




KAREN BASS
MAYOR

MEMORANDUM

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

From: Karen Bass, Mayor 

Subject: EXEMPTION REQUEST – LOS ANGELES POLICE DEPARTMENT, (1)
POLICE ADMINISTRATOR II (9196)

Date: November 5, 2025

The Los Angeles Police Department requested that the Mayor approve the exemption of one (1) position of Police Administrator II, Class Code 9196, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

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 18 are filled.

The Police Administrator II (PAII) will act as the Department's Risk Manager within the Office of Constitutional Policing and Policy, responsible for identifying potential external and internal risk exposure in all department operations. In addition, the incumbent will be required to evaluate the likelihood of the identified risks and prepare policies and procedures to mitigate or eliminate the loss. Preventing and/or mitigating potential losses can contribute to significant cost savings for both the Department and the City, and hiring a qualified, experienced and knowledgeable risk manager will be a vital step to realizing these increased savings. The Risk Manager is responsible for ensuring compliance with all relevant laws and regulations while protecting assets, including the reputation of both the City and Department.

The Police Administrator II position requires a minimum of two years of experience involving administrative responsibility for the development and implementation of a risk management program.

The exemption of this position will allow the Los Angeles Police Department the flexibility to recruit and select the best qualified candidate who possesses the necessary specialized experience, talent, and expertise for the position. The duties and requirements as described are appropriate to the class of Police Administrator II.

Based on my review of the Los Angeles Police Department's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Police Administrator II 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: Mitch Kamin, Chief of Staff, Office of the Mayor
Lidia Manzanares, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Jim McDonnell, Chief of Police
Colleen Olmedo, Senior Personnel Analyst II
Kelly Kadomatsu, Senior Personnel Analyst II
Lani Ponciano, Office of the City Administrative Officer
Malaika Billups, General Manager, Personnel Department