



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of an Assistant General Manager

Date: December 28, 2015

The Personnel Department requested the exemption of one Assistant General Manager in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions.

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 reauthorized in accordance with this subsection." The current Assistant General Manager has advised the Department of her intention to retire in February 2016.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 166 approved exemptions, with one other pending request. Approval of this request will initially increase the count until the current Assistant General Manager retires.

The Assistant General Manager position reports directly to the General Manager and assists in overseeing the planning, implementation, monitoring, evaluation, and overall administration of several divisions within Personnel. These Divisions include, but are not limited to:

- Personnel Liaison Services Bureau - Provides human resources support for 23 departments which are separated into three divisions. Functions include coordinating and preparing discipline cases, resolving staffing issues, advising and

responding to case law and proposed legislation affecting Civil Service employment.

- Civilian Selection - Develops examinations based on job-related factors; is responsible for test research in support of Civil Service examining and other human resource functions.
- Classification - Determines and processes proper allocations and reallocations of positions for City departments and provides technical assistance to operating departments in resolving various Civil Service-related personnel issues.
- Employee Development - Administers a variety of employee development programs including the City's Workforce Planning program, which aims to anticipate attrition and find innovative solutions to recruit, select, and train employees for continuity in delivering services to customers.

The Assistant General Manager position requires graduation from an accredited four-year college or university with a bachelor's degree, preferably in public administration, business administration, law, political science, industrial/organizational psychology or a related field. A master's degree in public administration, business administration, or a related field is highly desired.

The exemption of this position will allow Personnel 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 Personnel Department's request, 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:

Wendy Macy, Personnel
Ana Guerrero, Office of the Mayor
Claudia Luna, Office of the Mayor
Miguel Santana, City Administrative Officer