



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Re-exemption of One Chief Veterinarian for the Zoo Department

**Date:** December 1, 2014

The Zoo Department has requested the re-exemption of one (1) Chief Veterinarian 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 145 approved exemptions citywide, with two other pending requests. Exemption of the Chief Veterinarian position was previously approved by the City Council and the Mayor, however the position was recently vacated. Per Charter Section 1001(b), which requires that exemptions be re-authorized when the position becomes vacant, the department is requesting the renewal of the exemption authority. Given that the position was previously exempt, approval of the request will not increase the count.

The Chief Veterinarian position reports directly to the Zoo General Manager and is responsible for managing and directing the programs, operations and staff of the Zoo's Animal Health Division, which provides the medical care for approximately 1,100 animals in the Zoo's collection. In addition to overseeing the health of the Zoo's animal collection, specific duties include the following: managing the new state of the art Animal Health Center and the Medical Animal Records Management System; keeping the institution current on medical trends, concepts and methods; and exercising medical oversight of the animal collection including, but not limited to, surgery, diagnosis, routine and specialized medical care, preventative medicine, quarantine, research and determination of medicinal diets and nutritional needs of the animals.



Other position responsibilities include the following: developing the annual budget for the Animal Health Division; maintaining strict fiscal budgetary control over divisional budget expenditures; representing the Animal Health Division at Zoo senior management and planning meetings, professional meetings and cooperative programs; and planning work assignments, delegating responsibilities, and supervising and evaluating professional and support staff members of the division.

Position qualifications include excellent communications and managerial skills, the ability to demonstrate visionary leadership, and an appreciation of the importance of promoting and maintaining close relationships with the senior management team and staff. Position requirements include the following: possession of or eligibility for State of California veterinary licensure; at least four years full-time paid experience working as a Zoo veterinarian in a zoo accredited by the Association of Zoos and Aquariums; at least two years of direct supervisory and management experience; ability to lead teams in problem solving, priority setting, meeting deadlines and implementing programs; and interpersonal and professional skills necessary to establish and maintain strong working relationships with a wide variety of other zoo divisions and to provide the leadership required to garner executive and staff support.

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

EG:rc

cc: John Lewis, General Manager, Zoo Department  
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