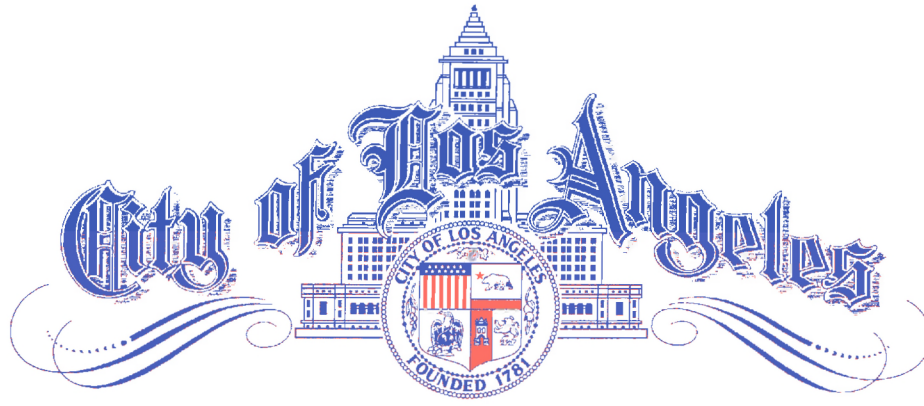




ERIC GARCETTI
MAYOR

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: October 24, 2016

The Department of Public Works, Bureau of Sanitation (LASAN) has requested the exemption of one (1) position of Service Coordinator, Class Code 0883, in accordance with Charter Section 1001 (b) 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 by the City Council pursuant to Charter Section 1001 (b)(4). Currently, there are 166 approved exemptions with two other pending requests. Approval of this request will increase the count.

The Service Coordinator position will be responsible for establishing and maintaining communication with and providing information to the Board of Public Works, City Council, Mayor's Office, Neighborhood Councils and other governmental agencies regarding projects and programs; conferring with LASAN management to determine goals, objectives and strategies to be used to coordinate with community groups, Council Offices and the Mayor's Office in development of plans and programs; and coordinating requests from the Mayor's Office with proposed requirements specified by the Council Offices and community groups.

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For this Service Coordinator position, LASAN's requirements are five years of full-time paid experience working for a large municipality providing assistance to businesses, community organizations and governmental agencies in the areas of services and legislative analysis.

The exemption of this position will allow LASAN the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. 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: Enrique Zaldivar, Director, Bureau of Sanitation
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Miguel A. Santana, City Administrative Officer
Wendy Macy, General Manager, Personnel Department