



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 – ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT, (1) ASSISTANT CHIEF GRANTS
ADMINISTRATOR (1577)

Date: May 14, 2026

The Department of Economic and Workforce Development (EWDD) requested approval of the exemption of one (1) position of Assistant Chief Grants Administrator (ACGA), Class Code 1577., 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 130 are approved and 2 are pending the City Council's approval. Approval of this request will increase the count. As of the date of this letter, this request will be the 133rd position of the 150 exemptions.

This position is responsible for the oversight and continued implementation of the City's economic development and comprehensive jobs creation strategy. The ACGA performs the lead role in the oversight and continued implementation of the Jobs and Economic Development Incentive Zones program (JEDI) and the Small Business Commission, and oversees the day-to-day activities of EWDD's Business Assistance Team (BAT).

The ACGA position requires two years of full-time paid experience in a position at the level of Senior Management Analyst supervising professional employees engaged in the design, implementation, administration or evaluation of employment, training, housing, or community development or senior citizen's services, or in negotiating and preparing contracts for such programs. The exemption of this position will allow EWDD the flexibility to recruit and select the best qualified candidate who possesses the necessary specialized experience, talent, and expertise for the position.

Based on my review of the Economic and Workforce Development Department's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant Chief Grants Administrator 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
Rachel Freeman, Deputy Mayor, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Justin Yoshimaru, Office of the Mayor
Frederick L. Jackson, Economic and Workforce Development Department
Abigail Marquez, Community Investment for Families and Aging Departments
Susan Rios Bellenot, City Administrative Office
Martha Gonzales, Personnel Department
Brandee Goss, Personnel Department