EXEMPT EMPLOYMENT OPPORTUNITY

ASSISTANT CHIEF GRANTS ADMINISTRATOR

LOS ANGELES HOUSING + COMMUNITY INVESTMENT DEPARTMENT

THE SALARY

The current salary range for the Assistant Chief Grants Administrator position is $105,381.00 to $154,031.00 annually.

TYPE OF APPOINTMENT

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

DUTIES AND RESPONSIBILITIES

This position will be assigned to the Programs Operation Division and will be responsible for performing the following duties and responsibilities:

- Direct the work of professional and administrative personnel engaged in analysis, monitoring, and direct services in support of the federal entitlement programs and City General Fund resources. Plan, direct, coordinate and evaluate the work of staff consistent with Department's goals and in alignment with federal and City policies and regulations.

- Direct work relating primarily to the social services supported by the Consolidated Plan including fiscal and programmatic implementation of the HOPWA program and coordination of required services prescribed in the LAHSA contract as approved by the City Council and Mayor. Work on developing Memoranda of Understanding with outside agencies for various services; development of goals and outcomes and ensuring goals are achieved and other similar duties.

- Coordinate staff to ensure the proper procedures and policies are communicated and followed by funded programs. Assist in establishing the priorities of the unit in alignment with goals of the Department and Program Operations Unit.

- Maintain a strong working relationship and communications with program staff and service providers. Collaborate with all partners and stakeholders to ensure their input on Department and program initiatives and policy direction. Ensure that Department's interests are accurately represented at government and community meetings.

- Supervise and review the work of employees. Prepare and/or direct the preparation of statistical and narrative program reports. Ensure that staff adheres to proper procedures when reviewing funded agencies. Apply sound supervisory principles and techniques in building, developing and maintaining an effective work force, which may include Senior Management Analysts, Senior Project Coordinators, Management Analysts, clerical, volunteer and other staff needed to meet workload. Direct, support, and coordinate training for staff as required for job performance, employee development, and build staff capacity. Oversee the communication of personnel policies and procedures to staff, and implement
equal employment opportunity provisions in all aspects of the operation. Exercise overall responsibility in the areas of discipline, resolution of employee conflicts and grievances, and evaluation of performance.

- Work with staff to respond to program audits by oversight bodies or entities; submit necessary compliance documents, forms, and statistical and narrative reports. Develop and implement necessary corrective action plans to timely address issues and concerns emanating from compliance reviews and adopts measures to continually improve the system in place.

- Perform 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

2. A minimum of ten (10) years of full-time paid professional experience with a strong ability to provide strategic level input to Executive Management and City leaders on issues related to homelessness and social services for vulnerable populations; at least three (3) years of which must have included supervision of professional staff involved in carrying out these activities.

**KNOWLEDGE AND ABILITY**

Desirable candidates should also have the following knowledge and abilities:

Knowledge of:
- Knowledge of issues affecting low-income and homeless city residents.
- Knowledge of City operations and the ability to communicate clearly, both orally and in writing, with government personnel, City partners and community stakeholders.
- Knowledge federal entitlement programs and regulations.

Ability to:
- Effectively manage multiple priorities, exercise initiative, and develop high performing teams.
- Communicate effectively, both written and verbal and deliver oral presentations to all levels of management, Mayor, City Council, and other key stakeholders.
- Ability to work independently and adapt to changing priorities in a highly flexible work environment.
- Drive systems change and improved performance by identifying best practices and innovative approaches to support the department’s goal to reduce homelessness and alleviate poverty, through research, evaluation, and analysis.
- 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 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 Assistant Chief Grants Administrator 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: Asst. Chief Grants Administrator / Programs Operation) 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 Tuesday, December 3, 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.