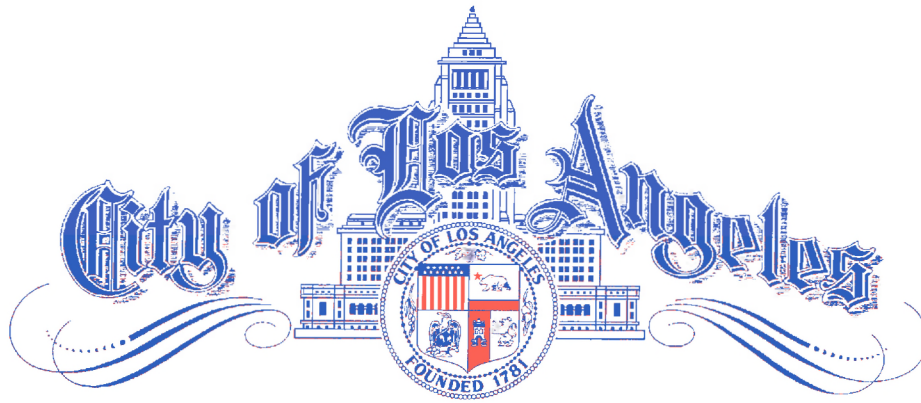




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of an Assistant General Manager

Date: November 20, 2015

The Information Technology Agency (ITA) requested the exemption of one Assistant General Manager in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions.

Charter Section 1001 (b) allows up to 150 persons to be exempt, with an additional 50 added by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 162 approved exemptions, with eight other pending requests. Approval of this request will increase the count.

The Assistant General Manager position was previously approved for 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 reauthorized in accordance with this subsection." The previous Assistant General Manager vacated this position on May 30, 2015.

The Assistant General Manager position manages ITA's Infrastructure and Communications Bureau and will be responsible for planning, organizing, coordinating and directing the activities of the Bureau. The Assistant General Manager position assists the General Manager in formulating and implementing policies, programs, procedures and standards for the activities of the ITA and will be responsible for managing the provisions of public safety and information technology services including, but not limited to, computing infrastructure and security, voice, data, radio and video on a seven-day per week, 24-hour a day basis.

The Assistant General Manager position requires graduation from an accredited four-year college or university with a bachelor's degree in one or more of the following disciplines: management information systems, business information systems, business administration, electrical engineering, communication engineering, computer engineering, or a closely related field. In addition, the candidate should possess at least five years of full-time paid experience in business or government administration, three of which are in a management or supervisory capacity.

The exemption of this position will allow ITA the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Assistant General Manager.

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

EG:ms

cc:

Ted Ross, ITA
Ana Guerrero, Office of the Mayor
Claudia Luna, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department