



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 HOUSING DEPARTMENT, (1)  
ASSISTANT GENERAL MANAGER (9271)

**Date:** November 25, 2025

The Los Angeles Housing Department requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 9271, 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 122 are approved, and an additional 3 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 127th 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.

This position was previously approved for exemption under 1001(b) by the City Council, and was subsequently filled. LAHD is requesting that the position be re-exempted as the current Executive Officer vacated the position, effective October 25, 2025.

The Assistant General Manager will serve as the Executive Officer and be responsible for providing comprehensive executive oversight and day-to-day management of existing LAHD programs, in addition to planning, coordinating, and implementing new programs. This position is also responsible for the supervision of three existing Assistant General Managers who oversee the Housing Development, Administration, and Regulatory Compliance and Code Bureaus, respectively, as well as direct supervision of the Director of Housing overseeing the Accessible Housing Program. Additional responsibilities include ensuring that the General Manager is kept apprised of critical program delivery issues and assuming the role of General Manager in the absence of such. The position

also provides strategic policy oversight throughout the department, focusing on guiding the three, potentially four, Assistant General Managers and ensuring programmatic strategic alignment throughout all organizational levels.

This exemption from Civil Service is requested to allow for recruiting and hiring an Assistant General Manager with both expert technical skills and managerial abilities. The ideal candidate should have extensive executive experience in housing policy and program design, with a proven record of addressing homelessness through mission driven, results-oriented strategies. Additionally, the candidate should possess deep expertise spanning land use, regulatory frameworks, and emerging housing development models. The duties and requirements as described are appropriate to the class of Assistant General Manager within the Los Angeles Housing Department.

Based on my review of the Los Angeles Housing Department's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant General 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  
Dr. Etsemaye Agonafer, Deputy Mayor  
Tiena Johnson-Hall, General Manager  
James Wiebers, Assistant General Manager  
Luz Santiago, Assistant General Manager  
Malaika Billups, General Manager, Personnel Department