



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 – DEPARTMENT OF PUBLIC WORKS,
BUREAU OF STREET SERVICES, (1) ASSISTANT DIRECTOR
BUREAU OF STREET SERVICES**

Date: September 6, 2022

The Department of Public Works - Bureau of Street Services (PW-BSS) requested that the Mayor approve the exemption of one (1) position of Assistant Director Bureau of Street Services, Class Code 4156, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On July 26, 2022, the Mayor's Office asked the Personnel Department to review PW-BSS's request.

The Assistant Director Bureau of Street Services was previously approved for exemption under 1001 (b) by the City Council and was subsequently filled. The position was vacated on May 8, 2021 and deleted from the count. Charter Section 1001 (b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 135 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 136th 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 8 are filled.

This Assistant Director Bureau of Street Services is the Chief Technical Officer and leads three divisions in the Bureau's Advanced Planning and Asset Management, Facilities

Honorable Members of the City Council

September 6, 2022

Page 2

Maintenance, and Engineering Services Programs, with a sustainability lens. This consists of managing staff responsible for overseeing information technology, project development, design/build and construction services, facilities, asset management development with the goal of assessing, maintaining, and improving our public rights of way. The position must exercise independent judgment in solving internal organizational and administrative challenges and launching programs that maximize the efficiency of an operational budget of approximately \$200 million. This Assistant Director may represent the Bureau before the City Council and its committees, the Board of Public Works Commission, other governmental agencies, and the public on issues concerning matters of street preservation.

The Assistant Director Bureau of Street Services requires a bachelor's degree from an accredited four-year college or university; and two years of full-time paid experience as a division head, or in a position at that level, managing large scale operations, public right-of-way improvements, streetscapes or major infrastructure projects. A Master's Degree in Public Administration, Public Policy, Urban Planning or Engineering is highly desired.

The exemption of this position will allow PW-BSS 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 Assistant Director Bureau of Street Services.

Based on my review of PW-BSS's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of an Assistant Director Bureau of Street Services 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: Andre Herndon, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Keith Mozee, Executive Director & General Manager, Department of Public Works – Bureau of Street Services