



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 Senior Project Coordinator

Date: February 23, 2016

The Los Angeles Fire Department (LAFD) requested the exemption of one Senior 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 last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 167 approved exemptions, with no other pending requests. Approval of this request will increase the count.

The Senior Project Coordinator position will be a liaison between the Fire Chief, City Council, Mayor, City Attorney, City Controller, Chief Legislative Analyst, City Administrative Officer, other City department managers and the President, Board of Fire Commissioners. The Senior Project Coordinator will review and distribute City Council and committee agendas, correspondence and projects to appropriate departments for information, response or other action; maintain tracking logs and conduct necessary follow-up on the status of outstanding projects; provide summaries and/or briefings to the Fire Chief and others on matters pending before the City Council or its committees; coordinate LAFD staff appearances at City Council and committee meetings; and brief and assist LAFD staff with preparation for Council testimony.

The Senior Project Coordinator position will serve as the Department's Intergovernmental Relations Specialist and as such, acts as the principal liaison to the Mayor's Office of Intergovernmental Affairs, and reviews, researches, and analyzes state and federal proposed legislation to determine the impact on LAFD operations. The position will be responsible for attending Council meetings on behalf of the Fire Chief and responding to inquiries related to the operations, procedures, policies, and on-going projects of the LAFD; monitoring the introduction of City Council motions and resolutions which may impact LAFD; making notifications to appropriate City Council members and interfacing with the Fire Chief's Office during major incidents to facilitate the flow of information between the LAFD, City Council, and other elected officials.

For this Senior Project Coordinator position, LAFD is requiring a bachelor's degree from an accredited four-year college and any combination of work experience and/or training that demonstrates in-depth knowledge of the mission, structure, and function of the LAFD and the City of Los Angeles, and particularly of the City Council, including extensive knowledge of the legislative process.

The exemption of this position will allow LAFD 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 Senior Project Coordinator.

Based on my review of LAFD'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:

Ralph Terrazas, LAFD
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel