



## **MEMORANDUM**

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

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

**Subject:** EXEMPTION REQUEST OF ONE (1) CHIEF ADMINISTRATIVE ANALYST FOR THE OFFICE OF THE CITY ADMINISTRATIVE OFFICER

**Date:** August 14, 2019

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of one (1) new position of Chief Administrative Analyst, Class Code 1554, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On July 11, 2019, 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. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145<sup>th</sup> 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 Chief Administrative Analyst will serve as the City's Homeless Coordinator; function as a key policy advisor on the Citywide Homelessness Initiative; and oversee the efforts to implement and monitor the enhanced Citywide Comprehensive Homeless Strategy (CHS). Duties and responsibilities will include, but will not be limited to:

- Serving as the subject matter expert and City point of contact to assist interdepartmental working groups to implement strategies within CHS;
- Overseeing the implementation of key City programs to address homelessness, including the Bridge Home Program, the Proposition HHH Facilities Program, and the State Homeless Emergency Grant;
- Providing ongoing analysis of the number and category of homeless individuals in the City and the availability of housing and services options for homeless



- individuals, identifying and evaluating gaps in homeless housing and service options, and providing recommendations to resolve these gaps;
- Performing research, analysis, and evaluations of City programs and services available for homeless individuals;
  - Working closely with the Los Angeles Homeless Services Authority, nonprofit organizations, and the County of Los Angeles;
  - Preparing written reports with recommendations designed to effect improvements to Citywide operations and provide alternative solutions to identified homeless issues; and
  - Supervising the CAO's Homelessness Group.

The Chief Administrative Analyst position requires a bachelor's degree from an accredited four year college or university; and ten years of full-time paid professional experience in government administration, three years of which must be management-level experience performing work related to coordinating homeless assistance activities.

While the Personnel Department does examine for the class of Chief Administrative Analyst, the CAO believes that having an expert in place, with the administrative and technical expertise and experience in the management of programs and funding sources related to homelessness issues, further supports the City's comprehensive efforts in addressing the significant increase in the citywide homeless crisis. Because the type of experience, knowledge, and skills necessary to perform this work are generally not found within the City's existing civil service classifications, the exemption of this position will allow the CAO 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 Chief Administrative Analyst.

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 Chief Administrative Analyst 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: Richard H. Lewellyn, Jr., City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department