



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 – OFFICE OF THE CITY ADMINISTRATIVE OFFICER, (1) CHIEF ADMINISTRATIVE ANALYST**

**Date:** October 18, 2023

The Office of the City Administrative Officer (CAO) requested that the Mayor approve the exemption of one (1) new position of Chief Administrative Analyst, Class Code 1554, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

The Chief Administrative Analyst was previously approved for exemption under 1001 (b) by the City Council (CF# 19-0933, 21-1093) and was subsequently filled. The position was vacated on April 9, 2023, and deleted from the count. 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 131 are approved, and an additional 9 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 141st 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 5 are filled.

The Chief Administrative Analyst will serve as the City’s Homelessness Coordinator; function as a key policy advisor on the Citywide Homelessness Initiative; oversee the efforts to implement and monitor the Enhanced Citywide Comprehensive Homeless Strategy (ECHS) as directed in the Council-adopted Comprehensive Strategy Against Homelessness; and acts as a key leader in the implementation of Mayor Bass’s Executive Directive No. 2 “Inside Safe Initiative” and is critical to the continued implementation of the Homelessness Roadmap and the Street Engagement Strategy.

The duties and responsibilities of the position include, but will not be limited to:

- Manage the CAO's Homelessness Group and serve as the subject matter expert and City point of contact on the design, implementation, and oversight of key City programs to address homelessness, including the ECHS;
- Supervise preparation and monitoring of the City's Homelessness Budget, including administrative oversight of federal, state, and local funds;
- Oversee implementation of the Homelessness Roadmap, the Memorandum of Understanding with Los Angeles County, and the LA Alliance settlement agreement;
- Prepare written reports and make presentations with recommendations designed to effect improvements to Citywide operations and provide alternative solutions to identified homelessness issues;
- Conduct management and operational reviews of organizations, programs, functions, policies, and systems related to homelessness issues to determine their efficiency, economy, and effectiveness; and,
- Oversee implementation of the Street Engagement Strategy, as well as outreach activities across the City.

The Chief Administrative Analyst position requires graduation from an accredited four year college or university; and ten years of full-time paid professional experience in government administration, three years of which must be management-level experience performing work related to coordinating homeless assistance activities.

While the Personnel Department does examine for the class of Chief Administrative Analyst, the CAO believes a combination of the experience, knowledge, and skills necessary to perform City Homelessness Coordinator type of work are generally not found within the City's existing civil service classifications; the exemption of this position will allow the CAO the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Chief Administrative Analyst.

Based on my review of LAPD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Chief Administrative Analyst 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  
Michel R. Moore, Chief of Police, LAPD  
Dana Brown, General Manager, Personnel Department