



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption Request of One **(1)** PRIMA Program Manager for the
Department of General Services

Date: October 30, 2019

The Department of General Services (GSD) requested that the Mayor approve the exemption of one (1) new position of PRIMA Program Manager, Class Code 1854, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On October 3 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 150th 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 PRIMA Program Manager will serve as the Chief Procurement Officer managing the day-to-day activities and evaluating the ongoing cost/benefit analysis of the operations of the Supply Services Procurement Reform/Services Contracts Team. The position will work in collaboration with various departments including the Mayor's Office, Council, Chief Legislative Analyst, City Administrative Officer, City Attorney, City Controller, the Department of Public Works Bureaus of Contract Administration and Engineering, and the Information Technology Agency to identify and assess commonly used services and technology contracts, and to streamline and improve the transparency of the City's procurement process; building more opportunities for minority-owned and other small businesses.

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The PRIMA Program Manager position requires a bachelor's degree from an accredited four-year college or university; and two years of full-time paid management or supervisory experience over a large multi-faceted project requiring re-engineering and/or redesign of processes related to procurement, inventory, logistics and payment processes activities and the computer systems that support such activities.

The exemption of this position will allow GSD 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 PRIMA Program Manager.

Based on my review of GSD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a PRIMA Project Manager 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: Tony M. Royster, General Manager, Department of General Services
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department