


CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: February 22, 2018

To: Honorable Councilmember Paul Koretz, Chair
Personnel and Animal Services Committee
Attn: David Hersh

FROM: Frank Bush, General Manager 
DEPARTMENT OF BUILDING AND SAFETY

SUBJECT: Exemption of (1) Deputy Superintendent of Building for the Department of Building and Safety CF 14-1229-S3

Pursuant to your inquiry for clarification relative to the Department of Building and Safety's request to exempt one Deputy Superintendent of Building, Class Code 9201, I hereby submit the following summary of the duties and requisite experience for the position.

"This position manages the Department's Technology Services Bureau, which consists of over 65 professional and clerical employees. The Technology Services Bureau Chief plans, directs and coordinates the administrative, personnel, and technology functions of the Department. The Technology Services Bureau Chief prepares the Department's information technology (IT) strategic plan and operating budget. This is done by interfacing with all of the Department's managers and business experts to align the wide variety of current and future business needs to current technologies. This position works to implement the various IT enhancements needed to support the Department's business processes. Additionally, the Bureau Chief works with IT professionals and policy makers in other City, State, and Federal agencies to exchange ideas on best practices related to employing technological solutions, including system security, mobile technology, financial systems, and construction related technology (e.g., BuildLA, ePlan, Virtual Development Service Centers, mobile inspection systems, etc.)."

This Deputy Superintendent position requires a minimum of two years full time paid professional experience in operations similar to those expressed above and in enterprise wide management of IT resources (e.g., professional and paraprofessional staff, hardware, software, funding, and contracts), establishing and monitoring budgetary controls, and short-term and long-term IT strategic planning.

This request is of great urgency, and we kindly request expedited action as convenient to your office, including waiving the item from your honorable committee directly to the City Council for final consideration.

Please feel free to contact me directly at 213-482-6800 if you need further clarification.