



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of One Deputy Superintendent of Building for the Department of Building and Safety

Date: September 17, 2014

The Department of Building and Safety has requested the exemption of one (1) Deputy Superintendent of Building I position, Class Code 9201-1, pursuant to Charter Sector 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 142 approved exemptions citywide. Approval of this request will not increase the count. The position will serve as the Code Enforcement Bureau Chief, which was vacated in June 2014 when the incumbent was promoted to Executive Officer.

The Code Enforcement Bureau Chief reports directly to the General Manager and the Executive Officer. The position is responsible for preparing the Code Enforcement Bureau's operating budget, organizing a variety of statistical reports, and recommending Bureau policies and solutions to problems. The position directs over 130 inspectors, managers and support staff which are responsible for the planning, directing and coordinating the activities of the code enforcement functions. These functions include vacant building abatement, commercial and residential complaint and referral, sign enforcement, off-site sign periodic inspection program, annual inspection monitoring (AIM), proactive code enforcement (PACE), and the local enforcement agency that handles monitoring and enforcement of the City's landfills and transfer sites.

Position requirements include a minimum of two years at least at the level of Assistant Deputy Superintendent of Building in the City of Los Angeles or other governmental agency involved in code enforcement, inspection, building permit and/or plan check.

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Experience must include managing a large occupationally diverse staff in the planning, design, and implementation of work programs, budgets, financial strategies, policies and procedures.

The exemption will provide the Department of Building and Safety with the flexibility to recruit from a broad candidate pool to select the best-qualified individual with the knowledge, skills and talents necessary to the position. 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) Deputy Superintendent of Building position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Raymond Chan, Superintendent of Building, Department of Building and Safety
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Miguel Santana, City Administrative Officer
David Luther, Interim General Manager, Personnel Department