



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 FIRE DEPARTMENT, (1)
PUBLIC SAFETY EMPLOYEE RELATIONS MANAGER (1721)

Date: November 5, 2025

The Los Angeles Fire Department requested that the Mayor approve the exemption of one (1) position of Public Safety Employee Relations Manager, Class Code 1721 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 125th 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 PSERM position, plans, organizes, and directs the work of sworn, professional, and clerical employees engaged in the administration and management of several LAFD divisions and sections, including Employee Relations, Risk Management, Medical Liaison, and other important programs. The type of matters addressed by the PSERM are specific to the fire service and the LADF, such as sworn and civilian work schedules and compliance with the Fair Labor Standards Act 7(k) exemption. Additionally, the position participates in resolving differences with sworn and civilian employee unions through mediation, grievance arbitration, unfair labor practice hearings, and other administrative hearings, along with communicating the LAFD's position during labor negotiations and/or employment-management meetings. The position serves as consultant to Management on the interpretation and application of Memorandums of Understanding, Employee Relations Ordinance, Firefighters Procedural Bill of Rights Act, the Fair Employment and Housing Act, and LAFD Rules and Regulations. The position applies sound management

principles and techniques in building and maintaining an effective work and fulfills equal employment responsibilities.

The Public Safety Employee Relations Manager position requires graduation from an accredited four- year college or university and five years of full-time paid experience in performing public sector employee relations activities, such as negotiating and administering employee relations agreements, responding to grievances, and reviewing and recommending negotiation proposals. Two of the relevant five years of experience must have been in a supervisory capacity.

Experience as an attorney handling public safety labor relations and/or employment litigation is highly desired but not required.

The exemption of this position will allow the Los Angeles Fire 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 Public Safety Employee Relations Manager.

Based on my review of the Los Angeles Fire Department's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Public Safety Employee Relations 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, 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
Ronnie R. Villanueva, Interim Fire Chief
Yuri Zaich, Personnel Director III
Jun Abad, Senior Personnel Analyst II
Amanda Lieu, Senior Personnel Analyst I
Sonya Castellanos, Senior Personnel Analyst I
Malaika Billups, General Manager, Personnel Department