



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 Project Assistant for the Department of Transportation

Date: February 6, 2015

The Los Angeles Department of Transportation (LADOT) has requested the exemption of one (1) Project Assistant 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." The Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 141 approved exemptions citywide. Approval of this request will increase the count.

The Project Assistant will be assigned to the Active Transportation Division and will report to the Senior Project Coordinator. They will work directly with the Mayor's Office, Council Offices, and City departments, as well as outside agencies, stakeholder groups, and the general public, with a focus on the delivery of bicycle parking facilities, administering the Bicycle Friendly Business Program, and traditional and social media outreach. The Project Assistant will also perform a variety of tasks that support the entire active transportation team (including the Engineering Section) including best practices research, GIS mapping, data analysis, and grant writing.

Position requirements include a degree from a recognized four-year college or university in Engineering, Urban Planning, Environmental Studies, Physical Education, Kinesiology, Public Recreation, Public Administration, or other relevant fields, and one year of full-time professional experience in transportation, planning, engineering, advocacy, or public affairs. Internships and/or volunteer work may be used to satisfy this requirement as long as the duties performed total at least one year of full-time experience. A master's degree is desirable but not required.

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The exemption of the positions will provide LADOT with the flexibility to recruit from a broad candidate pool and to select the best-qualified individuals with the knowledge, skills and talents necessary for the position. Based on my review of LADOT's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Project Assistant position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Seleta Reynolds, Los Angeles Department of Transportation
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department