



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 Senior Project Coordinator, Three Project Coordinators and One Project Assistant for the Department Neighborhood Empowerment

Date: March 25, 2015

The Department of Neighborhood Empowerment (DONE) has requested the re-exemption of one (1) Senior Project Coordinator, and the exemptions of three (3) Project Coordinators and one (1) Project Assistant positions 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) with an additional 50 added last year by Council pursuant to Charter Section 101(b)(4). Currently, there are 145 approved exemptions citywide. Approval of this request will increase the count.

The Mayor and Council previously approved the exemption for the Senior Project Coordinator position from the civil service provisions of the City Charter. However, this positions recently became vacant. Per Charter Section 1001 (b) which requires that exemptions be re-authorized when the position becomes vacant, DONE is requesting the renewal of the exemption authority for this position.

The Senior Project Coordinator position manages the Planning and Policy program and supports the Neighborhood Council Budget Advocates, the Board of Neighborhood training of Community Impact Statements of the Neighborhood Councils. The position is responsible for promoting Neighborhood Council policy as it relates to civic participation in government and in the system of Neighborhood Councils to stakeholders in Los Angeles. The position is responsible for interpreting documents and ordinances relating to the governance of Neighborhood Councils and developing informal training and group programs to support the growth and development of the Neighborhood Council system. The position analyzes data and prepares reports to provide to City departments, elected officials, Neighborhood Council leaders, and stakeholders in the

Honorable Members of the City Council

March 25, 2015

Page 2

field. The position may act as a staff supervisor for Neighborhood Council support and projects, and reports to the Department's General Manager.

The Senior Project Coordinator position requires at least five years of experience working with Neighborhood Councils in the areas of operations and policy, as well as excellent writing skills, a working knowledge of techniques for effective community organizing, and a working knowledge of the City's Council File Management system, Community Impact Statements, and Board of Neighborhood Commissioner operations and policies.

The first Project Coordinator position will be responsible for developing and executing a peer grievance panel system and enhancing the services as provided by the Planning and Policy program. The position will develop policies and procedures in conjunction with enhancing the Neighborhood Council system and the Department's operations; support the Neighborhood Budget Advocates for the Mayor's Budget Day; support Neighborhood Council leaders to work on the Congress of Neighborhoods; monitor Council Files for issues relevant to Neighborhood Councils; and inform Neighborhood Councils and alliances to respond to any issues via Community Impact Statements, education, and tracking. The position will interface with representatives from the Mayor's Office, City Council offices, City departments, commissions and agencies of the City, as well as leaders of private and non-profit community-based organizations on Neighborhood Councils outreach efforts; compile information, prepare reports, and analyze data regarding project goal implementation and achievements for the Board of Neighborhood Commissioners and present the information to elected City officials; and periodically manage call center inquiries by providing technical assistance and resolving issues with callers. The position will report to the Senior Project Coordinator.

The Project Coordinator position requires at least two years of experience working with Neighborhood Councils in the areas of operations and policy, as well as excellent writing skills, a working knowledge of techniques for effective community organizing, and a working knowledge of the City's Council File Management system, Community Impact Statements, and Board of Neighborhood Commissioner operations and policies.

The other two Project Coordinator positions will be responsible for community organizing in areas of low civic participation. The positions will work on maintaining the sustainability of the Neighborhood Council system through recruitment of future board members by spearheading relationship-building and cultivating meaningful collaborations with community leaders, local politicians and community organizations; develop strategic action outreach goals for Neighborhood Council collaboration with their stakeholders; mobilize community members to support the Neighborhood Council system; educate and train the next generation of Neighborhood Council leaders; and represent the Department at local events, community gatherings, workshops and training events. The positions will report to the Senior Project Coordinator in charge of Field Operations.

The positions require at least two years of Neighborhood Council operational experience and at least three years of intensive community organizing experience, with a working knowledge of social media campaigns.

The Project Assistant position will provide technical and logistical support to Neighborhood Councils in the area of funding administration. The position will assist in the development of outreach and education materials on the Neighborhood Council funding process; provide direct training and orientation to Neighborhood Council members on relevant subject matter; interpret documents and ordinances related to the Neighborhood Council funding program; interface with representatives from City departments, elected officials, commissions and Neighborhood Councils; and compile information and prepare reports related to goal implementation and achievements for the Neighborhood Council system.

The Project Assistant position requires at least two years of experience working with Neighborhood Councils, with at least one of the years in Neighborhood Council funding; excellent analytical skills; and a working knowledge of Excel, Google drive and QuickBase database systems Commissioners, all Neighborhood Council policy development, and the tracking and

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.

The exemption will provide DONE 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 DONE's request, as well as the review of the Personnel Department, I hereby approve the request for the re-exemption of one (1) Senior Project Coordinator position and the exemptions of the three (3) Project Coordinators and one (1) Project Assistant positions 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
Wendy Marcy, General Manager, Personnel Department