



KAREN BASS
MAYOR

MEMORANDUM

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

From: Karen Bass, Mayor *Karen Bass*

Subject: EXEMPTION REQUEST – LOS ANGELES DEPARTMENT OF BUILDING & SAFETY, (1) DEPUTY SUPERINTENDENT OF BUILDING I

Date: September 3, 2025

The Los Angeles Department of Building and Safety (LADBS) requested that the Mayor approve the re-exemption of one (1) position of Deputy Superintendent of Building I, Class Code 9201, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The Deputy Superintendent of Building I position was previously approved for exemption under 1001(b) by the City Council on March 29, 2017 (CF# 14-1229-S2) and was subsequently filled. The position was vacated on February 21, 2025, 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 121 are approved, and an additional 4 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 123rd 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 20 are filled.

The Deputy Superintendent of Building I position will serve as the Inspection Bureau (IB) Chief and direct the activities of over 407 professional and clerical employees. This position is responsible for managing, planning, coordinating and directing through subordinate supervisors the technical and administrative activities of the IB, which is responsible for new construction, commercial, specialty, and residential inspection to ensure compliance with applicable building codes and zoning laws. The Bureau Chief is responsible for preparing and directing the preparation of a variety of technical reports

and recommending bureau policies and solutions to problems. As directed by the General Manager, this position frequently communicates with the Office of the Mayor, City Council Offices, the City Attorney, other City Departments, outside agencies and organizations, inspection industry officials, business groups and the public.

The Deputy Superintendent of Building I position requires a minimum of two years of full-time paid inspection management experience in a class at the level of Assistant Deputy Superintendent of Building in the City of Los Angeles or other governmental agency involved in inspection related functions.

The exemption of this position will allow the Los Angeles Department of Building and Safety the flexibility to recruit and select the best qualified candidate who possess the necessary specialized experience, talent, and expertise for the position. The duties and requirements as described are appropriate to the class of Deputy Superintendent of Building I.

Based on my review of the Department of Building and Safety's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Deputy Superintendent of Building I 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, my approval for the department to fill the position may expire.

cc: Carolyn Webb de Macías, Chief of Staff, Office of the Mayor
Zachia Nazarzai, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Osama Younan, Superintendent of Building, Department of Building and Safety
Malaika Billups, General Manager, Personnel Department
Matt Szabo, City Administrative Officer, CAO
Jose Del Rio, Personnel Director II
Gina Tervalon, Personnel Director III
Charlena Freeman, Senior Personnel Analyst I