



ERIC GARCETTI
MAYOR

SUPPLEMENTAL MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption/Re-Exemption of Two Principal Project Coordinators

Date: August 19, 2016

This memorandum should serve as a supplemental to the Mayor's memorandum dated July 29, 2016. Additional detail added to page two.

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of two (2) positions of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. One position will serve as the City's Homelessness Coordinator and the other position will be assigned to the Asset Management Group.

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 165 approved exemptions, with two other pending requests. Approval of this request will increase the count.

The first Principal Project Coordinator position will be assigned as the Homelessness Coordinator for the City of Los Angeles and will serve as a key policy advisor on the Citywide Homelessness Initiative and shall support, expedite, and oversee efforts to implement and monitor the Citywide Comprehensive Homelessness Strategy (CHS). This position will serve as the subject matter expert and City point of contact to assist interdepartmental working groups to implement 64 strategies within the CHS. This position will be responsible for providing ongoing analysis of the number and category of homeless individuals in the City and the availability of housing and service options for homeless individuals; performing research, analysis, and evaluation of City programs and services available for homeless individuals; working closely with the Los Angeles Homeless Services Authority, nonprofit organizations, and the County of Los Angeles; and prepare written reports with recommendations designed to effect improvements to Citywide operations and provide alternate solutions to identified homeless issues.

The CAO has indicated that this Principal Project Coordinator position requires graduation from a recognized four-year college or university and three years of full time paid professional experience in the housing or homeless services field. Six years of full-time paid professional experience or credentials in the housing or homeless services field may be substituted as requirements. Experience in managing highly complex projects or programs is especially desired for this position.

The second Principal Project Coordinator position will be assigned to the Asset Management Group (AMG), formerly known as the Asset Management Strategic Planning Unit, to develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets and CRNLA Future Development properties. This position will be responsible for developing the framework for asset management strategic planning, identifying development and redevelopment opportunities, and working with stakeholders to perform preliminary analysis on various asset management planning needs in the City. This position was previously exempted in 2012 (CF #12-1549), re-exempted in 2014 (CF #14-0305), and will be vacated in early July 2016.

The CAO has stated that this Principal Project Coordinator position requires graduation from an accredited four-year college or university and three years of full-time paid professional experience in real estate development financing, including analyzing, reviewing and formulation of recommendations regarding construction financing or complex real estate financing. Six years of full-time paid professional experience in developing or implementing financing programs, including analyzing and evaluating financial data related to loan and/or real estate programs may be substituted as requirements.

The exemption of these positions will allow the CAO 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 Principal Project Coordinator.

I hereby approve the request for the exemption of two (2) positions of Principal Project Coordinator and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:ms

cc: Miguel A. Santana, City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel