



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 Staff Assistant to General Manager Harbor

**Date:** July 28, 2015

The Harbor Department has requested the exemption of one (1) Staff Assistant to General Manager Harbor 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 200 exempt positions under Section 1001(b). Currently, there are 151 approved exemptions citywide. Approval of this request will increase the count.

The Staff Assistant to General Manager Harbor position will serve as high-level staff to the Executive Director and exercise decision-making authority on his behalf regarding all budgetary, organizational, and staffing issues at the Harbor Department. The position will act as the Executive Director's personal representative to City officials and their staffs, Port tenants, including terminal operators, shipping companies, consultants, local, state, and federal officials and agencies, and other key contacts as directed by the Executive Director.

The Staff Assistant to General Manager Harbor position requires a bachelor's degree from an accredited four-year college or university at least two years of full-time paid experience at the level of a Senior Management Analyst II conducting detailed research, writing reports, and providing analysis and recommendations for policy actions, interacting with high-level public officials or public agencies, and providing administrative support functions to a general manager or assistant general manager in a large business or government agency.

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The exemption of this position will allow Harbor Department the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Staff Assistant to General Manager Harbor.

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

EG:ms

cc: Eugene Seroka, Harbor Department  
Ana Guerrero, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel Department