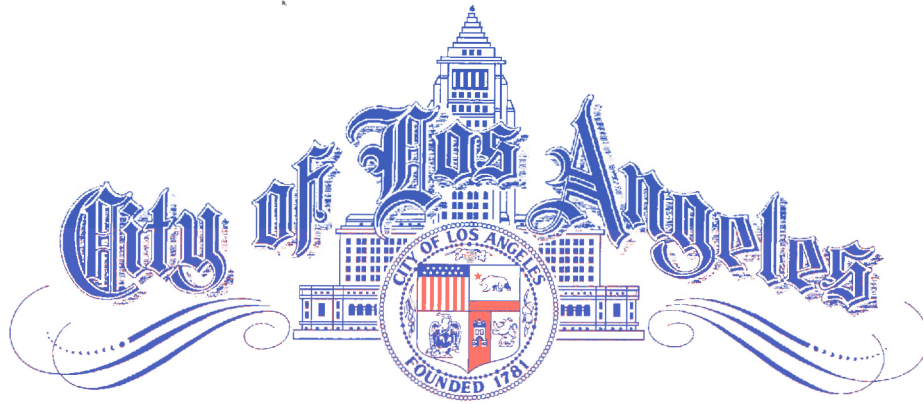




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST - DEPARTMENT ON DISABILITY, (1)
MANAGEMENT ANALYST

Date: March 2, 2017

The Department on Disability (DOD) requested that the Mayor approve the exemption of one (1) position of Management Analyst, Class Code 9184, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. On January 12, 2017 the Mayor's Office asked the Personnel Department to review DOD1s request.

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

The Management Analyst position will be assigned to the Community Outreach, Resources, and Education division (Section 508 project) and will be responsible for remediation of existing City documents to ensure they are accessible for those who have low vision or who are blind, which is required in order for the City to be in compliance under Section 508 of the Rehabilitation Act. The Management Analyst position will also be responsible for teaching City employees how to create documents in specific word processing formats so that all documents distributed by the City are readable/accessible when used in conjunction with a screen reader or magnifier.

The Management Analyst position requires a Bachelor's Degree from an accredited college or university and three years of paid experience remediating documents through the use of remediation or assistive technology software.

While the Management Analyst position is a civil service classification for which examinations have been given in the past, DOD had been granted exemptions for Management Analyst positions under Charter Section 1001 (d)(4) for grant-funded positions; however, according to DOD staff, grant funding for this position is no longer available.

The exemption of this position will allow DOD 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 Management Analyst.

Based on my review of the request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Management Analyst position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:mm

cc: Stephen D. Simon, Executive Director, Department of Disability
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Richard Llewellyn, City Administrative Officer
Wendy G. Macy, General Manager, Personnel Department