




ANTONIO R. VILLARAIGOSA  
MAYOR

**MEMORANDUM**

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

**From:** Antonio R. Villaraigosa, Mayor 

**Subject:** Exemption of Two Assistant General Manager positions for the Los Angeles Department of Transportation

**Date:** June 28, 2013

The Los Angeles Department of Transportation (LADOT) has requested approval for the designation of two (2) exempt Assistant General Manager positions, pursuant to Charter Section 1001 (b), for employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The exemptions will increase the number of approved exemptions under Charter Section 1001 (b).

The first Assistant General Manager position reports directly to the General Manager of LADOT and is responsible for the project delivery of the department's state, federal and local grant projects in support of the department's overall goals and objectives. The position functions as the Assistant General Manager of Project Delivery and oversees 90 employees within the Transportation Design and Project Delivery units. The position represents LADOT before the City Council, Board of Transportation Commissioners, Board of Taxicab Commissioners, and outside agencies as needed.

The Assistant General Manager of Project Delivery is responsible for executive oversight of major projects in the areas of construction management, transit, highway, streetscapes, pedestrian and bikeway projects and development services. In addition, the position is responsible for ensuring that city policies, state and federal policies, as well as department and office policies, procedures, rules and regulations are adhered to by administrative staff. The position may direct the activities of LADOT in the absence of the General Manager. Requirements for the position include a Bachelor's degree from an accredited college or university, a minimum of 10 years of experience at the level of a Principal Transportation Engineer, and thorough knowledge of the

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department's operations, particularly with respect to transportation engineering and construction.

The second Assistant General Manager position reports directly to the General Manager of LADOT and functions as the Assistant General Manager of Parking Management, Regulations, and Sustainable Transportation. The position manages an annual budget of over \$56 million, and has a span of control that encompasses over 300 professional employees. The position represents LADOT before the City Council, Board of Transportation Commissioners, Board of Taxicab Commissioners, and outside agencies as needed.

The Assistant General Manager of Parking Management, Regulations, and Sustainable Transportation is responsible for coordinating and directing the activities of the Parking Infrastructure, Regulation and Sustainable Transportation groups in the department. The position oversees personnel engaged in car sharing, pedicab, and other sustainable transportation contracts to introduce the public to alternative modes of sustainable travel. In addition, the position is responsible for ensuring that city policies, state and federal policies, as well as department and office policies, procedures, rules and regulations are adhered to by administrative staff. The position may direct the activities of LADOT in the absence of the General Manager. Requirements for the position include a Bachelor's degree from an accredited college or university, a minimum of 10 years of experience at the level of an Executive Officer or General Manager, and thorough knowledge of the department's operations, particularly with respect to parking management, regulations, and sustainable transportation.

Exempting these key positions is necessary to ensure the continued high level of performance by the department and the executive staff's accountability to the General Manager. Based on my review of the department's request, I hereby approve the Los Angeles Department of Transportation's request for the exemption of two (2) Assistant General Manager positions and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:me:zb

cc: Jaime de la Vega, General Manager, Department of Transportation  
Gaye Williams, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Maggie Whelan, General Manager, Personnel Department