



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of Principal Project Coordinator

Date: September 9, 2015

The Office of the City Administrative Officer requested the exemption of one Principal Project Coordinator, 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 Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 160 approved exemptions. Approval of this request will increase the count.

This Principal Project Coordinator position will serve as the executive liaison to media, civic groups, community leaders, stakeholders, elected officials, and other governmental agencies. The position will support the CAO Executive Office in responding to requests for information and special studies, including California Public Records Act requests; performing research and analysis, and evaluating City programs and activities for efficiency; conducting management and audits of organizations, programs, functions, and systems to determine their efficiency and effectiveness; and conducting comparative analyses with other departments, public agencies or private industry. The position will also prepare reports with recommendations for improvements of citywide operations and alternative solutions to identified problems; prepare and make presentations before Council committees, the Council, and other elected officials and governmental agencies; and respond to requests for special information and special studies.

The Principal Project Coordinator position requires graduation from an accredited four-year college or university and at least one year of full-time paid professional experience performing duties in administrative, personnel, budget, public relations, grants, legislative and/or fiscal activities. Project management skills, including the ability to coordinate and implement projects, is highly desired.

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The exemption of this position will allow the CAO 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 Principal Project Coordinator.

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

EG:ms

cc:

Ana Guerrero, Office of the Mayor
Pamela Finley, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department