



KAREN BASS  
MAYOR

**MEMORANDUM**

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

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

**Subject:** **RE-EXEMPTION REQUEST – DEPARTMENT OF RECREATION AND PARKS, (1) ASSISTANT GENERAL MANAGER**

**Date:** November 22, 2024

The Department of Recreation and Parks (RAP) requested that the Mayor approve the re-exemption of one (1) position of Assistant General Manager, Class Code 9241, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council on November 30, 2022 (CF# 22-1413) and was subsequently filled. The position was vacated on March 23, 2024, 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 129 are approved and an additional 5 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 130<sup>th</sup> 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 16 are filled.

The Assistant General Manager will report directly to the Executive Officer and will be assigned to the department's Recreational Services Branch (RSB). The position will lead, oversee, and manage all areas within RSB, including supervision and support of numerous recreation facilities, recreation programs, specialized programs and operations, parks in multiple geographical areas, day-to-day operations, budgetary preparations, revenue goals, personnel matters, work assignments, and projects and

special assignments. The RSB AGM will be expected to deliver services and programs within these areas/facilities which are well-programmed, safe, and welcoming; further the Department's Strategic Plan, goals and objectives; align with the Mayor's strategic vision for the Department and City; coordinate efforts with other operational divisions; attend Board, Council, and other group meetings; prepare reports and recommendations to Department management; and consistently meet the highest quality and standards to serve the City's residents, visitors and community members.

The Assistant General Manager position requires a bachelor's degree from an accredited four-year college or university; and a minimum of two (2) years of full-time paid professional supervisory experience at the level of Superintendent of Recreation & Parks Operations.

A bachelor's degree in Recreation, Public Administration or Business from an accredited college or university is highly desirable.

The re-exemption of this position will allow the Department of Recreation and Parks (RAP) the flexibility to recruit and select the best qualified candidate who possesses the necessary specialized experience, talent, and expertise for the position. The duties and requirements as described are appropriate to the class of Assistant General Manager.

Based on my review of RAP's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Assistant General Manager 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, my approval for the department to fill the position may expire.

cc: Carolyn Webb de Macías, Chief of Staff, Office of the Mayor  
Zachia Nazarzai, Office of the Mayor  
Thomas Arechiga, Office of the Mayor  
Jimmy Kim, General Manager, Department of Recreation and Parks  
Grayce Liu, Interim General Manager, Personnel Department