

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of one Arts Manager I and one Senior Project Coordinator, Department of Cultural Affairs (DCA), from the Civil Service provisions of the City Charter.

Recommendations for Council action:

1. APPROVE the exemption of one Arts Manager I and one Senior Project Coordinator for the DCA, from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b).
2. INSTRUCT the Personnel Department to review and update the skills set required for both civil service classes to reflect the departments updated needs.
3. INSTRUCT the Personnel Department to report on the re-initiation of a citywide skills inventory to identify existing expertise of current city employees that is not reflected in their traditional job classification.
4. INSTRUCT the Personnel Department to report to the Personnel and Animal Welfare Committee with a list of all Project Coordinator, Principal Project Coordinator, and Senior Project Coordinator positions that are pending and those that have been exempted from civil service to date, including, but not limited to the number of positions, assigned department, and a general description of their job assignment and reason for exemption.

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE - OCTOBER 27, 2015

(LAST DAY FOR COUNCIL ACTION - OCTOBER 27, 2015)

Summary:

On October 21, 2015, your Committee considered a September 29, 2015 communication from the Mayor relative to the exemption of one Arts Manager I and one Senior Project Coordinator for the DCA, from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b). According to the DCA, the Arts Manager I will serve as the DCA's new Digital Communications Manager working in the Marketing and Development Division to provide digital media support. The position will be primarily responsible for designing and implementing the DCA's social media/digital marketing strategy, creating relevant website and social media content, coordinating online updates, managing the website and social media channels, engaging community members' participation, and creating a unique digital voice for the DCA.

The Senior Project Coordinator position will serve as Cultural Affairs' new Digital Strategist and will lead and facilitate the implementation of digital service delivery projects and will direct technical digital literacy training initiatives. The position will also serve as the Chief Sustainability Officer and be responsible for developing, tracking and implementing initiatives as part of the DCA's operating

plan. The requirements for the Senior Project Coordinator position are a master's degree with concentrations in digital humanities, technology studies, digital marketing, communications, journalism, or an artistic discipline. A PhD in a related field is preferred. Three to five years of experience, including digital strategy and research, is also required and a background in arts and culture is highly desirable.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption as detailed in the September 29, 2015 communication. Also, the Committee moved to make a number of additional recommendations as detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	YES
HARRIS-DAWSON:	YES

ARL

10/21/15

-NOT OFFICIAL UNTIL COUNCIL ACTS-