



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 DEPARTMENT OF  
TRANSPORTATION, (1) ASSISTANT GENERAL MANAGER  
TRANSPORTATION

**Date:** November 26, 2018

On December 20, 2017 the Department of Transportation (LADOT) requested that the Mayor approve the exemption of one (1) new position of Assistant General Manager Transportation, Class Code 9263, in accordance with Charter Section 1001(b) from civil service as management, professional, scientific, or expert services exemptions.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 15 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 148th position of the 150 exemptions.

The Assistant General Manager Transportation position will oversee the Office of External Affairs; supervise and coordinate public information, media relations, community engagement, governmental relations, and legislative affairs for LADOT; work closely with the Offices of the Mayor and City Council, and other City departments to implement priority projects and programs. The position will interact extensively with the media and community groups to increase and improve community engagement and knowledge of LADOT's projects and services, as well as the department's leadership role on transportation issues at the local, state, and national levels.

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The Assistant General Manager Transportation position requires a bachelor's degree from an accredited four-year college or university; and either one of the following: five years of full-time paid experience in a management or senior administrative role requiring the effective management of high profile and complex projects and the development and implementation of organizational change strategies in a governmental, political, non-profit, labor organization, or a private company; or five years of professional managerial experience directing the operations of a complex agency including communications, legislation, and external affairs; or ten years full time experience leading or managing subordinate staff in a mid-to-large size office or organization that includes diverse interests and stakeholders working toward a common goal.

The exemption of this position will allow LADOT the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Assistant General Manager Transportation.

Based on my review of DOT's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of 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: Seleta J. Reynolds, General Manager, Department of Transportation  
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