



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption Request of One (1) Senior Project Coordinator for Los Angeles City Employees' Retirement System

Date: October 30, 2019

The Los Angeles City Employees' Retirement System (LACERS) requested that the Mayor approve the exemption of one (1) 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 October 1, 2019, the Mayor's Office asked the Personnel Department to review the request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 145 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 149th 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 Senior Project Coordinator position will oversee the LACERS *Well* Program, which will provide resources and activities that promote health and wellness for LACERS's members. The position will be responsible for identifying event content and resources; developing, administering, and conducting *Well* Program activities in coordination with other City departments, volunteers, health plan carriers, outside agencies, and vendors. Over the years, the department has received positive feedback regarding the effectiveness of a wellness program and is seeking to bring this permanent program in-house.

The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university with a major in marketing, business administration, or a

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health-related field; and two years of full-time paid professional experience overseeing activities that promote health and wellness for a large organization.

The exemption of this position will allow LACERS the flexibility to recruit and select the best qualified candidate who possesses 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 LACERS' 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:alg

cc: Neil M. Guglielmo, General Manager, Los Angeles City Employees' Retirement System
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department