



October 20, 2023

Honorable Members of the City Council  
Los Angeles City Hall  
c/o City Clerk, Room 395

**SUBJECT: REQUEST FOR CLASSIFICATION CHANGE FOR EXISTING SENIOR**

**PROJECT COORDINATOR EXEMPTION PURSUANT TO CHARTER  
SECTION 1001(d)(4) - UPDATED**

The Emergency Management Department (EMD) respectfully requests that one position of Principal Project Coordinator (PPC), Class Code 9134, in EMD be exempted from civil service in accordance with Los Angeles City Charter Provisions Article X, Section 1001(d)(4), to continue its efforts in ensuring public health preparedness.

The PPC position is a resolution authority position that is partially funded through federal grant funds awarded to the Los Angeles County Public Health Department (LACPHD). The City (EMD) entered into a contract with the LACPHD, which provided the City with the grant funds needed to hire a Senior Project Coordinator position responsible for the projects related to the grant. Specifically, the grant funds were designated to “upgrade local jurisdictional preparedness efforts in order to respond to acts of bioterrorism, outbreaks of infectious disease, and other public health threats and emergencies.” In addition, the position functions as a liaison between the County of Los Angeles and the City, and provides assistance with the planning and coordination of services needed when responding to a public health emergency, which has become increasingly critical in recent years.

The City of Los Angeles has had the benefit of having a full-time public health focused position funded by LACPHD since 2007. This position provides support to the City and County on projects and programs to ensure that public health preparedness is incorporated into the planning and delivery of emergency services utilizing both City and County resources.

In recent years, EMD has found itself at the forefront of the City’s response to the most critical global public health threat in generations. EMD is coordinating efforts addressing impacts of emerging infectious diseases compounded by the COVID-19 crisis including monkeypox, respiratory syncytial virus (RSV), and seasonal influenza, monitoring potential regional spread of other viruses of concern including typhus and ebola, and addressing the public health related impacts of extreme heat and unkept water sources (including

mosquito-related illnesses). Given this increasing scope of responsibility in FY24, the previous Senior Project Coordinator was upgraded to a PPC position. This position is assigned to the EMD Innovation and Development Division, and is responsible for serving as a subject matter expert on Public Health in emergencies. The salary for this position will be reimbursed by grant funds through the County of Los Angeles Department of Public Health. A portion of the indirect costs will be covered by the General Fund.

EMD respectfully requests that the City Council approve this request to exempt the Principal Project Coordinator position from civil service. Should you have further questions, please contact me at (213) 484-4821 or Assistant General Manager Thalia Polychronis at (213) 841-9364.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol Parks", with a stylized flourish at the end.

CAROL PARKS  
General Manager