



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 Deputy Superintendent of Building for the Department of Building and Safety

Date: March 2, 2017

The Department of Building and Safety (LADBS) requested that the Mayor approve the exemption of one (1) position of Deputy Superintendent of Building, Class Code 9201, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On January 18, 2017 the Mayor's Office asked the Personnel Department to review LADBS's request.

The Deputy Superintendent of Building 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 previous Deputy Superintendent of Building incumbent vacated the position on January 7, 2017.

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 167 approved exemptions, with no other pending requests. Approval of this request will increase the count.

This Deputy Superintendent of Building position is the Chief of the LADBS' Inspection Bureau and is responsible for leading and managing the Department's largest Bureau, consisting of more than 400 inspectors, managers, and support staff. The Deputy Superintendent of Building administers a high degree of independent judgment in the internal administrative and technical activities of the Bureau and is responsible for planning, directing, and coordinating the activities of the Department's Inspection Bureau and for setting policy and strategic planning to meet Department and Bureau goals.

The Deputy Superintendent of Building position requires a minimum of two years of full-time paid, progressively responsible management experience at the level of Assistant Deputy Superintendent of Building with the City of Los Angeles or other governmental agency involved in code enforcement, inspection, building permit and/or plan check. Experience must include managing a large, occupationally diverse staff in the planning, design, and implementation of work programs, budgets, financial strategies, policies, and procedures. The position requires a thorough working knowledge of the principles, methods and techniques required for the effective administration of a full-service inspection and enforcement program, including: the ability to optimize the utilization of personnel and other resources in accomplishing department goals; the ability to identify and analyze potential problems and develop innovative and practical solutions; and the ability to establish and maintain effective working relationships with a variety of elected officials, City departments, offices, bureaus and Council offices, and outside agencies, organizations and the public.

The exemption of this position will allow LADBS 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 Deputy Superintendent of Building.

Based on my review of the request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Deputy Superintendent of Building position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:mm

cc: Frank Bush, Superintendent of Building, Department of Building and Safety
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Richard Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department