



## **MEMORANDUM**

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

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

**Subject:** Exemption Request of One **(1)** Senior Project Coordinator for the  
Department on Disability

**Date:** October 30, 2019

The Department on Disability (DOD) 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 19, 2019, the Mayor's Office asked the Personnel Department to review DOD's 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 147th 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 the Community Outreach, Referral, and Education (CORE) Division Manager, and lead subject matter expert on the inclusion of People With Disabilities (PWD) in City services and programs. The Senior Project Coordinator will work in concert with the DOD's Emergency Management Coordinator to ensure that City departments and community agencies that serve PWD effectively assist this constituent group before, during, and after an emergency incident. The position will oversee staff: located at the Unified Homelessness Response Center that determine the appropriate responses to crisis situations involving PWD who are experiencing homelessness and/or living in encampments; responsible for providing information and referral services to disability related resources, and interpreting Federal, State, and local law, regulation and policy on public benefits; and that will provide training to City

departments, Council Offices, and community-based organizations regarding the DOD programs and disability services.

The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university with a major in public administration, business administration, social work, or a closely-related field; and five years of fulltime paid experience in (a) social services with an emphasis on the provision of information and referral services to community resources, such as mental health, domestic violence prevention and education, early childhood education, and financial and food security, to PWD and other vulnerable populations; and (b) in working with and developing professional relationships with a wide range of social services providers including disability, education, and homeless services, City and County departments, Elected Officials and Neighborhood Councils, and other regulatory agencies; and a current Certification for Community Resource Specialist – Aging/Disabilities (CRS – A/D) issued by the Alliance of Information and Referral Systems (AIRS). A master's degree is preferred.

The exemption of this position will allow DOD 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 DOD'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: Stephen D. Simon, Executive Director, Department on Disability  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department