



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
CONVENTION AND TOURISM DEVELOPMENT, (1) CONVENTION
CENTER BUILDING SUPERINTENDENT

Date: June 13, 2019

On August 10, 2018 Los Angeles Department of Convention and Tourism Development (CTD) requested that the Mayor approve the exemption of one (1) Convention Center Building Superintendent, Class Code 3330, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 141 are approved, with one other pending request. 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. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 12 are filled.

The Convention Center Building Superintendent position will serve as the facilities project manager for the Los Angeles Convention Center supervising the planning, design and implementation of new construction projects; as well as the City's representative/contract administrator directing the inspection, maintenance and repair of the existing structure. The duties include, but will not be limited to: reviewing, maintaining, and developing operational policies; conferring with architects, engineers and related professionals on the design, execution and completion of projects; monitoring the facilities-related work of contractor's skilled craft operations to ensure quality control, cost and contract adherence; and assisting in budget preparation, capital improvement project review and approval, and alterations, improvements and maintenance-related expenditures. In addition to the Convention Center, this position will oversee the review of contractor maintenance and

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use of the equipment and utility systems owned by the City of Los Angeles; and assets and real property valued between \$750 million and \$1 billion.

The Convention Center Building Superintendent position requires two years of full-time paid experience as a supervisor overseeing or supervising journey level workers engaged in building operation, maintenance and repair, project management, or construction of large facilities.

While the Convention Center Building Superintendent is a civil service classification for which examinations have been given in the past, the exemption of this position will allow CTD the flexibility to recruit and select the best qualified candidate from a larger candidate pool who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Convention Center Building Superintendent.

Based on my review of CTD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Convention Center Building Superintendent 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:

Doane Liu, Executive Director, Department of Convention & Tourism
Development

Ana Guerrero, Chief of Staff, Office of the Mayor

Heleen Ramirez, Legislative Coordinator, Office of the Mayor

Rich Llewellyn, City Administrative Officer

Wendy Macy, General Manager, Personnel Department