



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – DEPARTMENT OF RECREATION AND
PARKS, (1) ASSISTANT GENERAL MANAGER

Date: June 11, 2019

The Department of Recreation and Parks (RAP) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager Recreation and Parks, Class Code 9241, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On June 10, 2019 the Mayor's Office asked the Personnel Department to review RAP's request.

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 re-authorized in accordance with this subsection." The position was vacated on May 11, 2019 and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 141 are approved, with one other pending request. Approval of this request will increase the count. As of the date of this letter, this request will be in the 147th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 12 are filled.

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The Assistant General Manager will report directly to the General Manager, and be one of the four Assistant General Managers in the department. The position will be responsible for overseeing and managing the department's Planning, Construction and Maintenance Branch, which includes approximately 700 full-time and 500 part-time employees.

The Assistant General Manager position requires two years of full-time paid experience at the level of Principal Grounds Maintenance Supervisor II managing staff responsible for grounds maintenance, construction, facility and building maintenance, budget preparation, revenue management, facility planning and design, and personnel administration.

The exemption of this position will allow RAP 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 RAP's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant General Manager 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:alg

cc: Michael A. Shull, General Manager, Department of Recreation and Parks
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department