



ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor *EG*

Subject: Re-exemption of One Project Coordinator for the Housing and Community Investment Department

Date: June 18, 2015

The Housing and Community Investment Department (HCID) has requested the re-exemption of one (1) Project Coordinator pursuant to Charter Section 1001(b), for the employment of persons “to provide management services or render professional, scientific or expert services of an exceptional character.” The Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 147 approved exemptions citywide. Approval of this request will increase the count.

The Project Coordinator position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, “When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection.” The previous Project Coordinator incumbent vacated the position in September 2014.

The Project Coordinator position serves as the CRA point person for the department's Occupancy Monitoring unit and is responsible for working with the department's compliance contractor to ensure that all 23,000 affordable units remain in compliance with the conditions stated in the regulatory agreement. Additionally, the Project Coordinator assists in the development of administrative procedures and housing related training material for all CRA/LA projects, develops rent and income schedules for all projects in the CRA loan portfolio, and works in conjunction with the Systems group to create reports and to transfer CRA project related data to the department's

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Occupancy Monitoring contractor. Lastly, the Project Coordinator provides administrative and programmatic support in the monitoring of CRA land use concessions.

The Project Coordinator position requires graduation from an accredited four-year college or university and two years of professional experience providing administrative support for housing development programs.

The re-exemption of this position will allow HCID the flexibility to recruit and select the best-qualified candidates who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Project Coordinator.

Based on my review of HCID's request, as well as the review of the Personnel Department, I hereby approve the request for the re-exemption of one (1) Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Rushmore Cervantes, Housing and Community Investment Department
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department