



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 of One (1) Assistant General Manager for the
Department of General Services

Date: June 4, 2020

The Department of General Services (GSD) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 9257, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On April 29, 2020, the Mayor's Office asked the Personnel Department to review GSD's request.

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on February 29, 2020 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 142 are approved, and two (2) are pending. 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 Assistant General Manager will serve as GSD's Fleet Manager; and manage the Fleet Services and the Fuel Services and Environmental Compliance Divisions that provide critical support services to department staff, various City departments, elected officials, and the public, as well as directly affect the areas of public health and safety, environmental compliance standards, and equipment safety. The position will oversee

and provide technical and professional expertise in all aspects of the work; through subordinate managers, direct the activities of staff engaged in fleet maintenance and repair, fleet design, acquisition and replacement, the City Fleet Clean Air Program and Fuel and Environmental Compliance, which includes petroleum products, alternative fuels, and fuel site maintenance; and in the absence of the General Manager, will serve as the media point of contact for repair and maintenance issues involving the City Fleet and for inquiries regarding the aircrafts of the Los Angeles Police Department and the Los Angeles Fire Department.

The Assistant General Manager position requires two years of full-time paid managerial experience at the level of Chief Management Analyst, which provides full-time supervisory experience directing a major administrative support or Citywide function involving field operations of a large department.

The exemption of this position will allow GSD 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 GSD's request, as well as the review of the Personnel Department, 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: Tony M. Royster, General Manager, Department of General Services
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department