

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 7, 2016

To: Mayor Eric Garcetti

From: Miguel A. Santana, City Administrative Officer

MSH
AS

Subject: **REQUEST FOR CIVIL SERVICE EXEMPTION OF ONE PRINCIPAL PROJECT COORDINATOR IN THE OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

Pursuant to Charter Section 1001 (b), the City Administrative Officer (CAO) requests a Civil Service exempt authority for a Principal Project Coordinator, Code 9134 to serve as the Petroleum Administrator for the City of Los Angeles. The Mayor and City Council approved resolution authority for this position in February 2016 (C.F. 16-0129). We would note that it is anticipated that Council may elect to transfer this function from the CAO in response to a report back that is currently being drafted. We would request that the position be exempt from Civil Service in whichever Department Mayor and Council ultimately place the petroleum administration function and to the extent that it is possible to consider this action concurrent with Council consideration of the transfer of function that would be preferred.

The Petroleum Administrator functions as a key policy advisor on the City's oil and gas production. The duties and responsibilities of the Petroleum Administrator include, but are not limited to:

- Examining and rendering reports and recommendations concerning matters related directly or indirectly to the exploration for, or production of, petroleum within the City of Los Angeles;
- Establishing general rules and procedures with respect to the leasing of oil and gas production purposes on any City-owned property;
- Administering and determining the compliance with all provisions of oil and gas leases and the production thereunder from all lands owned by the City, the jurisdiction and control of which has not been heretofore or hereafter expressly assigned to any other department or officer;
- Negotiating with those requesting drilling rights or oil leases on City-owned property to determine the minimum price of oil at which the operator shall suspend production, abandonment, and other protection provisions to be included in leases of City-owned land for exploration and to determine the terms on which bids are to be requested;
- Investigating subsidence problems and exploring possible protective measures, recommending proper measures to prevent or eliminate drainage from beneath City-owned lands;
- Investigating and making recommendations concerning existing restrictions on exploration for and production of petroleum in the City; and,

- Coordinating matters respecting or concerning the exploration for or production of petroleum within this City.

The Petroleum Administrator shall direct the City's efforts to secure oil and gas leases on City-owned property, with the two main facets of the duties focusing on oil and gas lease administration and supervision of drilling and production activities. A significant focus of those responsibilities is in the establishment, operation, termination, or extension of oil drilling districts. The role of the Petroleum Administrator requires extensive coordination with the Planning Department, Fire Department, and City Attorney, as most of the restrictions on petroleum drilling involve the surface use of land and are under the jurisdiction of the Chief Zoning Administrator and the fire protection provisions of the Municipal Code.

Exempting the position from the Civil Service provisions of the Charter, pursuant to Charter Section 1001(b), will allow my Office to recruit from a broad pool of qualified candidates who possess the necessary experience or credentials in the petroleum/oil and gas field.

Attached please find a description of the position that further delineates the educational, experience, and professional requirements of the Principal Project Coordinator position. Your expeditious approval of this request is appreciated. Please contact Patricia Huber at (213) 978-0605, or Jody Yoxsimer at (213) 473-7577 should you have any questions or would like to discuss this matter further.

Cc: Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Alma Lopez, Deputy Director, Office of the Mayor
Wendy Macy, General Manager, Personnel Department
Maritta Aspen, Office of the City Administrative Officer

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: Vacant	2. Employee's Present Class Title/Code: Principal Project Coordinator Code 9134	3. Present Salary or Wage Rate: 128,996.64
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Routine Report of Duties	Date Prepared
	<input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Review for Proper Allocation	04/04/16

5. Location of office or place of work: City Hall East, 15th Floor	6. Name of Department Office of the City Administrative Officer
	Division Proprietary Analysis Section Group 10

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:

Name **Sarai Bhaga** Title **Chief Administrative Analyst**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Examine and render reports and recommendations concerning matters related directly or indirectly to the exploration for or production of petroleum within the City of Los Angeles.
25%	Establish general rules and procedures with respect to the leasing of oil and gas production purposes on any City-owned property.
15%	Coordinate matters respecting or concerning the exploration for or production of petroleum within this City.
10%	Answer inquiries from the public and the industry concerning sub-surfacing leasing of minerals, what the Municipal Code requires, what activity can occur and where, in addition to supplying various boards, commissions and Council members with accurate information.
10%	Report on all applications for the creation of oil drilling districts with particular reference to district boundaries, the desirability of the drill site as it relates to the development of the district, and the geological justification for the application. In addition, the Petroleum Administrator must review subsidence reports which accompany all oil drilling district applications.

9. How long have the duties been substantially as described above? **New position**

10. List any machinery or equipment operated and any unusual or hazardous working conditions.

Computer, 10-key machine

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). **0%**

12. Indicate the number of employees supervised by class titles.

N/A

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

This position is required to perform work of a complex nature independently with minimal supervision or instruction. Uses initiative and independent judgment to manage multiple projects with competing demands.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Graduation from a recognized four-year college or university.

(b) Experience (type and length; list appropriate city classes, if any).

At least three years of full-time paid professional experience in the petroleum/oil and gas field. Experience in managing highly complex projects or programs is especially desired.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull

Average weight _____ Heaviest weight _____

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per week

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodations.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Will be responsible for interpretation and enforcement of City Administrative Code, City Charter, City Municipal Code, and Mayor's Directives with minimum supervision/direction.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Can bring about economies through recycling and control of office supplies.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Regular use of office equipment such as personal computer, copier, printer, calculator, and telephone.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ _____

N/A

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

This position will have significant in-person and verbal contact with members of other agencies, members of the public, internal City organizations, as well as members of the petroleum/oil and gas industries.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

This position is expected to prepare narrative reports, charts, spreadsheets and reports resulting from databases for publication and presentation to internal and external City agencies.

Signature of the immediate supervisor _____ Date _____

Class Title _____ Phone No. _____

Signature of department head Patricia J. Hall Date 4/7/16