



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of Deputy Director of Planning

Date: June 29, 2016

The Department of City Planning (DCP), has requested the exemption of one (1) position of Deputy Director of Planning, Class Code 9444, in accordance with Charter Section 1001(b), from civil service for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character."

Charter Section 1001 (b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 165 approved exemptions, with two other pending requests. Approval of this request will increase the count.

The Deputy Director of Planning position will be responsible for the oversight of employees assigned to day-to-day planning activities for the Department. Further, the Deputy Director of Planning position will be responsible for policy planning, project planning, and all other resource management functions in the Department, including oversight of administrative, personnel, and information technology resources to support the Department's mission, goals and objectives. The duties of the position include organizing, supervising, reviewing, and coordinating long-range planning and current planning projects as well as providing services and support to a variety of public and private entities, including the City Council and Council committees, the City Planning Commission, Cultural Heritage Commission, Area Planning Commissions, Certified Neighborhood Councils, and citizen advisory boards. The Deputy Director may be called

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upon to act in the absence of the Director of Planning and will assume all responsibilities associated with the Director position.

The requirements of the Deputy Director of Planning position are a Bachelor's degree from an accredited college or university in urban planning, urban studies, urban design, environmental studies, architecture, landscape architecture, or a closely related field; and five years of professional managerial experience in the planning department of a federal, state or municipal government, directing and managing through subordinate managers and supervisors, long-range and current planning projects, policy planning, and providing planning services to the public.

The exemption of this position will allow DCP the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Deputy Director of Planning.

I hereby approve the request for the exemption of one position of Deputy Director of Planning and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:ms

Attachment

cc: Vincent P. Bertoni, Director, Department of City Planning
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department