



**ERIC GARCETTI**  
**MAYOR**

**MEMORANDUM**

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

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

**Subject:** **RE-EXEMPTION REQUEST – PERSONNEL DEPARTMENT, (1) CHIEF PERSONNEL ANALYST**

**Date:** February 25, 2022

The Personnel Department (Personnel) requested that the Mayor approve the exemption of one (1) position of 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 February 1, 2022, the Mayor's Office asked the Personnel Department to review Personnel's request.

The Chief Personnel Analyst position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on January 15, 2022 and deleted from the count. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 147 are approved. There are an additional 50 authorized by the City Council pursuant to Charter Section 1001(b)(4), of which 5 are currently filled, 17 have been vacated, and 24 remain unused; approval of this request will increase this additional 50 count. As of the date of this letter, this request will be in the 178<sup>th</sup> position of the additional 50 exemptions.

This Chief Personnel Analyst position will serve as the Chief Diversity, Equity and Inclusion Officer; manage the Office of Workplace Equity (OWE) that encompasses the Equal Employment Opportunity (EEO) program, MyVoiceLA complaint response system, Equity Review Panel pilot, and the Diversity Equity and Inclusion Innovations Section; and will be tasked with:

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- Implementing a new Citywide Workplace Equity Policy that will require meeting with all labor partners representing City employees;
- Launching an Equity Review Panel, which will involve managing a bench of contract attorneys tasked with EEO investigations assessments to reduce risk and liability exposure; and
- Effectuating a Citywide cultural assessment in collaboration with an academic partner, UCLA's Anderson School of Management, to formulate a multi-year Inclusion Plan.

The Chief Diversity, Equity and Inclusion Officer will be responsible for reducing risk by focusing on activities and strategies to ensure equity in the delivery of services; identifying disparities and creating solutions for closing gaps; and will be leading Citywide efforts to develop and implement a comprehensive and cohesive strategy to incorporate equity and inclusion into the operations of all City departments.

The Chief Personnel Analyst position requires a bachelor's degree from an accredited four-year college or university in human resources, social sciences, business administration, or a related field; and five years professional experience in human resources or employment law. A law degree is preferred.

While the Personnel Department does examine for the class of Chief Personnel Analyst, the combination of the expertise, experience, and knowledge in legal employment matters, and equity principles and innovative strategies necessary to perform the unique type of work that will be performed by the Chief Diversity, Equity and Inclusion Officer are generally not found within a single existing civil service classification; the exemption of this position will allow Personnel 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, as well as the review of the Personnel Department, 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: Andre Herndon, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Dana Brown, Interim General Manager, Personnel Department