



## **MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Re-Exemption of One (1) Principal Project Coordinator for the Office of the City Administrative Officer

**Date:** February 26, 2019

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of one (1) position of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions. On February 13, 2018, the Mayor's Office asked the Personnel Department to review the CAO's request.

The Principal Project Coordinator 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 reauthorized in accordance with this subsection." The Principal Project Coordinator incumbent vacated the position on August 5, 2018; and the position was deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 13 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th position of the 150 exemptions.

The Principal Project Coordinator position will be assigned to the Asset Management Group (AMG) to develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets, and the CRA/LA Future Development properties; facilitate and coordinate specific development plans for partnering surplus City assets with economic development opportunities; and provide



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leadership and technical advice in the development of City real estate enhancement policies.

The Principal Project Coordinator position requires graduation from an accredited four year college or university; and six years of full-time paid professional experience in real estate development and/or financing, public infrastructure development, or economic development investment.

The exemption of this position will allow the Office of the City Administrative Officer 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 Principal Project Coordinator.

Based on my review of the CAO's Office request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Principal Project Coordinator 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: Richard H. Lewellyn, Jr., City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department