



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 Personnel Analyst for the Personnel Department

Date: October 30, 2019

The Personnel Department (Personnel) requested that the Mayor approve the exemption of one (1) Chief Personnel Analyst, Class Code 1741, 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 request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 143rd 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

This Chief Personnel Analyst position will serve as the Chief Equity Officer; manage the Equal Employment Opportunity (EEO) Division; oversee newly implemented and high profile MyVoiceLA complaint response systems and functions; and lead the City's efforts to create positive change through policy in hiring processes, and enhance engagement and equity programs for a diverse and inclusive workforce. The position will also be responsible for reducing risk by focusing on activities and strategies to ensure equity in the delivery of services, as well as identifying disparities and creating solutions for closing gaps.

The Chief Personnel Analyst position requires a bachelor's degree from an accredited four-year college or university in public administration, business administration, law, political science, industrial/organizational psychology, or a related field; and five years



professional experience in large, complex organizations in the public, private or not-for-profit sectors with a demonstrated track record of overseeing administrative disputes, facilitating negotiations between opposing parties, and representing individuals, business, or government agencies on legal issues and disputes. A master's degree in public administration, business administration, law, or a related field is highly desired.

While the Personnel Department does examine for the class of Chief Personnel Analyst, the department believes that having an expert in place, with the administrative and technical expertise and experience in the management of EEO and dispute resolution programs, will further support the City's comprehensive efforts in addressing equity and engagement for a diverse workforce.

In particular, a background in law and familiarity with both EEO legislation and litigation will allow the Chief Equity Officer to develop policies, assess risk, and facilitate collaboration with the City Attorney's Office. Because the combined type of experience, knowledge, and skills necessary to perform this work are generally not found in their entirety within a single existing civil service classification, the exemption of this position will allow the Personnel Department 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 Personnel Analyst.

Based on my review of Personnel's request and review, I hereby approve the request for the exemption of a Chief Personnel 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: Wendy Macy, General Manager, Personnel Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Aram Kouyoumdjian, Assistant General Manager, Personnel Department