

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of one Senior Project Coordinator position (Class Code 1538) for the City Administrative Officer (CAO) from the Civil Service pursuant to Charter Section 1001(b).

Recommendation for Council action:

AUTHORIZE the exemption of one Senior Project Coordinator position (Class Code 1538) for the CAO from the Civil Service pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

**TIME LIMIT FILE – OCTOBER 7, 2022**

**(LAST DAY FOR COUNCIL ACTION – OCTOBER 7, 2022)**

Summary:

On September 21, 2022, your Committee considered a September 6, 2022 communication from the Mayor relative to the exemption of one Senior Project Coordinator position (Class Code 1538) for the CAO from the Civil Service pursuant to Charter Section 1001(b). According to the Mayor, Charter Section 1001(b) allows up to 150 persons to be exempt, of which 134 are approved, with one other pending request. Approval of this request will not increase the count as it is intended to replace an exempt Project Coordinator position, which will be deleted from the count.

The existing incumbent in the Project Coordinator position will vacate the position so that they may be promoted to fill the Senior Project Coordinator position. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 8 are filled. This position will administer the Innovation Fund (IF) and provide support to the Innovation and Performance Commission (IPC).

This position's duties will include:

- Coordinating all aspects of the IF, including developing and disseminating outreach materials, assisting individuals in applying for IF funding, researching submitted IF applications, analyzing IF funding requests for return on investment and applicability with City policies, and preparing reports for City Council consideration of IF submissions, and collaborating with General Managers, Department staff, and the IPC on IF funding requests and related matters.

- Providing direct administrative support for the IPC, including preparing meeting agendas, facilitating public meetings in compliance with the Brown Act, and drafting meeting minutes.
- Completing special projects and reports at the request of the IPC, including drafting the Commission's Annual Report and Strategic Plan and coordinating the Innovation and Performance Awards.
- Implementing technology used to support the IF and IPC including a) administering the technology application used to review and process IF submissions and b) preparing and implementing updates for the IPC website and social media.
- Preparing and making presentations before City departments, community groups, the IPC, and Council committees.
- Acting as the special fund administrator of the IF and maintaining accounting of IF transactions.

The CAO reports that since the Council's initial approval of a Civil Service exemption for a Project Coordinator, the duties of the position have evolved over time and are more appropriate for the higher level classification. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption as detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,  
Personnel, Audits, and Animal Welfare Committee

**COUNCILMEMBER VOTE**

KORETZ: YES  
HARRIS-DAWSON: YES  
BONIN: ABSENT

ARL  
9/21/22

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**