



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) PROJECT COORDINATOR

Date: June 12, 2017

The Los Angeles Housing and Community Investment Department (HCIDLA) requested that the Mayor approve the exemption of one (1) position of Project Coordinator, Class Code 1537, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. On May 24, 2017 the Mayor's Office asked the Personnel Department to review HCIDLA's 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 169 approved exemptions, with no 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 Project Coordinator position will assist the commissions with strategic planning, development and implementation of programs and commission initiatives. The Project Coordinator position will assist in the planning, development, and implementation of programs that foster positive attitudes and improve gender relations among individuals and groups by establishing dialogues with appropriate parties to help plan and execute community activities, events, and programs designed to educate on gender equity. Additional responsibilities will include providing

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regular updates for the Board, helping set Board agendas, preparing reports, and developing outbound communications on behalf of the Board.

The Project Coordinator position requires graduation with a degree from an accredited college or university and two years of experience working in gender equity or social justice organizations; or 10 years of experience working in gender equity or social justice organizations.

This position was originally approved as an exemption under Charter Section 1001 (d)(4), with its funding source being Community Development Block Grant (CDBG) funds. The decrease of Consolidated Plan funding has impacted the ability to continue sustaining this position with these funds; General Fund money has been appropriated to account for current funding.

This position was recently vacated on March 9, 2017, and this exemption is requested to allow for the recruitment and hiring of a Project Coordinator to backfill this critical position. 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 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) 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