



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 and two Senior Project Assistants in the Economic and Workforce Development Department

Date: June 3, 2015

The Economic and Workforce Development Department has requested the exemption of three positions, one Senior Project Coordinator and two Senior Project Assistants, pursuant to Charter Section 1001 (b) from civil service, 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 by Council pursuant to Charter Section 1001 (b)(4). Currently, there are 147 approved exemptions citywide. Approval of this request will increase the count.

The Senior Project Coordinator position will be assigned to work on special projects, including the management of various high level projects and public improvements. The position is responsible for overseeing and assisting in the development of work programs and objectives aligning with the City's overall economic development strategy. The position will assist with implementation of Community Redevelopment Agency bond funds and will provide assistance in managing enhanced infrastructure finance districts and other fee-based or tax-based districts that provide funding for new projects and programs. The position will also oversee the conception and implementation of geographic specific programs to address economic development issues in collaboration with community partners and other City departments

The Senior Project Coordinator position requires graduation from an accredited four-year college or university with a degree in Planning, Public Policy, Public Administration, Business Administration or a related field. A minimum of five years' progressive

experience in community economic development managing complex real estate or public projects; developing successful financing and grant strategies; creating comprehensive economic development plans and implementing creative approaches to improving business and community environments is also required.

The first Senior Project Assistant position will be assigned to work on special projects. This position will provide assistance with the collection of community input, scheduling meetings, assembling marketing packages and compiling data for use in marketing analysis. The position will also assist in the implementation of geographic specific programs; develop a system for recording all files and related lending documentation; and assist in developing and updating policies and procedures for all regulatory agencies.

The first Senior Project Assistant position requires graduation from an accredited four-year college or university with a degree in Planning, Public Policy, Public Administration, Business Administration or a related field. A minimum of two years' progressive experience in community economic development assisting in the development of real estate or public projects; implementing successful funding strategies; creating economic or community development plans; and researching and creating unique approaches to improving business and community environments is also required.

The second Senior Project Assistant position will be assigned to work on economic strategy. This position will provide assistance in the development of the Citywide Economic Development Plan. Duties will include making determinations on probable environmental effects of proposed projects; conducting design review and creating scopes of development for projects; and assisting in responding to requests for site assessments for new businesses by developing opportunity site analysis and maps.

The second Senior Project Assistant requires graduation from an accredited four-year college or university with a degree in Planning, Public Policy, Public Administration, Business Administration or a related field. A minimum of two years 1 experience in long-range and current planning as well as experience in economic development or a related field engaged in business or real estate development is required. Strong knowledge of the California Environmental Quality Act, the National Environmental Policy Act guidelines and implications for adoption of real estate projects, and familiarity with Geographic Information Systems, ESRI and other mapping and data sorting software will also be required.

The exemption of these positions will allow EWDD the flexibility to recruit and select the best qualified candidates who possess the necessary experience and expertise for the positions. The duties and requirements as described are appropriate to the classes of Senior Project Coordinator and Senior Project Assistant.

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I hereby approve the request for the exemption of one position of one Senior Project Coordinator and two Senior Project Assistants 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 Macy, General Manager, Personnel Department

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