



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: EXEMPTION REQUEST – LIBRARY DEPARTMENT, (1) SENIOR
PROJECT COORDINATOR

Date: November 13, 2018

The Library Department has requested the exemption of one (1) new position of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 15 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 148th position of the 150 exemptions. This position was funded in the budget for FY18-19.

The Senior Project Coordinator position will manage the Volunteer LA program and volunteer engagement in the Los Angeles Public Library's (LAPL) Office of Volunteer Engagement.

The Senior Project Coordinator requires a bachelor's degree from an accredited four-year college or university and two years of full-time paid professional experience in planning, organizing, directing, or coordinating community outreach programs or public private partnerships.

The exemption of this position will allow the Library Department the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience and

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expertise for the position. The duties and requirements as described are appropriate to the class of Senior Project Coordinator

Based on my review of the Library's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Senior Project Coordinator 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: John F. Szabo, City Librarian, Library Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department