



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 HOUSING AND COMMUNITY INVESTMENT DEPARTMENT, (1) PROJECT COORDINATOR

Date: May 29, 2019

The Los Angeles Housing and Community Investment Department (HCID) requested that the Mayor approve the exemption of one (1) position of Project Coordinator, Class Code 1537, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. On April 26, 2019 the Mayor's Office asked the Personnel Department to review HCIDLA's request.

The 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." The position was vacated on March 20, 2019 and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 146 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 149th 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 HCID's Commissions and Community Engagement Section (CCES) consists of 60 commissioners and seven full-time staff. The Project Coordinator will provide assistance in managing the day to day operations, including strategic planning, development and implementation of programs, and initiatives for the following five commissions and one advisory council: Human Relations Commission (HRC), Commission on the Status of

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Women (CSW), Affordable Housing Commission (AHC), Commission on Communities and Family Services (CCFS), the Community Action Board (CAB), and the Transgender Advisory Council. The position will primarily support the CSW, and will manage the department's Gender Equity Plan.

The Project Coordinator position requires graduation from an accredited college or university and two years of full-time paid experience working in gender equity or social justice organizations; or 10 years of full-time paid experience working in gender equity or social justice organizations.

The exemption of this position will allow HCID 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 Project Coordinator.

Based on my review of the request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:hvr

cc: Rushmore D. Cervantes, General Manger, HCID
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Richard Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department