



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption of One (1) Senior Project Coordinator for the Office of the City Administrative Officer

Date: February 26, 2019

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of 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. On February 13, 2018, the Mayor's Office asked the Personnel Department to review the CAO's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 13 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145th position of the 150 exemptions.

The Senior Project Coordinator position will be assigned to the Asset Management Group (AMG) to provide administrative and oversight support for the CRA/LA Bond Oversight Program; develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets and CRA/LA Future Development properties.

The Senior Project Coordinator position requires graduation from an accredited four-year college or university; and three years of full-time paid professional experience in real estate development and/or financing, public infrastructure development, or economic development investment. Six years of full-time paid experience in developing or implementing financing programs, including analyzing and evaluating financial data related to loan and/or real estate programs may be substituted for the education lacking.



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The exemption of this position will allow the Office of the City Administrative Officer the flexibility to recruit and select the best-qualified candidates who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Senior Project Coordinator.

Based on my review of the CAO's Office request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Senior Project Coordinator 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:ag

cc: Richard H. Lewellyn, Jr., City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Wendy Macy, General Manager, Personnel Department