

EXEMPT EMPLOYMENT OPPORTUNITY

PROJECT COORDINATOR

LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

THE SALARY

The current salary range for the Project Coordinator position is \$65,709.36 to \$96,048.00 annually.

TYPE OF APPOINTMENT

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

DUTIES AND RESPONSIBILITIES

This position will be assigned to the Commissions and Community Engagement Unit of the Programs Operation Division and will be responsible for performing the following duties and responsibilities:

- Oversee and coordinate the functions of the Commission on the Status of Women, including: management of the day-to-day operations of the Board; preparing and providing status reports; timely and effective communication with Commission external partners and internal City partners on pending matters and initiatives; ensuring that Board Agendas and Minutes are prepared, appropriately disseminated, and maintained; ensuring that all related reference material is collected and made available to Board members at Commission meetings and at other relevant times.
- Implement Board-approved community and governmental outreach that improves the status of women and girls in Los Angeles, and improves gender equity within the City of Los Angeles government.
- Conduct research and analysis on current and pending issues that affect the five Commissions under the Commissions and Community Engagement Unit. Based on the results of research and analyses, make policy recommendations to the Division manager and the affected Board(s); develop implementation plans for approved Board policies, and assist in the incorporation of these policies into the affected Board(s) operations.
- Performs other related duties as assigned.

REQUIREMENTS

Candidates for this position must meet the following requirements:

1. Graduation with a degree from a recognized 4-year college or university and two (2) years of full-time paid professional experience working on gender equity and/or other social equity issues in an administrative capacity; **or**
2. A minimum of six (6) years of full-time paid professional experience working on gender equity and/or other social equity issues, in an administrative capacity.

KNOWLEDGE AND ABILITY

Desirable candidates should also have the following knowledge and abilities:

Knowledge of:

- Knowledge of issues affecting women and girls and gender equity.
- Knowledge of City operations and the ability to communicate clearly, both orally and in writing, with government personnel, City partners and community stakeholders.
- Project management and event coordination experience.

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.
- Manage social media accounts and update web pages.

SELECTION PROCESS

The selection process will consist of an oral interview and may include a writing exercise to determine the candidate's ability to effectively communicate so as to select 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.

Please also be advised that this Project Coordinator position is not a permanent, civil service appointment.

TO APPLY

Interested applicants must submit a completed City of Los Angeles Application form and a résumé (ATTN: Project Coordinator/ Commissions and Community Engagement) to the following email address: HCIDLA.PersRecUnit@lacity.org or to HCIDLA's Personnel Unit located at 1200 W. 7th St., 9th Floor, Los Angeles, CA 90017 no later than **12:00 p.m. on Monday, July 15, 2019.**

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.