.00		FY 18-19 \$200,949 x 40% FTE
Assistant City Attorney (WR)	\$22,357.00	\$0.00		FY 18-19 \$220,535 x 5% FTE
Deputy City Attorney III (JF)	\$19,273.00	\$0.00		FY 18-19 \$190,112 x 5% FTE
Administrative Coordinator IV (RW)	\$30,025.00	\$0.00		FY 18-19 \$150,127 x 20% FTE
Administrative Coordinator III (AL)	\$48,458.00	\$0.00		FY 18-19 \$121,146 x 40% FTE
Administrative Coordinator II (IP)	\$7,820.00	\$0.00		FY 18-19 \$78,196 x 10% FTE
Administrative Coordinator II (NC)	\$4,876.00	\$0.00		FY 18-19 \$97,155 x 5% FTE
Overtime				
LAPD Tobacco Task Force Supervisor	\$124,300.00	\$0.00		\$110/hour x 560 hrs (yr 1); 570 hrs (yr 2)
LAPD Tobacco Task Force Team	\$1,375,130.00	\$0.00		\$85/hour x 8,164 hrs (yr 1); 8,014 hrs (yr 2)
Benefits				
Deputy City Attorney II (new)	\$119,130.00	\$0.00		CAP 38 Fringe Benefits @ 39.47%
Administrative Coordinator I (new)	\$68,602.00	\$0.00		FY 18-19 \$86,903 x 100% FTE
Investigator III (new)	\$76,298.00	\$0.00		FY 18-19 \$86,903 x 100% FTE
Administrative Coordinator II (GP)	\$69,575.00	\$0.00		FY 18-19 \$102,563 x 85% FTE
Legal Clerk II (PH)	\$45,368.00	\$0.00		FY 18-19 \$56,689 x 100% FTE
Administrative Coordinator I (JK)	\$27,325.00	\$0.00		FY 18-19 \$75,878 x 45% FTE
Administrative Coordinator III (NM)	\$24,171.00	\$0.00		FY 18-19 \$121,146 x 25% FTE
Deputy City Attorney IV (CP)	\$64,325.00	\$0.00		FY 18-19 \$200,949 x 40% FTE
Assistant City Attorney (WR)	\$8,824.00	\$0.00		FY 18-19 \$220,535 x 5% FTE x 45.62%
Deputy City Attorney III (JF)	\$7,607.00	\$0.00		FY 18-19 \$190,112 x 5% FTE x 45.62%
Administrative Coordinator IV (RW)	\$11,851.00	\$0.00		FY 18-19 \$150,127 x 20% FTE
Administrative Coordinator III (AL)	\$19,126.00	\$0.00		FY 18-19 \$121,146 x 40% FTE
Administrative Coordinator II (IP)	\$3,087.00	\$0.00		FY 18-19 \$78,196 x 10% FTE
Administrative Coordinator II (NC)	\$1,917.00	\$0.00		FY 18-19 \$97,155 x 5% FTE
Equipment				
Supplies				
Office Furniture - Desks and Chairs	\$4,000.00	\$0.00		4 x \$1,000
Computer Workstation and Printers	\$8,000.00	\$0.00		4 x \$2,000
Computer Tablet	\$7,200.00	\$0.00		4 x \$1,800

High Performance Camera	\$3,995.00	\$0.00	1 x \$3,995
Software Licensing (Photoshop)	\$250.00	\$0.00	2 x \$125
Software Licensing (GIS)	\$5,000.00	\$0.00	1 x \$5,000
Office Supplies	\$4,400.00	\$0.00	2 years x \$2,200/Yr
Printing	\$4,800.00	\$0.00	2 Years x \$2,400/Yr
Postage	\$1,000.00	\$0.00	2 Years X \$500/Yr
Parking	\$13,200.00	\$0.00	2 Years x \$6,600/Yr
Travel			
Travel and Training			
DQT Sponsored Events - TBD	\$3,792.00	\$0.00	Airfare - \$500 x 2
Contractual Services			
Contractual Services			
Contract Services - Database	\$240,000.00	\$0.00	\$120,000/Yr x 2 Years
Contract Services - Marketing/Graphic	\$1,310,700.00	\$0.00	\$1,110,700 x 1 yr to develop tobacco multi-media
Contract Services - Program Evaluation	\$200,000.00	\$0.00	\$100,000/Yr x 2 Years
Other			
Administrative Costs			
Central Services and Department Admn per CAP 38 of 25.18%	\$275,756.00	50,383	Annual salary x 25.18%; capped @ 5% by grantor
Total	\$5,515,140.00		73,442

Approved Project

Descriptive Title of Funded Project: LA DATA (Decreasing Access to Tobacco by Adolescents)

Performance Period Start/End Dates (Month/Day/Year): Citywide: Yes

Start: 06/01/2018 End: 06/30/2020 Affected Council District(s):
Affected Congressional District(s):

Purpose: Reduce tobacco access, use, and illegal sales to minors

Identify Internal Partners (City Dept/Bureau/Agency): LAPD

Identify External Partners:

Summary

Please provide a project summary including goals, objectives (metrics), specific outcomes, and briefly describe the activities that will be used to achieve these goals. You may attach an additional sheet of paper if necessary.

Tobacco retailer enforcement, hookah lounge enforcement, and outreach by the LA City Attorney's Office. Additional program features will include establishing a tobacco retailer task force and increased citywide illegal tobacco sales investigations/enforcement by LAPD.

Recommendations

Please provide a complete list of necessary actions for implementation, including acceptance of the award by the City, Controller instructions for fund and accounts set-up, coordination of project activities (such as contract and position authorities).

Please see attached instructions.

Fiscal Impact Statement

Please describe how the acceptance of this grant will impact the General Fund. Provide details on any additional funding that may be required to implement the project/program funded by this grant.

All existing positions were included in the approved FY 2018/19 budget. There is a \$73,442 general fund impact resulting from the grantor's 5% cap on indirect cost reimbursement.

Acceptance Packet

The above named Department has received an award for the Grant Program identified above, accepts full responsibility for the coordination and management of all Grant funds awarded to the City, and will adhere to any policies, procedures and compliance requirements set forth by the Grantor and its related agencies or agents, as well as those of the City, and its financial and administrative departments. The following items comprise the Acceptance Packet and are attached for review by the CAO Grants Oversight Unit:

<input type="checkbox"/> Grant Award Notification and Acceptance	<input type="checkbox"/> Copy of Award Notice
<input type="checkbox"/> Grant Project Cost Breakdown (Excel Document)	<input checked="" type="checkbox"/> Copy of Grant Agreement (if applicable)
<input checked="" type="checkbox"/> Detail of Positions and Salary Costs (Excel Document)	<input type="checkbox"/> Additional Documents (if applicable)
Department Head Name: Janette Flintoft	Department Head Signature: _____ Date: _____

For CAO Use Only

The Office of the City Administrative Officer, Grants Oversight Unit has reviewed the information as requested, and has determined that the Acceptance Packet is:

<input type="checkbox"/> Complete The Acceptance Packet has been forwarded to appropriate CAO analyst
<input type="checkbox"/> Returned to Department (Additional information/documentation has been requested.
<input type="checkbox"/> Flagged (See comments below.)
Comments: _____
CAO Grants Oversight Unit Signature: _____ Date: _____

LOS ANGELES CITY COUNCIL RESOLUTION
Proposition 56 Grant

WHEREAS the ***Los Angeles City Attorney's Office*** desires to participate in the Proposition 56 grant program administered by the California Attorney General's Office to establish LA DATA ("Decreasing Adolescent Tobacco Access). In partnership with the Los Angeles Police Department, LA DATA will feature aggressive tobacco retailer enforcement, hookah lounge enforcement/abatement, and widespread youth outreach as coordinated through a new anti-tobacco task force. LA DATA will also feature an intensive, multi-media outreach campaign to address youth centered tobacco use entitled "***Join the Conversation.***"

NOW, THEREFORE, BE IT RESOLVED that the ***City Attorney, Michael N. Feuer***, be authorized on behalf of the ***City of Los Angeles*** to enter in the Grant Agreement with the California Attorney General's Office, including any amendments thereof.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the ***Los Angeles City Attorney's Office*** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the California Attorney General's Office.

PASSED AND ADOPTED on _____ by
the following vote of the City Council of the City of Los Angeles, to wit:

Ayes:

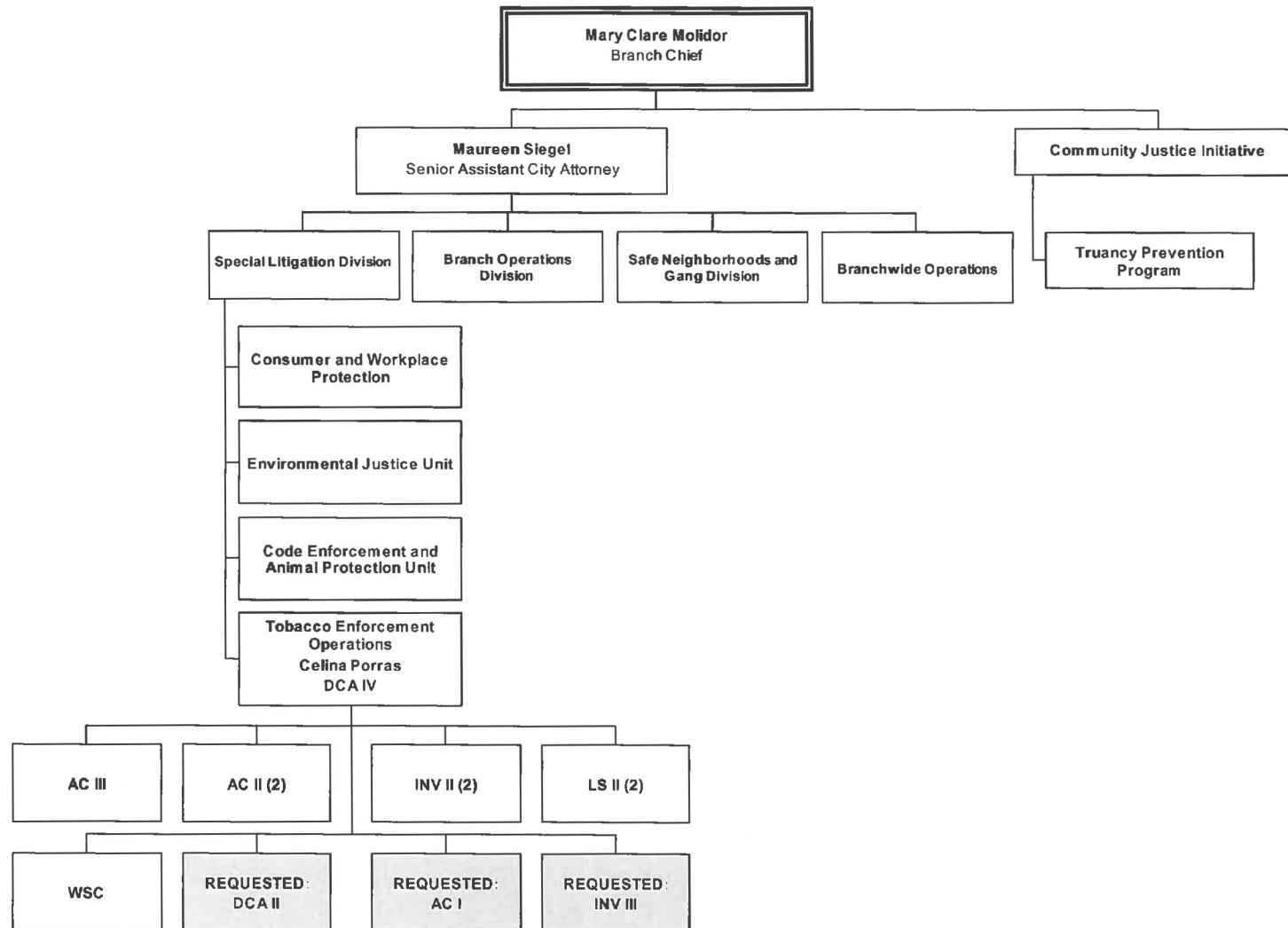
Noes:

Absent:

Signature:

Office of the Los Angeles City Attorney

Criminal & Special Litigation Branch



POSITION DESCRIPTION City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate	DO NOT USE THIS SPACE
4. Reason for Preparing Description: DCA II PAR (NEW)	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	
5. Location of office or place of work: City Hall East, 5th Floor – Los Angeles, CA 90012		6. Name of Department: City Attorney	

Date Prepared:
5/25/2018

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Celina Porras**Title: **Supervisor, Tobacco Enforcement Unit**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT
OF TIME

100%

DUTIES

100%
(overall)

The new DCA will perform prosecutorial functions to meet increased LAPD filing referrals related to retail tobacco and hookah lounge enforcement. The DCA will also play a central DATA (Decreasing Adolescent Tobacco Access) Task Force role through coordination of multi-agency stakeholders and abatement strategies to address illegal sales to minors and youth tobacco use.

Duties will include vertical prosecution of all PC 308 cases against repeat offenders and hookah-related cases city-wide. Additional duties will include participation in the development of a tobacco-specific curriculum for the new diversion program and creation of a hookah enforcement strategy plan

9. How long have the duties been substantially as described above? N/A (new position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____

Date _____

Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A

15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new DCA will be a direct report to the Tobacco Enforcement Program supervisor and receive ongoing supervision consistent with the management of the other DCAs in the Tobacco Enforcement Program.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter). Attorney licensed to practice law in California.

(b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting gun-related cases preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per
week

Strength to: _____ Lift _____ Push _____ Pull _____
Average weight _____ Heaviest weight _____
Climbing (stairs, ladders, poles) _____
How far _____
Face severe work conditions _____
Outdoors _____ on/near water _____

SPECIAL NEED FOR:
_____ Vision, to read fine print/numbers
_____ Hearing, for telephones/alarms
_____ Balance, for working heights
Other/explain _____

EXTENSIVE USE OF:
_____ Legs, for walking/standing
_____ Hands and fingers
_____ Back, for strenuous labor
Other/explain _____

Other/explain _____

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: N/A

(b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; Indicate the types of contacts, purpose thereof, and the importance of persons contacted. The DCA will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the DCA will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The DCA will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor _____ Celina Porras

Date _____

Class Title _____

Extension _____

Signature of department head _____

Date _____

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate	
4. Reason for Preparing Description: AC I PAR (NEW)	<input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared: 5/25/2018
5. Location of office or place of work: City Hall East, 5th Floor – Los Angeles, CA 90012	6. Name of Department: City Attorney		
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:			
Name: Celina Porras		Title: Supervisor, Tobacco Enforcement Unit	

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

[illegible]

9. How long have the duties been substantially as described above? N/A (new position)
10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A
12. Indicate the number of employees supervised by class titles. N/A
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A

15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new DCA will be a direct report to the Tobacco Enforcement Program supervisor and receive ongoing supervision consistent with the management of the other DCAs in the Tobacco Enforcement Program.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter). Attorney licensed to practice law in California.

(b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting gun-related cases preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per
week

Strength to: Lift Push Pull
Average weight Heaviest weight
Climbing (stairs, ladders, poles)
How far
Face severe work conditions
Outdoors on/near water

SPECIAL NEED FOR:
Vision, to read fine print/numbers
Hearing, for telephones/alarms
Balance, for working heights
Other/explain

EXTENSIVE USE OF:
Legs, for walking/standing
Hands and fingers
Back, for strenuous labor
Other/explain

Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: N/A

(b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; Indicate the types of contacts, purpose thereof, and the importance of persons contacted. The DCA will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the DCA will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The DCA will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor Celina Porras

Date _____

Class Title _____

Extension _____

Signature of department head _____

Date _____

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee:	2. Employee's Present Class Title/Code:	3. Present Salary or Wage Rate
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties Investigator III PAR (NEW) <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		
Date Prepared: 5/25/2018		
5. Location of office or place of work: City Hall East, 5th Floor – Los Angeles, CA 90012		6. Name of Department: City Attorney

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name: **Celina Porras**Title: **Supervisor, Tobacco Enforcement Unit**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT
OF TIME

100%

DUTIES

100%
(overall)

The new Investigator will perform will provide investigatory support for DATA (Decreasing Adolescent Tobacco Access) enforcement activities related to illegal sales to minors and hookah lounges. Duties will include helping to coordinate new investigations with law enforcement partners, including preparing reports and collecting evidence for all tobacco-related filings. Additional duties will include providing investigatory support to research business ownership and tobacco permit compliance of tobacco retailers.

9. How long have the duties been substantially as described above? N/A (new position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions. N/A

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles. N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____

Date _____

Extension _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described. N/A

15. SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed. The new DCA will be a direct report to the Tobacco Enforcement Program supervisor and receive ongoing supervision consistent with the management of the other DCAs in the Tobacco Enforcement Program.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter). Attorney licensed to practice law in California.

(b) Experience (type and length; list appropriate city classes, if any). Prior experience prosecuting gun-related cases preferred.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. N/A

Hours per
week

Strength to: Lift Push Pull
Average weight Heaviest weight
Climbing (stairs, ladders, poles)
How far
Face severe work conditions
Outdoors on/near water
Other/explain

SPECIAL NEED FOR:
Vision, to read fine print/numbers
Hearing, for telephones/alarms
Balance, for working heights
Other/explain

EXTENSIVE USE OF:
Legs, for walking/standing
Hands and fingers
Back, for strenuous labor
Other/explain

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: N/A

(b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same. N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies. N/A.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month. Is position bonded? N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; Indicate the types of contacts, purpose thereof, and the importance of persons contacted. The DCA will interface with various law enforcement partners, including, but not limited to, Los Angeles Police Department, Los Angeles County District Attorney's Office, and United States Attorney's Office. In addition, the DCA will work with the community and other stakeholders within the CGIC area as deemed appropriate by the project parameters.

(f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto. The DCA will track, input and maintain data for program reporting purposes.

Signature of the immediate supervisor Celina Porras

Date _____

Class Title _____

Extension _____

Signature of department head _____

Date _____