



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 – EMERGENCY MANAGEMENT
DEPARTMENT, (1) PRINCIPAL PROJECT COORDINATOR (9134)

Date: June 2, 2026

The Emergency Management Department (EMD) requested the approval of one (1) position of Principal Project Coordinator, Class Code 9134, be exempted 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 132 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 135th position of the 150 exemptions.

The position of Principal Project Coordinator will serve as the Director of the Climate Emergency Mobilization Office (CEMO) and Chief Heat Officer. This position will be responsible for handling climate emergency related matters and facilitating the objectives and supporting the goals of CEMO by serving as a liaison between the City and the Community on Climate priorities. As the Chief Heat Officer this position will also address relevant climate crisis management, develop a Heat Action and Resilience Plan that will assist the City's long-term response and action to rising heat.

The Principal Project Coordinator position requires a bachelor's degree from an accredited college or university; and four years of professional experience building, facilitating, or managing community-based activities. A bachelor's degree in environmental science, environmental justice, business administration, economics, public policy, or public administration is preferred. A master's degree or experience managing stakeholder committees, working groups, task forces, and working with local government is highly desired.



The exemption of this position will allow the EMD 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 Emergency Management Department's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Principal Project Coordinator 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
Sue Stengel, Deputy Mayor, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Christopher Anyakwo, Office of the Mayor
Carol P. Parks, Emergency Management Department
Brandee Goss, Personnel Department