



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, DEPARTMENT OF GENERAL SERVICES,
ONE (1) ASSISTANT GENERAL MANAGER

Date: October 27, 2021

The Department of General Services (GSD) requested 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 October 15, 2021, 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 November 7, 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 144 are approved, and three (3) are pending. Approval of this request will increase the count. As of the date of this letter, this request will be in the 150th 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 6 are filled.

The Assistant General Manager position will manage the department's Property Management Group, which is comprised of the Real Estate, Construction Forces, and Building Maintenance Divisions that provide critical support services to various City departments, elected officials, citizens, and GSD. The position will report directly to the

General Manager and through subordinate managers, direct the activities of a staff of at least 450 subordinates engaged in:

- Management of all real property, or facilities owned, leased, or rented by or
- from the City of Los Angeles;
- General oversight of all City buildings and facilities;
- Space planning and coordination;
- Construction planning and implementation;
- Tenant Support Services;
- Facilities maintenance;
- Real property purchase, leasing, and sales; and
- Inventory Management.

The Assistant General Manager requires two years of full-time paid managerial experience with the City of Los Angeles at the level of Chief Management Analyst directing a major administrative support or building support services function 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
Richard H. Llewellyn Jr., Acting Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department