



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption of Executive Legal Secretary

Date: June 29, 2016

The Office of Public Accountability (OPA) requested the exemption of an Executive Legal Secretary, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services.

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 170 approved exemptions, with three other pending requests. However, because the proposed exemption of the Executive Legal Secretary would be substituted for a vacant Public Utility Rates and Policy Specialist I exemption, there would no change to the count.

This Executive Legal Secretary will manage administrative matters including, but not limited to, gathering financial and operating data to assist in the preparation of the OPA budget, contracts, reports, and inventory schedules. The position will prepare correspondence, reports and memos; proofread and edit communications; create and maintain detailed office records, record-keeping and filing systems; receive and process documents according to City procedures; schedule appointments and maintain the Executive Director's calendar(s) and associated duties; take and transcribe dictation in letters, reports, minutes, and memoranda, much of which is confidential. Additionally, the Executive Legal Secretary will respond on behalf of the Executive Director and OPA staff to routine complaints and inquiries and use independent judgment and knowledge of City and municipal directives, procedures and provisions to respond to the public or to resolve complaints and inquiries. OPA indicates that this Executive Legal Secretary may perform work similar to paralegal tasks in specialized areas.

OPA is requesting that this position require two years of full-time paid work experience as a Legal Secretary I, II or III. The exemption will allow OPA the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise. The duties and requirements as described are appropriate to the class of Executive Legal Secretary.

Based on my review, 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: Frederick H. Pickel, OPA
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel