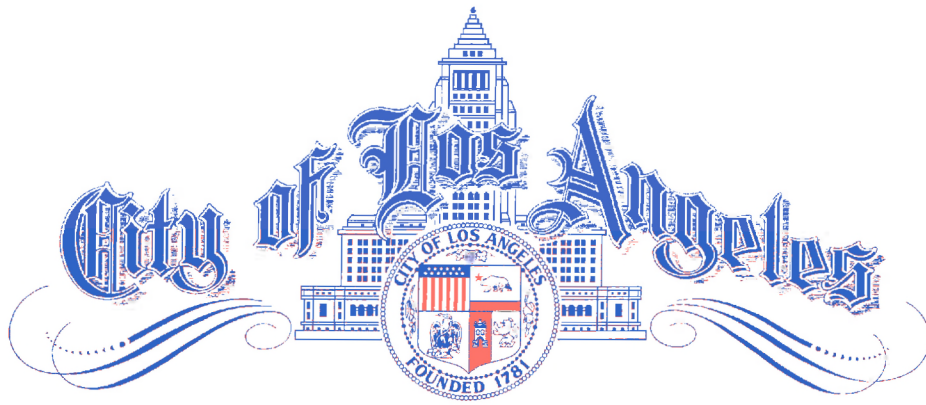




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of One Chief Special Investigator and One Senior Project Coordinator in the Los Angeles Fire Department

Date: June 14, 2018

The Los Angeles Fire Department has requested the exemptions of one (1) position of Chief Special Investigator, Class Code 0604, and 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.

The Chief Special Investigator position and the Senior Project Coordinator position were previously approved for exemption under 1001(b) by the City Council and were subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Chief Special Investigator incumbent vacated this position on August 5, 2017 and the previous Senior Project Coordinator incumbent vacated on September 30, 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 156 approved exemptions, with no other pending requests. Approval of these requests will increase the count.

The Chief Special Investigator will serve as the Assistant Commander of the Professional Standards Division (PSD); and will supervise staff of civilian professional and sworn employees engaged in disciplinary investigations and appeals, investigations and analyses of complaints of unlawful discrimination, and providing assistance to the City Attorney on litigated cases. The position will also assist in the overall strategy and quality of disciplinary and Equal Employment Opportunity investigations, reports, and other standards of work performed by PSD staff such as dispute resolution and

advocacy. The Chief Special Investigator requires graduation from an accredited four-year college or university and five years of full-time paid experience conducting investigations in the areas of employee discipline, discrimination, fraud, waste, abuse, law or other related field, with two years of which must be at the supervisory level.

The Senior Project Coordinator position will serve as LAFD's Intergovernmental Relations Specialist, and as liaison between the Fire Chief, City Council, Mayor, City Attorney, City Controller, Chief Legislative Analyst, City Administrative Officer, and other City department managers, as well as the President, and the Board of Fire Commissioners. The position will act as the principal liaison to the Mayor's Office of Intergovernmental Affairs; will review, research, and analyze State and Federal proposed legislation to determine the impact on LAFD operations; and be responsible for attending Council meetings on behalf of the Fire Chief, responding to inquiries related to the operations, procedures, policies, and on-going LAFD projects, monitoring the introduction of City Council motions and resolutions which may impact LAFD, making notifications to appropriate City Council members and interfacing with the Fire Chief's Office during major incidents to facilitate the flow of information between the LAFD, City Council, and other elected officials. This Senior Project Coordinator requires graduation from an accredited four-year college or university and any combination of work experience and/or training that demonstrates in-depth knowledge of the mission, structure, and function of the LAFD and the City of Los Angeles, and the City Council, including extensive knowledge of the legislative process.

The exemptions for Chief Special Investigator and Senior Project Coordinator will allow LAFD 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 classes of Chief Special Investigator and Senior Project Coordinator.

Based on my review of LAFD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemptions of one Chief Special Investigator and one Senior Project Coordinator positions 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: Ralph M. Terrazas, Fire Chief, Los Angeles Fire Department
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