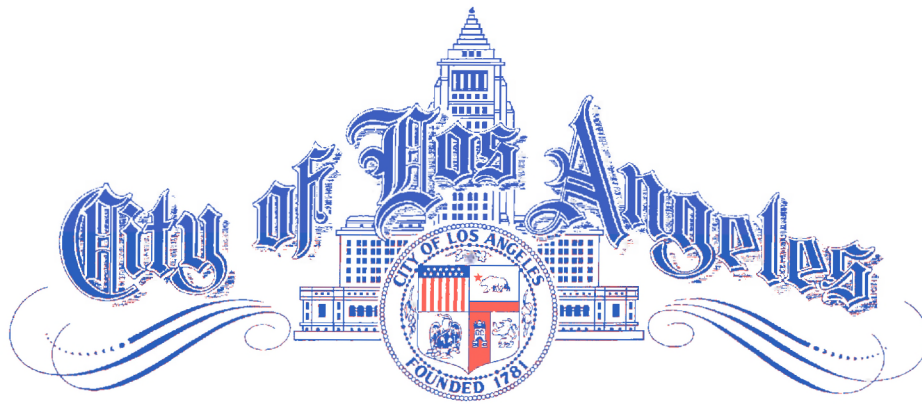




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of a Project Coordinator

Date: October 26, 2015

The Board of Public Works (Board) requested the exemption of one Project Coordinator in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added by the City Council pursuant to Charter Section 1001 (b)(4). Currently, there are 153 approved exemptions, with three other pending requests. Approval of this request will increase the count.

The Project Coordinator will directly support the Board of Public Works' President in his dual role as Board President and as Director and Chief Liaison of the Mayor's Office of Film and Television Production and will serve as the back-up to administratively support four other Commissioners. The position will be responsible for performing professional assignments associated with administering special projects or programs; providing administrative support to the Board of Public Works; scheduling appointments and maintaining calendars; receiving and screening calls, visitors, and incoming correspondence; preparing reports, memos, and letters; responding to inquiries, complaints, and requests for services from the public and elected officials; and may act as lead for day-to-day back office support services, which requires the ability to exercise independent judgment in organizing, coordinating, and performing administrative support work while maintaining strict confidentiality of information accessed for both the Board of Public Works and the Mayor's Office of Film and Television Production.

For this Project Coordinator position, the Board is requiring graduation from an accredited four-year college or university or five years of full-time experience at the level of an administrative assistant or similar class performing office clerical work or administering special projects or programs and may require foundational knowledge of the film and entertainment industry.

The exemption of this position will allow the Board the flexibility to recruit from a broad pool of candidates 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 Project Coordinator.

Based on my review of the Board'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:

Kevin James, Board of Public Works
Ana Guerrero, Office of the Mayor
Pamela Finley, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department