



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: RE-EXEMPTION REQUEST – DEPARTMENT OF BUILDING AND
SAFETY, (1) DEPUTY SUPERINTENDENT OF BUILDING

Date: November 20, 2019

On October 31, 2019, the Department of Building and Safety (DBS) requested the exemption of one (1) position of Deputy Superintendent of Building, Class Code 9201, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On October 31, 2019, my office asked the Personnel Department to review DBS's request.

The Deputy Superintendent of Building 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 re-authorized in accordance with this subsection." The position was vacated on October 18, 2019.

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 144th 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 11 are filled.

The Deputy Superintendent of Building position, as the Resource Management Bureau Chief, will report directly to the General Manager and Executive Officer, and provide guidance to the executive staff on the financial implications of proposed and ongoing programs and initiatives. The position will exercise overall management over the financial accounts of the department; and will be responsible for overseeing multiple functional areas of DBS that include budget, procurement, financial management and reporting,



accounting, financial systems, and revenue review. The duties of the position will include, but are not limited to, department budget formulation and monitoring; contracts and grants administration; revenue and fee collection and analysis; accounting and payroll review; purchasing and inventory control; communication and facilities services; risk and records management operations; and management of the department's Customer Call Center.

The Deputy Superintendent of Building position requires two years of full-time paid, progressively responsible management experience at the level of Chief Management Analyst with the Los Angeles Department of Building and Safety involved in overseeing a complex or large scale business or financial operations. Experience must include managing a large, occupationally diverse staff in the planning, design, and implementation of work programs, budgets, financial strategies, policies, and procedures. The position requires the ability to optimize the utilization of personnel and other resources in accomplishing department goals; the ability to identify and analyze potential problems and develop innovative and practical solutions; and the ability to establish and maintain effective working relationships with a variety of elected officials, City departments, offices, and bureaus, and outside agencies, organizations and the public.

The exemption of this position will allow DBS 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 Deputy Superintendent of Building.

Based on my review of DBS's request, as well as the review of the Personnel Department, I hereby approve the request for the re-exemption of the Deputy Superintendent of Building position 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:ag

cc:

Frank M. Bush, General Manager, Department of Building and Safety
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department