



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 DEPARTMENT OF PUBLIC WORKS, BUREAU OF STREET SERVICES, (1) ASSISTANT DIRECTOR BUREAU OF STREET SERVICES

Date: November 1, 2018

The Department of Public Works, Bureau of Street Services (BSS), requested that the Mayor approve the exemption of one (1) position of Assistant Director Bureau of Street Services, Class Code 4156, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On September 18, 2018 our Office asked the Personnel Department to review BSS' request.

The Assistant Director Bureau of Street Services position was previously approved for exemption under 1001(b) by the City Council and was 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." Since the previous Assistant Director Bureau of Street Services position was vacated on February 21, 2017, the position has already been deleted from the count.

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 143rd position of the 150 exemptions. This position was funded in the budget for FY18-19.

The Assistant Director Bureau of Street Services position manages the Engineering Division and the Bureau's Complete Streets, Pedestrian Improvement, and Design-

Build programs. The position also oversees the development and implementation of the Bureau's annual budget; administers the Financial Management System; and develops and implements personnel policies and procedures. The Assistant Director Bureau of Street Services position is a highly specialized, executive level management position responsible for sharing the oversight of BSS' several divisions; and acts on behalf of the Director in his absence. In this capacity, the Assistant Director will respond to inquiries from the Office of the Mayor, members of City Council, Board of Public Works Commissioners, and staff from the Chief Legislative Analyst and City Administrative Officer.

The Assistant Director Bureau of Street Services position requires a bachelor's degree from an accredited four-year college or university; and two years of full-time paid experience as a division head in BSS or in a position at that level with experience in managing street maintenance, street sweeping, resurfacing, or public works projects pertaining to street improvements, streetscapes, or concrete infrastructure. A Master's Degree in Public Administration, Public Policy, Urban Planning or Engineering is highly desired.

The exemption of this position will allow BSS the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Assistant Director Bureau of Street Services.

Based on my review of BSS's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant General Manager 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: Adel Hagekhalil, Director, Bureau of Street Services
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