




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor 

Subject: Exemption of One Principal Project Coordinator for the City Administrative Officer

Date: March 7, 2014

The City Administrative Officer (CAO) has requested the exemption of one (1) Principal 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 Charter allows for a maximum of 150 exempt positions under Section 1001 (b). Currently, there are 137 approved exemptions citywide, with five requests pending. Approval of this request will increase the count.

On June 25, 2013, the City Council approved the exemption of the Principal Project Coordinator position and the position was subsequently filled. However, shortly after the position was vacated and in accordance with Charter Section 1001(b), the exemption was terminated and was deleted from the approved list of exemptions. The CAO is now requesting the re-exemption of this position.

The Principal Project Coordinator will work with the CAO's Asset Management Strategic Planning Unit. The position will assist with the development of the City's real estate objectives and long-term policy and strategic goals for the acquisition, development and disposition of its real estate assets, including assessments and analyses of underutilized properties. The position requires a bachelor's degree from a four-year college or university and four years of full-time professional experience in building, facilitating or managing community based activities.

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The exemption will provide CAO 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 CAO's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Principal Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:rc

cc: Miguel Santana, City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Maggie Whelan, General Manager, Personnel Department