



**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 (1) Assistant General Manager

**Date:** August 11, 2016

The Personnel Department has requested the exemption of one (1) position of Assistant General Manager, Class Code 1745, in accordance with 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.

Charter Section 1001 (b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001 (b) (4). Currently, there are 165 approved exemptions, with one other pending request. Approval of this request will increase the count.

The Assistant General Manager position will report directly to the General Manager of the Personnel Department and be responsible for overseeing the planning, implementation, monitoring, evaluation, and overall administration of several divisions within the Department, including, but not limited to Civilian Selection, Classification, and Targeted Local Hire and Succession Planning. Further, this position will be responsible for leading the City's succession planning and workforce development efforts to enable the City to reach its goal of hiring 5,000 civilian employees, and preparing long-term strategic hiring plans with other City departments to ensure a sustainable workforce into the future.

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The requirements of the Assistant General Manager position are a Bachelor's degree from an accredited college or university, preferably in public administration, business administration, law, political science, industrial/organizational psychology or a related field, and two years of management-level human resources experience in large, complex organizations, either in the public, private, or not-for-profit sectors with a demonstrated track record of creating and leading process improvement and organization and cultural change.

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

I hereby approve the request for the exemption of one (1) position of Assistant General Manager and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:ms

cc: Wendy Macy, General Manager, Personnel Department  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor