



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 Fire Statistical Manager and one Public Safety Employee Relations Manager

Date: June 2, 2015

The Fire Department has requested the exemption of two positions, one Fire Statistical Manager and one Public Safety Employee Relations Manager, 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 150 exempt positions under Section 1001 (b) with an additional 50 added by Council pursuant to Charter Section 1001 (b)(4). Currently, there are 147 approved exemptions citywide. Approval of this request will increase the count.

The Fire Statistical Manager plans, directs, coordinates, and supervises a staff of professional, technical, sworn, and clerical employees engaged in the research and statistical analysis of various types of administrative and technical Fire Department data including, but not limited to, Computer-Aided Dispatch (CAD), Fire Prevention, Training, Logistics, and Risk Management. The position is responsible for preparing and interpreting quantitative and qualitative data and ensuring data integrity. The position is responsible for ensuring the proper analysis and reporting of Fire Department data, including FireStat data. The position serves a technical advisor to the management and staff of the Department and represents the Department before City Council, Council Committees, the Fire Commission, and other groups. The position applies sound supervisory principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

The Fire Statistical Manager position requires a bachelor’s degree from an accredited four-year college or university including at least six semester or nine quarter units in

Honorable Members of the City Council

June 2, 2015

Page 2

statistics, research, design/methodology or quantitative analysis and four years of full-time paid professional experience conducting quantitative or qualitative research and/or statistical analysis in a public safety or law enforcement agency, two years of which must have been in a supervisory capacity.

The Public Safety Employee Relations Manager position plans, organizes, and directs the work of sworn, professional, and clerical employees engaged in the administration and management of the Fire Department's employee relations program, risk management, behavioral health program, medical liaison, and wellness units. The types of matters addressed by the Public Safety Employee Relations Manager are specific to the Fire Department, such as platoon duty housing arrangements, compliance with the Fair Labor Standards Act 7k exemption, and behavioral health and wellness concerns resulting from firefighters' exposure to contaminants while responding to fires and other types of incidents. The position serves as consultant to management on the interpretation and application of the Memoranda of Understanding, Employee Relations Ordinance, Firefighter Bill of Rights, Fair Labor Standards Act, and Departmental rules and regulations. The position applies sound management principles and techniques in building and maintaining an effective work force and fulfills equal employment opportunity responsibilities.

The Public Safety Employee Relations Manager position requires graduation from an accredited four-year college or university and five years of full-time paid experience performing public sector employee relations activities such as negotiating and administering employee relations agreements, reviewing and responding to grievances, and reviewing and recommending negotiation proposals, two years of which must have been in a supervisory capacity.

The exemption of these positions will allow the Fire Department the flexibility to recruit and select the best-qualified candidates who possess the necessary experience and expertise for the positions. The duties and requirements as described are appropriate to the classes of Fire Statistical Manager and Public Safety Employee Relations Manager.

I hereby approve the request for the exemption of one position of Fire Statistical Manager and one position of Public Safety Employee Relations Manager and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:rc

cc: Miguel Santana, City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department