



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, ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT, (1) ASSISTANT GENERAL
MANAGER**

Date: July 29, 2020

On July 14, 2020, the Economic and Workforce Development Department (EWDD) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 9807, in accordance with Charter Section 1001(b), from civil service as a management, professional, scientific, or expert services exemption. On July 20, 2020 the Mayor's Office asked the Personnel Department to review EWDD's 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 reauthorized in accordance with this subsection." The Assistant General Manager position will be vacated on July 29, 2020, and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 146 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 147th 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 position directs the planning, implementation, monitoring, evaluation and overall administration of the Economic Development Division comprised of Planning, Lending, Portfolio Management, and Real Estate Management Units; and serves as the main liaison with the U.S. Economic Development Administration

(EDA), an agency in the United States Department of Commerce that provides grants and technical assistance to economically distressed communities to generate new employment, help retain existing jobs and stimulate industrial and commercial growth through a variety of investment programs. The position has recently been designated to administer EWDD's responsibilities in the City's response to the current COVID-19 coronavirus pandemic crisis as the department continues to work towards meeting the challenging goals and expectations from the Mayor and various Councilmembers in response to the crisis; and be responsible for the continued development and implementation of innovative ideas and strategies to provide much needed guidance and solutions for providing aid to businesses in need, including administering the Small Business Emergency Microloans Program, overseeing all grant proposals to EDA on the special allocation of the Coronavirus Aid, Relief and Economic Security (CARES) Act funds, and coordinating the Jobs and Economic Development Incentive (JEDI) Zones.

The Assistant General Manager position requires two (2) years of full-time paid experience with the City of Los Angeles at the level of Chief Management Analyst directing staff responsible for economic policy and development and experience in one or more of the following areas: urban planning, lending and portfolio management or business services; or five (5) years of full-time paid experience directing staff responsible for economic and workforce development programs. Experience in analyzing the financial feasibility of real estate projects; developing and implementing initiatives to support business owners and non-profit organizations; and demonstrated insight into business assistance programs and incentives is desired.

The exemption of this position will allow EWDD the flexibility to recruit and select the best qualified candidate who possess 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 EWDD'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: Carolyn Hull, General Manager, Economic and Workforce Development Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department