



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 – LA DEPARTMENT OF WATER AND POWER,  
(1) ASSISTANT GENERAL MANAGER, DIRECTOR OF EMERGENCY  
MANAGEMENT**

**Date:** October 7, 2024

The Los Angeles Department of Water and Power has requested the exemption of one (1) position of Assistant General Manager Water and Power, Class Code 0151, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

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 3 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 131st 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 13 are filled.

This Assistant General Manager will serve as Director of Emergency Management (DEM), will report to LADWP’s Chief Executive Officer and Chief Engineer, and will be responsible for managing and overseeing the operations and activities of the Emergency Management group, including: developing emergency plans; developing and executing emergency response exercises; developing and implementing a strong emergency management organization; managing emergency response training; creating emergency response rosters and qualifications programs; developing and implementing Continuity of Operations Plan including securing and outrigging facilities for all functions; managing

Emergency Operations Center activations and After Action Reviews; planning and collaboration with City Emergency Management Department and neighboring utilities; maintaining and testing mutual assistance plans; developing and implementing comprehensive disaster management plans; conducting risk assessments and creating strategic response plans; coordinating with local, state, and federal public safety officials; organizing and leading emergency response teams; training staff in disaster preparedness; maintaining and updating all resources necessary for disaster management; communicating plans and strategies to staff and the community; evaluating the effectiveness of disaster management strategies and making necessary changes; securing funding through government grants and other sources; and ensuring compliance with state and federal regulations.

The Assistant General Manager DEM position requires:

1. Graduation from an accredited four-year college or university; and
2. Four years of full-time paid management experience in assessing hazards, coordinating resources, working with public safety officials, and executing emergency plans during disasters.

The exemption of this position will allow LADWP 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 General Manager Water and Power.

Based on my review of the Los Angeles Department of Water and Powers request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Assistant General Manager, Director of Emergency Management 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:zn

cc: Carolyn Webb de Macías, Chief of Staff, Office of the Mayor  
Zachia Nazarzai, Office of the Mayor  
Thomas Arechiga, Office of the Mayor  
Grayce Liu, Personnel Department  
Janisse Quiñones, Chief Executive Officer and Chief Engineer, LADWP