



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 25, 2015

The Economic and Workforce Development Department (EWDD) 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 November 6, 2015.

The Assistant General Manager position directs the planning, implementation, monitoring, evaluation and overall administration of the Economic Development Division comprised of Planning, Lending, Portfolio Management, and Real Estate Management. The Assistant General Manager position also directs the work of professional personnel in the development of a citywide strategic plan for economic development, including involvement in identifying the mission, goals, objectives, resources, action plans and metrics required to manage the delivery of the City's business and industry services.

The Assistant General Manager position requires two years of full-time paid experience with the City of Los Angeles at the level of Chief Management Analyst directing staff responsible for economic policy and development and experience in one or more of the following areas: planning, lending and portfolio management or business services or five years of full-time paid experience directing staff responsible for economic and workforce development programs. The exemption of this position will allow EWDD 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 the Board'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:

Jan Perry, EWDD  
Ana Guerrero, Office of the Mayor  
Claudia Luna, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel Department