



**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 CIVIL + HUMAN RIGHTS AND EQUITY  
DEPARTMENT**

**Date:** March 30, 2022

The Civil + Human Rights and Equity Department (CHRED) 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. The Mayor's Office asked the Personnel Department to review CHRED's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 148 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 149<sup>th</sup> 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 CHRED's Commission Support Division consists of 32 commissioners and advisory council members, and four full-time staff. This section manages three commissions and an advisory council: Commission on Civil Rights (CCR), Commission on the Status of Women (CSW), the Human Relations Commission (HRC), and the HRC Transgender Advisory Council (TAC). The Senior Project Coordinator position will manage the day-to-day operations of the three commissions and the advisory council, as well as provide appropriate oversight of program activities and infrastructure. Under the direction of CHRED's management and the Boards of the commissions and advisory council, the Senior Project Coordinator will develop and implement policies and programs; develop public affairs materials and meeting agendas; work with local coalitions/collaboratives to

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reduce racial tensions and intergroup conflicts, and promote local economic recovery and job creation; promote demographic and gender equity and utilization by the community of all City program services; and monitor application of the City's CCR, CSW, HRC, and TAC policies to current and future programming within CHRED.

The Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university with a major in anthropology, ethnic studies, or a related discipline; and five years of fulltime paid experience working in the field of human relations.

The exemption of this position will allow CHRED 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 CHRED'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: Capri Maddox, Executive Director, Civil + Human Rights and Equity Department  
Andre Herndon, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Dana Brown, General Manager, Personnel Department