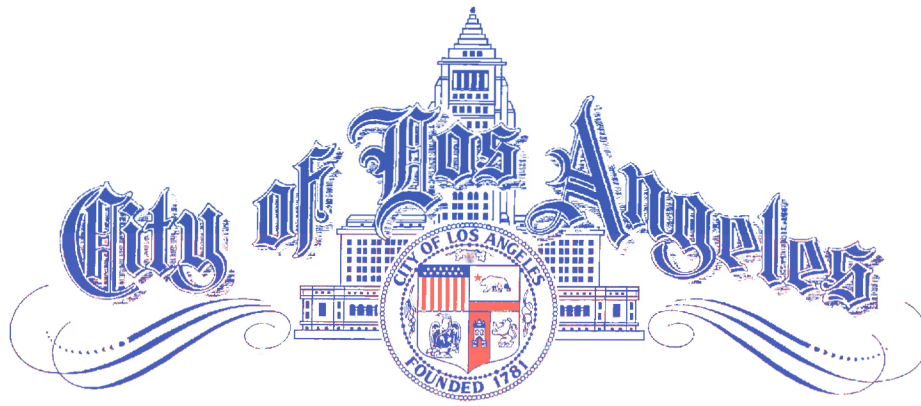




ERIC GARCETTI  
MAYOR

## **MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of The City Clerk, (2) Project Coordinators and (1) Project Assistant

**Date:** October 24, 2016

The Office of the City Clerk (City Clerk), requested that the Mayor approve the exemption of two (2) positions of Project Coordinator, Class Code 1537, and one (1) position of Project Assistant, Class Code 1542, 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 170 approved exemptions, with three other pending requests. Approval of this request will increase the count.

The first Project Coordinator position will be responsible for second-level approval for disbursement and accounting of funds issued to the Neighborhood Councils (NCs) and approval of funding requests made by the NC treasurers related to grants, community improvement projects, sponsored events, contracts, and expenditures. The Project Coordinator prepares routine reports related to the Funding Program, analyzes and identifies trends and efficiencies and makes recommendations on implementation. Additionally, this Project Coordinator prepares communications and procedures for the Funding Program, ensures adequate staff training, and works with the Office of the City Attorney on any legal aspects when preparing training material or with issues concerning conflict of interest.

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In addition to the duties described above, the second Project Coordinator position will maintain, update and improve the Funding Program website and ensure it integrates with the work-flow management and accounting software. This Project Coordinator will be the liaison to the NCs relative to their financial needs and will integrate their feedback into the work-flow management/accounting software.

The Project Assistant position will be responsible for assisting the Project Coordinator in the disbursement and accounting of funds issued to the NC checking accounts through the Funding Program. The Project Assistant will assist in the development of outreach and educational material on the NC funding process and provide technical, funding, organizing and logistical support to neighborhoods. Additionally, the Project Assistant will develop training and programs to support the growth and development of the Funding Program and related checking accounts.

The Project Coordinator and Project Assistant positions require at least two years of experience working with NCs in the areas of operations, policy, fiscal management, and information systems. Additionally, the positions require working knowledge of effective community organizing, Community Impact Statements, and Board of NC operations and policies.

The exemption of these positions will allow City Clerk the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the positions. The duties as described are appropriate to the classes of Project Coordinator and Project Assistant.

I hereby approve the request for of two (2) positions of Project Coordinator, Class Code 1537, and one (1) position of Project Assistant, Class Code 1542, and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:ms

Attachment

cc: Holly Wolcott, City Clerk  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel