



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – INFORMATION TECHNOLOGY AGENCY, (1)
ASSISTANT GENERAL MANAGER

Date: August 17, 2018

The Information Technology Agency (ITA) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 9381, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The Assistant General Manager for Administration and Internal Operations is a new position. 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 151 approved exemptions, with nine other pending requests. Approval of this request will increase the count.

The Assistant General Manager position will lead and manage ITA's Finance, Administration and Internal Operations Bureau; and work closely with ITA's General Manager, along with senior and executive members of other City departments, the City Council, and the Mayor's Office. This position will provide leadership and direction to the staff in the Finance and Administration Division and the Project Management Office; oversee all aspects of ITA's budgeting, revenue administration, capital project financing, accounting and payroll operations, contract and facilities management, as well as the planning, implementation and monitoring of the agency's IT-related projects; and serve as the executive-level liaison and the central contact to the Personnel Department relative to all aspects of ITA's recruiting, hiring, training, and other labor relations functions.

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The Assistant General Manager position requires a bachelor's degree from an accredited four-year college or university in business administration, business information systems, management information systems, or a closely-related field; and five years of full-time paid experience in business or government administration, with three years of which must be in a management or supervisory capacity.

The exemption of this position will allow ITA 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 Assistant General Manager.

Based on my review of ITA's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption Assistant General Manager 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: Ted M. Ross, General Manager, Information Technology Agency
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