



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – EMERGENCY MANAGEMENT
DEPARTMENT, (1) PRINCIPAL PROJECT COORDINATOR

Date: September 19, 2018

The Emergency Management Department (EMD) requested that the Mayor approve 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 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."

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). Since the previous Principal Project Coordinator position was vacated on March 30, 2018, the position has already been deleted from the count. Currently, there are 158 approved exemptions. Approval of this request will increase the count. This position was funded in the budget and is part of the 150.

This Principal Project Coordinator position will be assigned to EMD's Planning Division and will be responsible for ensuring the sustainment of the City's ongoing effort to strengthen its emergency preparedness, planning, response, recovery and mitigation capabilities to support people with disabilities and others with access and functional needs (DAFN). The position will serve as EMD's DAFN Sustainment Coordinator and subject matter expert regarding disabilities, access and functional needs and ongoing

compliance with Americans with Disabilities Act (ADA) and in terms of a Court Summary judgment regarding the ADA; act as liaison with the DAFN community and its stakeholders; review and revise the City's Emergency Operations Plan and Annexes for compliance with the ADA; make recommendations regarding policies and procedures that impact the City's delivery of emergency support services to the DAFN community during an emergency, disaster, or planned event; provide ongoing program support and planning assistance to City departments on their response and delivery of functional needs and support services to the community; develop and implement a training program for City emergency management personnel; and establish agreements with external partners to support and augment the City's functional needs support services during an emergency or disaster.

The Principal Project Coordinator position requires graduation from an accredited four-year college or university with major course work in emergency management, public administration, or a homeland security field; and two years of full-time paid professional experience in developing, implementing, or administering a program related to disaster preparedness, emergency operations, disabilities, or access and functional needs.

The exemption of this position will allow EMD 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 EMD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of 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, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Aram Sahakian, General Manager, Emergency Management Department
 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