



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of **(1)** Assistant General Manager the Personnel Department

Date: January 29, 2019

The Personnel Department (Personnel) requested the exemption of one (1) position of Assistant General Manager, Class Code 1745, (City Engagement Officer) in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions. The Charter allows for a maximum of 200 exempt positions under Section 1001(b) and Section 1001(b)(4).

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The current Assistant General Manager incumbent has advised the department of his intention to retire by February, 2019, and the position has not been deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 141 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 14 are filled. Approval of this request will not increase the count. As of the date of this letter, this request will be in the 147th position of the 150 exemptions. Also, this position was authorized and funded in the 18-19 Budget.

As the City Engagement Officer, the position will report directly to the General Manager of the Personnel Department; assist in overseeing the planning, implementation, monitoring, evaluation, and overall administration of several divisions within the Personnel Department, which include, but are not limited to Classification, Selection, Employment Services, and Recruitment; and lead Citywide initiatives such as:

- Department Leadership - Provide services to City employees in an open and transparent manner to build cooperative partnerships, foster effective working relationships, and strengthen partnerships between department leaders citywide.
- Employee Development - Implement a comprehensive strategy to empower the 50,000-member workforce, centered on recruiting, onboarding, retaining, and training new talent to fulfill the vision of the organization. Evaluate currently implemented City programs and initiatives designed to support City employees, while working to develop improvements to these programs to increase staff engagement, maintain accountability, and improve employee performance while delivering services to their customers.
- City Organizational Development - Continually evaluate and improve business processes to ensure that the City organization's mission and vision are promoted in each department, while concurrently working to enhance both short-term and long-term human resource management needs by recommending innovative and strategic solutions.

The Assistant General Manager position requires graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration, law, political science, industrial/organizational psychology, or a related field; and two years of management-level experience in large, complex organizations in the public, private or not-for-profit sectors with a demonstrated track record of creating and leading process improvement and organizational culture change. A master's degree in public administration, business administration, or a related field is highly desired. City employees at the level of Senior Analyst II with the qualifying experience are encouraged to apply.

The exemption of this position will allow the Personnel Department 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 Assistant General Manager.

Based on my review of the Personnel Department's request, I hereby approve the request for the exemption of one Assistant General Manager and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ag

cc: Wendy Macy, General Manager, Personnel Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor