



## **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) SENIOR PROJECT COORDINATOR

**Date:** July 30, 2019

The Emergency Management Department (EMD) requested that the Mayor approve the exemption of one (1) position of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

EMD had been granted exemptions for Senior Project Coordinator positions under Charter Section 1001(d)(4) for grant-funded positions; however, according to EMD staff, grant funding for this position is no longer available.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 145 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th 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 12 are filled.

The Senior Project Coordinator will serve as the Grants Administrator and will be assigned to the Administration and Finance Division. The position will be responsible for coordinating and overseeing the Department's grant application and management processes across the pre-award, award and post-award phases of the grant lifecycle; monitoring and ensuring compliance with budget, regulations and reporting requirements as outlined by the grantor; and identifying sources of new grants.



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The Senior Project Coordinator position requires a bachelor's degree from an accredited four year college or university; and three years of full-time paid professional experience building, facilitating, or managing community based activities.

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 Senior 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 Senior 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  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Rich Llewellyn, City Administrative Officer  
Wendy Macy, General Manager, Personnel Department