



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: **RE-EXEMPTION REQUEST – BOARD OF PUBLIC WORKS, (1)
UTILITY RATES AND POLICY SPECIALIST III**

Date: March 31, 2021

The Board of Public Works (BPW) requested that the Mayor approve the exemption of one (1) position of Utility Rates and Policy Specialist III, Class Code 1681-3, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On March 9, 2021, the Mayor's Office asked the Personnel Department to review BPW's request.

The Utility Rates and Policy Specialist III position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The Utility Rates and Policy Specialist III position was vacated on November 22, 2019, and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 145 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 7 are filled.

The Utility Rates and Policy Specialist III position will serve as Petroleum Administrator and function as a key policy advisor to the Mayor, City Council, and the Board of Public Works on matters related to the City's oil and gas production. The position will oversee the Office of Petroleum and Gas Administration and Safety; be responsible for examining, monitoring, negotiating, and reporting on matters related

Honorable Members of the City Council

March 31, 2021

Page 2 of 2

to the exploration for and production of petroleum within the City, franchise agreements, and evaluation of oil, gas, and electric utility fees; administer and determine compliance with all provision of oil and gas (utility) leases; represent the City at news conferences/events; and will plan, strategize, organize, and respond to various oil and utility requests, including inspection and safety compliance.

The Utility Rates and Policy Specialist III position requires graduation from an accredited four-year college or university; and three years full-time paid professional experience in petroleum production or as a petroleum engineer, exploration geologist, or environment geologist or engineer with experience in enhanced oil recovery methods, the use of oil well-log petro-physical and imaging interpretation, core logging, field mapping, and petro-graphic microscopy; the interpretation of chemical and isotope analysis; the knowledge of methane gas laws and mitigation; oil and gas incursion (geologic contingencies); safety measures and practices; oil, gas, geotechnical, and groundwater protection; and urban oil, gas, air, soil, and ground water contamination issues.

The exemption of this position will allow BPW 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 Utility Rates and Policy Specialist III.

Based on my review of BPW's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Utility Rates and Policy Specialist III and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Dr. Fernando Campos, Executive Director, Board of Public Works
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Office of the Mayor
Wendy Macy, General Manager, Personnel Department