



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – DEPARTMENT OF BUILDING AND SAFETY,
(1) DEPUTY SUPERINTENDENT OF BUILDING

Date: January 8, 2019

The Department of Building and Safety requested that the Mayor approve the exemption of one (1) position of Deputy Superintendent of Building, Class Code 9201, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On December 5, 2018 our office asked the Personnel Department to review the department's request.

The Deputy Superintendent of Building 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 Deputy Superintendent of Building position was vacated on November 11, 2018 and has been deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 141 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 14 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 142nd position of the 150 exemptions. This position is funded and included in the department budget.

The Deputy Superintendent of Building position will be the Chief of the Permit and Engineering Bureau (PEB), which is comprised of over 330 employees (including engineers, supervisors, managers and support staff) responsible for the plan check

review and permit issuance for municipal and privately owned properties in the City of Los Angeles. The PEB Chief will report directly to the General Manager and Executive Officer, and be responsible for managing, planning, coordinating and directing through subordinate managers, technical and administrative activities of the Bureau for the plan check review (over 76,000 per year) and permit issuance (over 177,000 per year) for construction projects that include new buildings, additions, remodels, or repair of single family dwellings, duplexes, apartments, industrial, commercial office buildings, etc. The PEB Chief will also be responsible for preparing the Bureau's operational budget, a variety of statistical reports and recommending bureau policies and solutions to problems.

The Deputy Superintendent of Building requires one year of full time paid progressively responsible management experience at the level of an Assistant Deputy Superintendent of Building at the Los Angeles Department of Building and Safety in managing plan check and permit issuance operations, implementing work programs, formulating budgets, and establishing policies and procedures.

The exemption of this position will allow DBS the flexibility to recruit and select the best qualified candidates who possess the necessary experience and expertise for the positions. The duties and requirements as described are appropriate to the class of Deputy Superintendent of Building.

Based on my review of Department of Building and Safety's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Deputy Superintendent of Building 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, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Frank Bush, Superintendent of Building, Department of Building and Safety
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department