



KAREN BASS  
MAYOR

**MEMORANDUM**

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

**From:** Karen Bass, Mayor *Karen Bass*

**Subject:** EXEMPTION REQUEST – EMERGENCY MANAGEMENT  
DEPARTMENT, (1) SENIOR PROJECT COORDINATOR

**Date:** November 29, 2023

The Emergency Management Department (EMD) requested that the Mayor approve the exemption of one (1) 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. On October 30, 2023, the Mayor's Office asked the Personnel Department to review EMD's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 8 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 139th 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 5 are filled.

The Senior Project Coordinator will serve as the Grants Coordinator responsible for management and administration of all grants administered by EMD, in support of the department's mission of increasing City preparedness and ability to plan for, mitigate, respond to and recover from natural and manmade disasters. The Senior Project Coordinator will work with department leadership and staff within EMD's five divisions (Finance & Administration, Organization & Training, Preparedness & Engagement, Innovation & Development, and Planning & Resilience) to identify grant opportunities; develop and submit successful grant applications; coordinate program development and implementation; budgetary tracking and oversight; handle all required grant reporting; RFP development, procurement and contracting procedures; and ensuring compliance with all applicable grant requirements and associated regulations at the local, state, and

federal levels. This position is tasked with high-level coordination with department and other City leadership to identify gaps and grant-based solutions to implementing programs in accordance with departmental and City priorities and will serve as the department's principal liaison on grant matters to City departments and elected offices as well as to local State and Federal governmental and non-governmental grant administrators, agencies, or departments.

This Senior Project Coordinator (Grants Coordinator) position requires graduation from an accredited four-year college or university; and a minimum of four years of full-time paid professional work experience in grant or contract administration and/or management, project or program management, or a closely related field.

The exemption of this position will allow EMD the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties as described are appropriate to the class of Senior Project Coordinator.

Based on my review of EMD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a 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.

KB:alg

cc: Carolyn Webb de Macias, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Deputy Director of Legislative Affairs, Office of the Mayor  
Rick Cole, Chief Deputy Controller, Office of the Controller  
Dana Brown, General Manager, Personnel Department