



KAREN BASS
MAYOR

MEMORANDUM

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

From: Karen Bass, Mayor 

Subject: EXEMPTION REQUEST – COMMUNITY INVESTMENT DEPARTMENT (CID), (2) ASSISTANT GENERAL MANAGERS (9278)

Date: August 7, 2026

The Community Investment Department (CID) requested the approval of two (2) Assistant General Managers, Class Code 9278, 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 127 are approved and 5 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 and 134th 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 *Assistant General Manager of Economic Development* will oversee the planning, implementation, and administration of the Economic Development Division, including the Planning, Lending and Portfolio Management, and Business Services units; will manage the Business Source System; oversee compliance with all City, state, and federal requirements while leading the City's economic development strategy to drive inclusive, equitable, and sustainable economic growth through strategic investments in local businesses, industries, and neighborhoods; and will oversee the Division's business development plan to generate revenue through targeted fund development, public-private partnerships, strategic real estate transactions, and development projects, while leveraging state and federal resources to maximize economic impact and support business and industry services.

The minimum requirements for this position are as follows: graduation from a recognized four-year college or university (a Master's degree in management, public policy, public administration, finance, or a related field is desired); and a minimum of five years of full-time paid professional experience in managing, through subordinates, an agency which provides economic development programs, or a minimum of two years of full-time paid experience with the City of Los Angeles in a position at least at the level of Chief

Management Analyst or equivalent, managing a staff engaged in administering multiple programs.

The Assistant General Manager of Workforce Development and Consolidated Planning will oversee the Department's workforce development, community planning, and performance management functions to advance strategic priorities and maximize the impact of public investments; manage the Workforce Development System (14 WorkSource Centers, 14 YouthSource Centers, Hire LA's Youth, and LA), leading efforts to connect 50,000 Angelenos to family-sustaining, high-road employment and supporting workforce initiatives for the 2028 Olympic and Paralympic Games; direct development of the CDBG Consolidated Plan and WIOA Annual Plan, establishing policy and funding priorities for approximately \$275 million in federal and state resources supporting workforce development, economic development, human services, and neighborhood revitalization; and oversee research, evaluation, and performance reporting to ensure consistent data collection, grant compliance, and alignment of WorkSource, CDBG, and related program metrics across internal divisions and partner agencies, strengthening accountability, data-driven decision-making, and coordinated service delivery.

The minimum requirements for this position are as follows: graduation from a recognized four-year college or university (a Master's degree in management, public policy, public administration, finance, or a related field is desired); and a minimum of five years of full-time paid professional experience in managing, through subordinates, an agency which provides workforce development programs; or a minimum of two years of full-time paid experience with the City of Los Angeles in a position at least at the level of Chief Management Analyst or equivalent, managing a staff engaged in administering multiple programs.

The exemptions of these 2 positions will allow CID the flexibility to recruit and select the best qualified candidate who possesses the necessary specialized experience, talent, and expertise for the positions. The duties and requirements as described are appropriate to the class of Assistant General Managers.

Based on my review of CID's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of two (2) Assistant General Managers 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
Brenda Shockley, Deputy Mayor, Office of the Mayor
Zita Davis, Office of the Mayor
Rachel Freeman, Office of the Mayor
Justin Yoshimaru, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Abigail Marquez, Community Investment Department
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