



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) ASSISTANT  
GENERAL MANAGER

**Date:** February 25, 2020

The Personnel Department (Personnel) requested that the Mayor approve the re-exemption of one (1) of Assistant General Manager, Class Code 1745, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On February 14, 2020, the Mayor's Office asked the Personnel Department to review the request.

The Assistant General Manager 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 current Assistant General Manager has advised the department of his intention to retire in March, 2020. Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145th 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 Assistant General Manager position will report directly to the General Manager of the Personnel Department and assist in overseeing the planning, implementation, monitoring, evaluation, and overall administration of multiple functional areas and projects within the department including, but not limited to:

- Client Services – Providing human resources support for 24 City departments which are separated into three distinct personnel services divisions. Functions will include coordinating and preparing discipline cases, resolving staffing issues, advising and responding to case law and proposed legislation affecting civil service employment.

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- Human Resources and Payroll (HRP) Project - In collaboration with the Office of the Controller, the Information Technology Agency, and the Office of the City Administrative Officer, the Personnel Department is leading the effort to replace the City's existing, 20-year-old customized payroll system with a modern human resources and payroll solution with enhanced functionality.

The Assistant General Manager position requires graduation from an accredited four-year college or university with a Bachelor's degree in public administration, business administration, law, political science, industrial/organizational psychology, or closely related field; and five years of executive-level human resource management experience in large, complex organizations in public, private, or nonprofit sections with a demonstrated track record of creating and leading process improvement and organizational and culture change. City employees at the level of Chief Management Analyst with the qualifying experience are encouraged to apply. A Master's degree in public administration, business administration, or a related field, is highly desired.

The exemption of this position will allow Personnel 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 Assistant General Manager.

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