



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – DEPARTMENT OF PUBLIC WORKS,
BUREAU OF ENGINEERING, (1) SENIOR PROJECT COORDINATOR

Date: April 30, 2020

The Department of Public Works, Bureau of Engineering (BOE) requested that the Mayor approve the exemption of one (1) of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On February 21, 2020, 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 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th 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 Senior Project Coordinator position serves as the City's Sidewalk Repair Program (SRP) Americans with Disabilities Act (ADA) Coordinator; provides expertise in pedestrian accessibility for persons with mobility disabilities; establishes, disseminates, and ensures ADA compliant citywide policies and procedures concerning access barriers, maintenance of accessible paths of travel, appropriate signage at construction sites, and directions to alternative, accessible routes; conducts ongoing SRP Access Improvement reviews, site visits, and plan reviews; prepares semi-annual reports on SRP compliance efforts, program improvements, program schedules, exemptions, Access Requests, grievances and complaints, and itemized program expenditures; and provides citywide accessibility training to personnel in various Departments assigned to SRP functions (i.e. design, construction, etc.).

The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university; and three years of full-time paid professional experience in providing ADA services, including experience in evaluating or assisting public entities in evaluating the accessibility of facilities under Title II and Title III of the ADA. A valid Certified Access Specialist (CAsp), ADA Coordinator (ADA-C) certification, or equivalent is required within 12 months of hire.

The exemption of this position will allow BOE 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 Senior Project Coordinator.

Based on my review of Personnel's request and review, I hereby approve the request for the exemption of a Senior Project Coordinator 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: Gary Lee Moore, City Engineer, Bureau of Engineering
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department