



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of Principal Project Coordinator

**Date:** September 9, 2015

The Emergency Management Department (EMD) requested the exemption of one Principal Project Coordinator, 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 160 approved exemptions. Approval of this request will increase the count.

This Principal Project Coordinator position will be assigned to EMD's Special Projects and Analysis Division and will be responsible for ensuring the City's effort to strengthen its emergency response capabilities to support people with disabilities and others with access and functional needs (DAFN). The position will review and revise the City's Emergency Operations Master Plan and Annexes for compliance with the Americans with Disabilities Act (ADA); act as liaison with the DAFN community and its stakeholders; provide ongoing planning and program support and make recommendations regarding policies and procedures that impact the City's delivery of emergency support services to the DAFN community during an emergency, disaster or planned event; assist departments in the planning effort for their response and delivery of functional needs and support services to the community; develop and implement a training program for City emergency management personnel; and establish agreements with external partners to support the City's needs during an emergency.

The Principal Project Coordinator position requires graduation from an accredited four-year college or university with major course work in emergency management, public administration, political science, public health, urban planning or other related field; a graduate degree is preferred. Additionally, this position requires a minimum of three years

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of full-time paid professional work experience, including two years of administering or coordinating a broad-based disaster preparedness or emergency operations program for a government agency, emergency services organization or large company.

The exemption of this position will allow EMD 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 Principal Project Coordinator.

Based on my review of EMD's request, as well as the review of the Personnel Department, 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: James G. Featherstone, Emergency Management Department  
Ana Guerrero, Office of the Mayor  
Pamela Finley, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel Department