

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of one Project Coordinator for the City Administrative Officer (CAO) from the Civil Service provisions of the City Charter.

Recommendation for Council action:

APPROVE the exemption of one Project Coordinator for the CAO from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

**TIME LIMIT FILE - NOVEMBER 14, 2014**

**(LAST DAY FOR COUNCIL ACTION - NOVEMBER 14, 2014)**

Summary:

At its meeting on November 4, 2014, your Committee considered an October 23, 2014 communication from the Mayor relative to the exemption of one Project Coordinator for the CAO from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(b). According to the Mayor, 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption of one CFO position for the BOS as contained in the July 21, 2014 communication for the Mayor and detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

**MEMBER   VOTE**

KORETZ:   YES

O'FARRELL: YES

FUENTES:   ABSENT

ARL

11/4/14

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**