



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT (EWDD), (1) ASSISTANT CHIEF
GRANTS ADMINISTRATOR

Date: July 25, 2017

The Economic and Workforce Development Department (EWDD) requested the exemption of one (1) position of Assistant Chief Grants Administrator, Class Code 1577, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. On July 18, 2017, the Mayor's Office asked the Personnel Department to review EWDD'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 162 approved exemptions, with one other pending request. Approval of this request will increase the count.

The Assistant Chief Grants Administrator position will be responsible for overseeing all functions of the Business Assistance Services Unit including the marketing, implementation, and performance of business incentive programs and will serve as the lead staff for the Small Business Commission. The Assistant Chief Grants Administrator will also be responsible for designing and implementing the new Jobs and Economic Development Incentive (JEDI) Zones program.

The Assistant Chief Grants Administrator position requires two years of full-time paid experience in a position at the level of Senior Management Analyst supervising professional employees engaged in the design, implementation, administration or

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evaluation of employment, training, senior citizens' services, housing or community development; or in negotiating and preparing contracts for such programs.

The exemption of this position will allow EWDD 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 Assistant Chief Grants Administrator.

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) Assistant Chief Grants Administrator position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:mm

cc: Jan Perry, General Manager, EWDD
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Richard Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department