



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of One (1) Service Coordinator

Date: August 11, 2016

The Department of Recreation and Parks (RAP) has requested the exemption of one (1) position of Service Coordinator, Class Code 0883, in accordance with Charter Section 1001 (b) from civil service for the employment of persons to provide management services or render professional, scientific or expert services of an exceptional character.

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 one other pending request. Approval of this request will increase the count.

The Service Coordinator position serves as a liaison to promote positive relationships between management, community groups and advocates, Neighborhood Councils, Park Advisory Boards, and elected officials and their offices. The Service Coordinator position is responsible for coordinating with Council offices on park projects, recreation programs and other issues related to their districts and the communities they serve; interacting with RAP's senior management and key stakeholders to deliver department information in response to requests or concerns from Council offices, other governmental agencies, and/or constituents and community groups; coordinating with the Mayor's Office to develop and advance mayoral priorities such as the Summer Night Lights program, the Sustainable City pLAn, and Los Angeles River revitalization efforts; tracking and examining proposed local, state and federal legislation to determine effects on City and/or RAP activities, operations, and/or finances and developing associated recommendations to management; representing the Department at meetings of the City Council or other governmental and civic committees, agencies, and boards; and organizing and/or facilitating tours of parks and park facilities for civic and governmental officials.

Honorable Members of the City Council
August 11, 2016
Page 2

For this position, RAP is requiring five years of full-time paid experience working for a large municipal agency, effectively interfacing with multiple stakeholders on community-based issues related to park programs, projects, or services.

The exemption of this position will allow RAP 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 Service Coordinator.

I hereby approve the request for the exemption of one (1) position of Service Coordinator and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:ms

cc: Michael A. Shull, General Manager, Department of Recreation and Parks
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department