



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 serve as the lead of the Department's Equity and Empowerment Unit, which includes the Office of Race and Equity (ORE), upward mobility projects, L.A. REPAIR Participatory Budgeting Pilot Program, and Peace and Healing Centers in nine marginalized communities. The PPC will represent the Department at outreach events, engage with local media outlets, implement an equity vision and programs, participate in special fund management, and oversee contracts for content creation services, including Geographic Information Systems (GIS) services and data analysis. GIS mapping, data analysis, and leadership for ORE are essential to continue the required measurement and evaluation of equity in city programs.

The Principal Project Coordinator will supervise at least 13 full-time employees including 1 Project Coordinator (1537), 1 Human Relations Advocate (9207), 5 Management

Analyst (9184), 3 Management Assistant (9184), 1 Community Service Representative (9054), 2 part-time Administrative Intern (1535), and contractors; supervise the department's Volunteer Corps, comprised of at least ten volunteers; and serve as the lead manager for the Reparations Advisory Commission and its academic partners; provide analysis and recommendations based on current pilot programs; and facilitate report backs to the Mayor and City Council.

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.

According to CHRED, as the department grows it is anticipated this position will be needed to manage advanced civil service classifications, including a Senior Management Analyst, which a Senior Project Coordinator is not allowed to supervise. The exemption of this position will allow CHRED 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 Principal Project Coordinator.

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