



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 Project Coordinator for the City Administrative Officer

Date: October 23, 2014

The City Administrative Officer (CAO) has requested the 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 Charter allows for a maximum of 150 exempt positions under Section 1001 (b). Currently, there are 144 approved exemptions citywide. Approval of this request will increase the count.

The CAO has requested that the Mayor and Council exempt the Project Coordinator, a position that will provide administrative support to the Innovation Fund (IF) and Innovation and Performance Commission (IPC). The Project Coordinator position will report directly to a Chief Administrative Analyst. Additional responsibilities will include coordinating all phases of the IF, including providing information regarding the fund and assisting applicants with the IF application; reviewing and processing IF applications; performing research and preparing reports on IF matters; preparing information on the IF for public release; providing outreach to applicants; collaborating with department heads, staff, and the IPC on IF matters; and other necessary duties and responsibilities to support the IF and IPC.

The position requirements include at least one year of professional experience performing duties in administrative, personnel, budget, grants, legislative and/or fiscal activities in a City department, other public or governmental agency, or private industry. Experience with project management, including the ability to coordinate and implement projects according to established guidelines and criteria, is highly desired. A bachelor's degree is also highly desired but not required.

Honorable Members of the City Council

October 23, 2014

Page 2

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) 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
David Luther, Interim General Manager, Personnel Department