



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of One Assistant General Manager Position for the Economic and Workforce Development Department

Date: August 19, 2013

The Economic and Workforce Development Department (EWDD) has requested the exemption of one (1) Assistant General Manager position 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 150 exempt positions citywide. Approval of this request will increase the count of approved exemptions to 148.

The position is one of three Assistant General Managers in the department and is responsible for the administration of the Financial Management and Administrative Services Divisions. The position was approved as part of the EWDD's fiscal year 2013-14 adopted budget. Responsibilities include oversight of approximately 43 employees, establishment of division priorities, preparation of the budget, oversight of the department's financial management systems, and the development of policies and procedures.

Position qualifications include graduation from a recognized four-year college or university, and two years of full-time paid professional experience in a management-level position with responsibility for developing, financing, implementing, or administering a major program in economic development or a closely related area. The Personnel Department does not examine for this classification. Therefore, the exemption is necessary for the EWDD to fill the Assistant General Manager position.

Honorable Members of the City Council

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Based on my review of the Economic and Workforce Development Department's request, as well as the review of the City's Personnel Department, I hereby approve the request for the exemption of one (1) Assistant General Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:rc

cc: Jan Perry, Interim General Manager, Economic and Workforce Development
Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Maggie Whelan, General Manager, Personnel Department