



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of Assistant General Manager for the Los Angeles Housing +
Community Investment Department

Date: September 5, 2014

The Los Angeles Housing + Community Investment Department (HCID) requests the exemption of one (1) Assistant General Manager position pursuant to Charter Section 1001 (b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." HCID is requesting that the position be re-exempted due to the confirmation of the previous incumbent, Rushmore Cervantes, as HCID General Manager. The Charter allows for a maximum of 150 exempt positions under Section 1001 (b). Currently, there are 142 approved exemptions citywide. Approval of this exemption will not increase the count given that this position was already included in the 142 approved exemptions.

The position serves as the Executive Officer for HCID and is responsible for providing comprehensive executive oversight and day-to-day management of existing HCID programs, and for the planning, coordination and implementation of new programs. The responsibilities include oversight of four other Assistant General Managers who oversee the Housing Development, Administrations Program Operations, and Regulatory Compliance and Code branches, as well the Director of Housing who oversees the Strategic Planning and Police Division.

The Assistant General Manager position requires high level knowledge and expertise in housing issues and policies that affect the Housing Development, Program Operations, and Code Enforcement branches, and an understanding of administrative functions related to personnel, finance and accounting, and systems maintenance and development. Approval of the exemption will provide HCID with the flexibility to select



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the best-qualified candidate with the required expert technical skills and managerial abilities needed for the position. Based on my review of the Housing + Community Investment Department's request, I hereby approve the request for the exemption of one (1) Assistant General Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:rc

cc: Rushmore Cervantes, General Manager, HCID
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Miguel Santana, City Administrative Officer
David Luther, Interim General Manager, Personnel Department