



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of (1) Principal Project Coordinator for the Office of the City Administrative Officer

**Date:** February 5, 2018

The Office of the City Administrative Officer has requested the exemption of one (1) position of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. The Charter allows for a maximum of 200 exempt positions under Section 1001(b) and Section 1001(b)(4).

The Principal Project Coordinator position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Principal Project Coordinator incumbent will vacate the position on January 20, 2018.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 157 approved exemptions. Approval of this request will not increase the count.

The Principal Project Coordinator position will be assigned to the Asset Management Group (AMG) to provide administrative and oversight support for the \$84 million CRA/LA Bond Oversight Program; and develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets and CRA/LA Future Development properties. This position was previously exempted in 2015 (CF #14-0305).

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The Principal Project Coordinator position requires graduation from an accredited four-year college or university and three years of full-time paid professional experience in real estate development financing, including analyzing, reviewing and formulation of recommendations regarding construction financing or complex real estate financing. Six years of full-time paid professional experience in developing or implementing financing programs, including analyzing and evaluating financial data related to loan and/or real estate programs may be substituted as requirements.

The exemption of this position will allow the CAO the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Principal Project Coordinator.

Based on my review of the Office of the City Administrative Officer's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one Principal Project Coordinator and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Rich Llewellyn, Jr., Interim City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Rich Llewellyn, Interim City Administrative Officer  
Wendy Macy, General Manager, Personnel Department