



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 –CIVIL, HUMAN RIGHTS AND EQUITY
DEPARTMENT, ONE (1) PRINCIPAL PROJECT COORDINATOR**

Date: October 31, 2023

The Civil, Human Right and Equity Department (CHRED) requested that the Mayor approve the exemption of one (1) position of Principal Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. The Mayor's Office asked the Personnel Department to review the request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 133 are approved, and an additional 8 are pending approval. Approval of this request will not increase the count as it is intended to replace an exempt Senior Project Coordinator, which will be deleted from the count. 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 Principal Project Coordinator (PPC) will oversee the department's Communication Team which involves developing and executing communications strategy, review and finalize correspondence or memorandum for print, online, and social media. The PPC will also lead and implement the department's philanthropic vision; foster strategic partnerships with local academia, businesses, and community organizations to secure funding; manage funding proposals; oversee grant writing and administration and oversee other grant administration deliverables. As a member of the executive team, the PPC will conduct interviews for higher-level classifications, provide recommendations to the General Manager on operational matters, and act as a budget advisor.

The Principal Project Coordinator will supervise approximately six full-time employees including 1 Public Information Director (1800), 1 Public Relations Specialist (1785), 1

Human Relations Advocate (9207), 2 Administrative Clerk (1358), six part-time employees, and all unpaid high school, college, and graduate-level volunteers. This employee will also work closely with the Civil Rights Enforcement Unit to develop a mechanism to collect and disperse fees and penalties and serve as a liaison to the Office of Finance, Controller's Office, and Office of City Attorney to manage the department's intellectual property, including licensing agreements and trademarks for the sale of LA for All merchandise in accordance with Charter Section 104(g), as outlined in the Civil and Human Rights Community Engagement Fund.

The Principal Project Coordinator requires a bachelor's degree from an accredited four-year college or university; and four years of professional experience supervising, working with commissioners, high-level officials, and elected officials; and familiarity with federal, state, and local laws.

Based on my review of CHRED's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Principal 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: Christopher Thompson, Chief of Staff, Office of the Mayor
Heleen Ramirez, Deputy Director of Legislative Affairs, Office of the Mayor
Capri Maddox, Esq., General Manager, Civil, Human Rights and Equity
Department
Dana Brown, General Manager, Personnel Department