



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST - LOS ANGELES HOUSING AND COMMUNITY INVESTMENT DEPARTMENT, (1) SENIOR PROJECT COORDINATOR

Date: April 7, 2017

The Los Angeles Housing and Community Investment Department (HCIDLA) requested that the Mayor approve the exemption of one (1) position of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. On April 4, 2017 the Mayor's Office asked the Personnel Department to review HCIDLA's request.

The Senior Project Coordinator position was previously approved for exemption under 1001 (b) by the City Council and was subsequently filled. Charter Section 1001 (b)(I) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Senior Project Coordinator incumbent vacated the position on March 9, 2017.

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

The Commissions and Community Engagement Section consists of 53 commissioners and seven full-time staff. This section manages five commissions: Human Relations Commission (HRC), Commission on the Status of Women (CSW), Affordable Housing Commission (AHC), Commission on Communities and Family Services (CCFS), and the Community Action Board (CAB). The Senior Project Coordinator position will manage the day-to-day operations of the five Commissions and provide appropriate oversight of program activities and infrastructure. Under the direction of HCIDLA's management and the Boards of all five Commissions, the Senior Project Coordinator position will develop

Honorable Members of the City Council

April 7, 2017

Page 2

and implement policies and programs; develop public affairs materials and meeting agendas; work with local coalitions/collaboratives to reduce racial tensions and intergroup conflicts and promote local economic recovery and job creation; ensure demographic and gender equity and utilization by the community of all City program services; and ensure application of the City's HRC and CSW policies to current and future programming within HCIDLA.

The Senior Project Coordinator position requires a bachelor's degree from an accredited college or university with an emphasis in Anthropology, Ethnic Studies, or a related discipline or five years of full-time paid experience working in the field of Human Relations.

The exemption of this position will allow HCIDLA 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 Senior Project Coordinator.

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) Senior Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:mm

cc: Rushmore D. Cervantes, General Manger, HCIDLA
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Richard Llewellyn, Interim City Administrative Officer
Wendy Macy, General Manager, Personnel Department