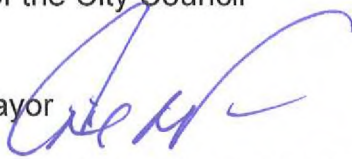




ANTONIO R. VILLARAIGOSA  
MAYOR

**MEMORANDUM**

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

**From:** Antonio R. Villaraigosa, Mayor 

**Subject:** Exemption of One Senior Project Coordinator for the Department of  
Neighborhood Empowerment

**Date:** June 27, 2013

The Department of Neighborhood Empowerment (DONE) has requested approval of the re-exemption of one (1) Senior 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." DONE is requesting a renewal of the exemption authority due to the resignation of the incumbent in August of 2012. Approving this request will not increase the citywide exemption count under Charter Section 1001(b).

The Senior Project Coordinator is responsible for Neighborhood Council outreach, communication, and elections. The position reports directly to the General Manager of DONE. During Neighborhood Council election years, the position will oversee the administration of elections and elections outreach throughout the City. Additional responsibilities include promoting the Neighborhood Council system; maintaining the DONE website and calendar of events; writing and posting Department updates on newsletters, blogs and social media platforms; and creating departmental informational materials, such as the Department's annual report. The position will also serve as a liaison with Neighborhood Council Board members, City elected officials, and City departments.

Position requirements include a minimum of five years experience working with Neighborhood Councils; working knowledge of community organizing techniques; excellent writing skills; and knowledge of web design, social media and online civic engagement platforms.

The Personnel Department does not examine for the class of Senior Project Coordinator. Exempting the position will allow DONE to reach a broader pool of

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candidates who possess the knowledge and experience necessary to effectively support Neighborhood Council elections and outreach and to promote civic participation in the City of Los Angeles. Based on my review of the Department's request, as well as the review of the City's Personnel Department, I hereby approve the request for the re-exemption of one (1) Senior Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:me:zb

cc: Grayce Liu, General Manager, Department of Neighborhood Empowerment  
Gaye Williams, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Maggie Whelan, General Manager, Personnel Department