

EXEMPT EMPLOYMENT OPPORTUNITY

SENIOR PROJECT COORDINATOR

LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

THE SALARY

The current salary range for the Senior Project Coordinator position is \$80,325.36 to \$120,623.76 annually.

TYPE OF APPOINTMENT

This position is an Exempt Civil Service position under City Charter Section 1001(d)(4).

DUTIES AND RESPONSIBILITIES

This position will be assigned to the Community Services Block Grant (CSBG) Unit of the Program Operations Division and will be responsible for performing the following duties and responsibilities:

- Prepare, coordinate, and complete several required mid-year and annual grant reports for the Community Services Block Grant (CSBG), including reports on performance measures. Responsible for the development, coordination, and preparation of the biannual CSBG Community Action Needs Assessment report and the two-year Community Action Plan, both of which are submitted to the state. Review and prepare recommendations to management on work, progress, findings, and/or reports on activities related to CSBG. Serve as liaison with state and local representatives on performance reporting. Work with staff in HCIDLA Operations and Planning, and other administrative staff on CSBG grant budget, contracts, and program planning. Prepare written reports and other correspondence for management signature, including transmittals to Mayor and Council and reports to the oversight board.
- Coordinate, staff, advise, and provide support for the 12-member CSBG Community Action Board (CAB) and its meetings. This includes: preparation and set-up of meetings; prepare and post public meeting notifications (in accordance with Brown Act); arrange speakers; prepare agendas, materials and meeting notes; and prepare correspondence and documentation, as needed. Work with board members to recruit, orient, inform, and assist members, as needed, to fulfill their required board functions. Work with HCIDLA Program Operations staff and others to keep board members apprised of status of program operations, budget, and performance. Maintain files on bylaws, membership, agendas, and other documents.
- Research, develop, and prepare necessary policy recommendations to management on best practices or strategies to reduce poverty. Support development of the department goals scorecard. Coordinate internal and external trainings, seminars, discussions, and conferences. Will also assist with execution of FSS-related contracts. Track legislation and state notices regarding the grant and funding.

- Prepare directives and information bulletins for approval and distribution to the FamilySource System (FSS) and others. Work with management to develop a strategic information plan that highlights the FSS model, programs and successes through traditional and social media, journals, presentations, etc.
- Serve as liaison to systems for MIS/BitFocus for FamilySource System data base development and maintenance.
- Other duties as assigned.

REQUIREMENTS

Candidates for this position must meet the following requirements:

- 1) To qualify for this position individuals must meet one of the following two criteria; **and**
 - a) Currently be employed in any classification with HCIDLA; **or**
 - b) Currently be employed in the classification of Senior Project Coordinator with any other City of Los Angeles Department.
- 2) Graduation with a degree from a recognized four-year college or university; **and**
- 3) A minimum of two years of full-time paid professional experience developing and/or providing direct program services; **and**
- 4) A working knowledge of the rules and regulations common to federally funded programs; **and**
- 5) An in-depth knowledge of grant budgeting and expenditure analysis methods, federal auditing requirements, contract invoicing and expenditure analysis, monitoring methods and procedures, contract program and performance assessment methods and approaches.

KNOWLEDGE AND ABILITY

Desirable candidates should also have the following knowledge and abilities:

Knowledge of:

- Issues affecting low-income households.
- City operations and the ability to communicate clearly, both orally and in writing, with government personnel, City partners and community stakeholders.

Ability to:

- Effectively analyze quantitative and qualitative data and conduct research on a variety of topics.
- Write effective and concise reports.
- Communicate and deliver oral presentations to all levels of management, Board members, and other key stakeholders.
- Effectively utilize Microsoft Office Suite, including Word, Excel, Access, and PowerPoint.

SELECTION PROCESS

The selection process will consist of an oral interview and may include a writing exercise to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Senior Project Coordinator / CSBG) to the following email address: HCIDLA.PersRecUnit@lacity.org no later than **12:00 p.m. on Monday, June 22, 2020.**

NOTE: The City of Los Angeles Application form may be accessed on-line at the Personnel Department website at <http://per.lacity.org/application.pdf> or can be picked up in person at the Personnel Department located at 700 E. Temple Street, Los Angeles, CA 90012.

If you have any questions, please contact the Los Angeles Housing + Community Investment Department Personnel Unit at (213) 808-8804.

EXEMPT EMPLOYMENT

If employment is said to be exempt, it is meant that the employment is exempted from the civil service provisions of the City Charter. In order to receive a regular civil service appointment, employees must have successfully participated in a civil service examination, received a high enough score on the examination to be placed on and receive an appointment from an eligible list, and they must serve a probationary period. Exempt employees do not compete in a civil service examination, they are not placed on an eligible list and receive an appointment from that list, nor do they serve a probationary period. As a result, exempt employees do not have what is referred to as a "property interest" in their job. Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause. Employees with a property interest in their job, i.e. civil service employees, cannot be deprived of their employment (discharged or suspended) without due process.

GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT

Exempt employees serve at the will of the appointing authority, and as such, they may be discharged, suspended or otherwise disciplined without cause. Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest. No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation. No unauthorized representation can serve as the basis of an employee's reliance on, or expectation of, a property interest.

EMPLOYEES SEEKING TO BECOME CIVIL SERVICE EMPLOYEES

There is no protective leave for an exempt employee appointed to a civil service position. Upon receiving a civil service appointment and passing probation, the former exempt employee will be subject to the Civil Service provisions described in Article X of the City Charter. Upon appointment,

the civil service employee will begin to accrue displacement and layoff seniority on the first day of his/her civil service appointment and may file for promotional examinations for which s/he qualifies. A full or half-time exempt employee appointed to a full or half-time civil service position continues to: contribute to the Retirement System; accrue vacation time; accrue sick time; receive anniversary date salary increases; and, receive health and dental benefits identical to those received in the civil service position.