



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – LOS ANGELES FIRE DEPARTMENT, (1)
SENIOR PROJECT COORDINATOR

Date: September 19, 2018

The Los Angeles Fire Department (LAFD) requested that the Mayor approve the exemption of one (1) new 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. On August 16, 2018 the Mayor's Office asked the Personnel Department to review LAFD's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 158 approved exemptions and approval of this request will increase the count. This is part of the 150.

The Senior Project Coordinator position will administer, plan, coordinate, and oversee the various youth programs in place at LAFD; provide the staff continuity and proper support to ensure their quality, effectiveness and success; organize LAFD youth development programs' curricula at the middle and high school levels; act as principal liaison between LAFD and the Los Angeles Unified School District (LAUSD) on design, development, and implementation of Fire magnet high school programs; and prepare budget, data analysis, and participation reports for management in determination of success and relevance of youth programs operating in cooperation with LAFD and LAUSD.

The Senior Project Coordinator requires graduation from an accredited four-year college or university and work experience in city government, youth development programming

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including supervision, budgeting, and advertising; data collection and analysis; and knowledge of the effective collaborative approach with outside agencies in curriculum development.

The exemption of this position will allow LAFD 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 LAFD'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: Ralph M. Terrazas, Fire Chief, Los Angeles Fire 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