



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 TRANSPORTATION,  
(1) ASSISTANT GENERAL MANAGER TRANSPORTATION (OFFICE  
OF EXTERNAL AFFAIRS)**

**Date:** November 22, 2024

The Department of Transportation (DOT) has requested the re-exemption of one (1) position of Assistant General Manager Transportation, Class Code 9263, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The Assistant General Manager Transportation (Office of External Affairs) position was previously approved for exemption under 1001(b) by the City Council on November 26, 2018 (CF# 18-1135) and was subsequently filled. The position was vacated on June 19, 2022, and deleted from the count. However, on September 29, 2022, a new re-exemption request was received by the Mayor's Office and added to the total number of exemptions pending approval on October 11, 2022. 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 does not increase the count. As of the date of this letter, this request will be in the 131<sup>st</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 Transportation position will oversee the Office of External Affairs; supervise and coordinate public information, media relations, community

engagement, employee engagement and performance, governmental relations, and legislative affairs for LADOT; and work closely with the Offices of the Mayor and City Council, and other City departments to implement priority projects and programs. The position will interact extensively with the media and community groups to increase and improve community engagement and knowledge of LADOT's projects and services, as well as the Department's leadership role on transportation issues at the local, state, and national levels.

The Assistant General Manager Transportation, Office of External Affairs position requires Bachelor's Degree from an accredited four-year college or university; and either one of the following:

- Five years of full-time paid experience in a management or senior administrative role requiring the effective management of high profile and complex projects and the development and implementation of organizational change strategies in a governmental, political, non-profit, labor organization, or a private company; or five years of professional managerial experience directing the operations of a complex agency including communications, legislation, and external affairs; or
- 10 years full time experience leading or managing subordinate staff in a mid-to large size office or organization that includes diverse interests and stakeholders working toward a common goal.

The re-exemption of this position will allow the Department of Transportation 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 DOT's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Assistant General Manager, Office of External Affairs 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 Nazarrai, Office of the Mayor  
Thomas Arechiga, Office of the Mayor  
Laura Rubio-Cornejo, General Manager  
Grayce Liu, Interim General Manager, Personnel Department