



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption Request of One (1) Senior Project Coordinator for the
Department on Disability

Date: April 30, 2020

In a letter dated September 5, 2019, the Department on Disability (DOD) requested that the Mayor approve the exemption of one (1) new position 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 March 16, 2020, my office asked the Personnel Department to review DOD's 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 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 9 are filled.

The Senior Project Coordinator will provide expertise and oversee the work of staff engaged in Americans with Disabilities Act (ADA) and emergency management coordination in accordance with the citywide policies and procedures, and applicable laws; including providing information and training to City departments, Council Offices, and community-based organizations on accessibility requirements, state and federal accessibility standards, codes, and regulations incorporated in the ADA and the Fair Employment and Housing Act. The position will be responsible for evaluating the accessibility of facilities and facility plans including the path of travel, public right of way, and specifications in compliance with state and federal accessibility laws, codes, and regulations; and for conducting accessibility research and authorized accessibility inspections, and preparing accessibility reports.

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The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university; and two years of full-time paid professional experience in providing ADA services, preferably in evaluating physical and programmatic accessibility of facilities and services under Title II and Title III of the ADA. A valid Certified Access Specialist (CAsp) is required prior to appointment.

The exemption of this position will allow DOD 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 DOD's request, as well as the review of the Personnel Department, 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: Stephen D. Simon, Executive Director, Department on Disability
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department