



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 the
Department of Cultural Affairs

Date: October 30, 2019

The Department of Cultural Affairs (DCA) requested that the Mayor approve the exemption of one (1) new 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 September 27, 2019, the Mayor's Office asked the Personnel Department to review DCA's request.

The Senior Project Coordinator 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 reauthorized in accordance with this subsection." The position was vacated on September 14, 2019.

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 148th 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 serve as DCA's Digital Strategist; and will be responsible for digital data, technology, and design, for developing, managing, and reporting the department's Performance Metrics, and managing the data collection process; will lead and facilitate the implementation of digital service projects, and manage several DCA initiatives including the automation of the department's Class Registration System, the Hollyhock House Virtual Accessibility Experience, the Hollyhock House

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Digital Archive, and the Promise Zone Arts Should Los Angeles. The position will also serve as DCA's Chief Sustainability Officer, responsible for developing, tracking and implementing initiatives included in the Sustainable City pLAn.

The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university; and three years of full-time paid experience in metrics generation, analysis, reporting, digital strategy and research, and project management. A master's degree and/or background in the creative sector and in arts and culture are highly desirable.

The exemption of this position will allow DCA 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 DCA's 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: Danielle Brazell, General Manager, Department of Cultural Affairs
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department