


ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor 

Subject: Exemption of One Project Coordinator for the Los Angeles Department of Transportation

Date: March 28, 2014

The Los Angeles Department of Transportation (LADOT) has requested the re-exemption of one (1) Project Coordinator position pursuant to Charter Section 1001(b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The exemption of the position was previously approved on February 5, 2008. Due to the upcoming departure of the incumbent, LADOT is requesting the re-exemption of this position. The Charter allows for a maximum of 150 exempt positions under Section 1001(b). Currently, there are 136 approved exemptions citywide. Approval of this request will not increase the count.

The Project Coordinator position is assigned to LADOT's Bicycle Program. The position reports directly to the Senior Project Coordinator, who manages the Bicycle Program. The Project Coordinator position is responsible for serving as the department's representative at public and interagency meetings; implementing bicycle parking projects and other related projects; assisting in the development and implementation of programs to increase bicycle awareness and use; and conducting studies and maintaining databases to track the use of bicycles, bicycle facilities, and public participation in bicycle-related incentives and programs.

Position requirements include a bachelor's degree from a recognized four-year college or university; strong administrative and marketing skills; and an astute knowledge of the needs, issues, and concerns pertaining to cyclists in a large urban environment.

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The exemption will provide LADOT with the flexibility to recruit from a broader candidate pool and to select the best-qualified individual with the knowledge, skills and talents necessary to the position. Based on my review of LADOT's 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:rc

cc: Jon Kirk Mukri, General Manager, Los Angeles Department of Transportation
Miguel Santana, City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Margaret Whelan, General Manager, Personnel Department