



ERIC GARCETTI  
MAYOR

## **MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** **EXEMPTION REQUEST – BOARD OF PUBLIC WORKS, (1)  
PRINCIPAL PROJECT COORDINATOR**

**Date:** October 8, 2020

The Board of Public Works (BPW) requested that the Mayor approve the exemption of one (1) new position of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001(b), from civil service as a management professional, scientific, or expert services exemption. The Mayor's Office asked the Personnel Department to review BPW's request.

Charter Section 1001(b) allows up to 150 positions to be exempt, of which 150 are approved; and an additional 50 authorized by the City Council pursuant to Charter Section 1001(b)(4). Approval of this request will increase the count. As of the date of this letter, this request will be in the 175th position of the additional 50 exemptions.

The creation of the Climate Emergency Commission (CEC), and the Office of Climate Emergency Mobilization (OCEM) and its Director was approved by the City Council; and as set forth in Council actions on July 8, 2019 (Council File no. 18-0054) and October 11, 2019 (Council File no. 19-1084) will be established to operate within BPW; to plan and coordinate Citywide emergency climate mitigation, resilience and adaptation programs with a public education and stakeholder outreach component; and to accelerate current strategies to adopt policies with an environmental justice component to ensure front line and marginalized communities receive equitable benefits. Accordingly, BPW is requesting the Principal Project Coordinator position to serve as the Director of the OCEM.

The Principal Project Coordinator will be responsible for handling climate emergency-related matters; managing, planning, organizing, and directing the work of the OCEM; facilitating the objectives, supporting the goals, and administering the day-to-day operations of the CEC; and serving as the liaison between the Mayor, City Council, CEC, Community Assemblies, and the BPW Executive Officer.

The Principal Project Coordinator position requires a bachelor's degree from an accredited college or university; and four years of professional experience building, facilitating, or managing community based activities. A bachelor's degree in environmental science, environmental justice, business administration, economics, public policy, or public administration is preferred. A master's degree, or experience managing stakeholder committees, working groups, task forces, and working with local government is highly desired.

The exemption of this position will allow BPW the flexibility to recruit and select the best qualified candidates who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Principal Project Coordinator.

Based on my review of BPW's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Principal 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: Dr. Fernando Campos, Executive Director, Board of Public Works  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department