



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: **RE-EXEMPTION REQUEST – DEPARTMENT OF CITY PLANNING, (1)
DEPUTY DIRECTOR OF PLANNING**

Date: September 9, 2020

On September 1, 2020, the Department of City Planning (DCP) requested that the Mayor approve the exemption of one position of Deputy Director of Planning, Class Code 9444, in accordance with Charter Section 1001(b), from civil service as a management, professional, scientific, or expert services exemption. On September 1, 2020 the Mayor's Office asked the Personnel Department to review DCP's request.

The Deputy Director of Planning position was previously approved for exemption under 1001(b) 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 re authorized in accordance with this subsection." The Deputy Director of Planning position was vacated on July 29, 2020, and deleted from the count.

Charter Section 1001(b) allows up to 150 positions to be exempt, of which 150 are approved; and an additional 50 authorized by the City Council pursuant to Charter Section 1001(b)(4), of which 8 are currently filled, 15 have been vacated, and 27 remain unused. Approval of this request will increase the count. As of the date of this letter, this request will be in the 175th position of the additional 50 exemptions.

The Deputy Director of Planning is responsible for overseeing daily planning activities ensuring critical programs are successfully executed; managing and coordinating long-range planning and current planning projects, and the department's budget and administration; and providing oversight of the 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 advisory boards. The position may also be called upon to act in the absence of the Director of Planning.

The Deputy Director of Planning position requires a bachelor's degree from an accredited college or university in urban planning, urban design, environmental studies, geography, architecture, landscape architecture, public administration, or a closely related field; and five years of professional managerial experience in the planning department of a federal, state, or municipal government, or equivalent public sector administration experience. A broad working knowledge of California planning principles and practices, including the California Environmental Quality Act (CEQA), and a strong foundation in understanding racial equity and the impacts of various planning practices on communities of color are desired. A master's degree is preferred.

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

Based on my review of DCP's request, as well as the review of the Personnel Department, I hereby approve the request for the re-exemption of the Deputy Director of Planning position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:ag

cc:

Vincent P. Bertoni, Director of Planning, Department of City Planning
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department