



## **MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** EXEMPTION REQUEST – DEPARTMENT OF PUBLIC WORKS,  
BUREAU OF SANITATION, (1) ASSISTANT DIRECTOR OF  
SANITATION

**Date:** January 8, 2019

The Department of Public Works, Bureau of Sanitation requested that the Mayor approve the exemption of one (1) position of Assistant Director of Sanitation, Class Code 7225, in accordance with Charter Section 1001(b), from civil service as a management, professional, scientific, or expert services exemption. On October 31, 2018 our office asked the Personnel Department to review LASAN's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 15 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 147th position of the 150 exemptions. This position is funded and included in the department budget.

The Assistant Director of Sanitation position is a highly specialized, executive level management position responsible for overseeing External Affairs; this includes Community Services, Governmental Affairs, Grants, Public Affairs, and Regulatory Affairs. As the third largest Council-controlled department, managing more than \$1 billion in annual revenues and almost entirely funded from its own special funds, LASAN is taking on increasing responsibility as the City's environmental utility, as evidenced by the department's work related to the homeless encampment cleanups and the Exide cleanup in Boyle Heights. With so much of Bureau of Sanitation's programs being either regulated or legislated by rules promulgated by state agencies or the



legislature, this position will be a critical Bureau of Sanitation liaison with state agencies such as the State Water Resources Control Board (SWRCB), California Environmental Protection Agency (CalEPA), California Department of Resources Recycling and Recovery (CalRecycle), Department of Toxic Substances Control (DTSC) and others; and will oversee the pursuit of funding opportunities within state and federal granting agencies.

The Assistant Director of Sanitation position requires two years of full-time paid management experience as a division head in the Bureau of Sanitation or in a position at that level with experience in the fields of governmental and regulatory affairs, community and public affairs, stormwater or wastewater collection or treatment, solid resources, environmental monitoring and management, sustainability, best practices and performance measures, or risk management.

The exemption of this position will allow the Bureau of Sanitation the flexibility to recruit and select the best qualified candidates who possess the necessary experience and expertise for the positions. The duties and requirements as described are appropriate to the class of Assistant Director of Sanitation.

Based on my review of the Bureau of Sanitation's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant Director and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Enrique Zaldivar, Director, Department of Public Works, Bureau of Sanitation  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Rich Llewellyn, City Administrative Officer  
Wendy Macy, General Manager, Personnel Department