



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of an Assistant General Manager

Date: December 28, 2015

The Housing and Community Investment Department requested the exemption of one Assistant General Manager in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions.

The Assistant General Manager 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 previous Assistant General Manager vacated this position on July 13, 2015.

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 166 approved exemptions, with one other pending request. Approval of this request will increase the count.

The Assistant General Manager will be responsible for managing and directing the operations of the Community Services and Development Bureau. The duties include planning, directing and administering social service programs to low-income residents primarily through non-profit community-based organizations; supervising staff involved in the planning and administration of the City's Consolidated Plan; ensuring compliance with federal, state and other guidelines required for grant-funded programs; representing the Department's interests on community development matters before the Mayor, City Council and its committees, and other governmental agencies and organizations; planning, directing, implementing and overseeing the administration of the Community

Action Plan; serving as Executive Director of the Community Action Agency; and acting as General Manager in the General Manager's absence or upon being designated.

The Assistant General Manager position requires two years of full-time paid professional experience in a position at least at the level of Chief Management Analyst involved in the supervision of a large professional staff engaged in the administration of a major governmental housing development, rehabilitation, or rent stabilization program.

The exemption of this position will allow HCIDLA 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 Assistant General Manager.

Based on my review of Housing's request, I hereby approve the request for the exemption of this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc:

Rushmore Cervantes, HCID
Ana Guerrero, Office of the Mayor
Claudia Luna, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel