



ERIC GARCETTI
MAYOR

MEMORANDUM

To: The Honorable Members of the City Council
c/o City Clerk

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption Request of One **(1)** Chief Administrative Analyst for the
Office of the City Administrative Officer

Date: September 28, 2021

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. On September 17, 2021, the Mayor's Office asked the Personnel Department to review the CAO's request.

The Chief Administrative Analyst position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on July 17, 2021 and deleted from the count. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless reauthorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 143rd 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 6 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 is critical to the continued implementation of the COVID-

19 Homelessness Roadmap and the recently adopted Street Strategy. The duties and responsibilities of the position include, but will not be limited to:

- Serving as the subject matter expert and City point of contact to assist interdepartmental working groups to implement strategies within ECHS;
- Overseeing the implementation of key City programs to address homelessness, including the COVID-19 Roadmap, A Bridge Home Program, Project RoomKey, and the State Homeless grants;
- Providing ongoing analysis of the number and category of homeless individuals in the City and the availability of housing and services options for homeless individuals, identifying and evaluating gaps in homeless housing and service options, and providing recommendations to resolve these gaps;
- Performing research, analysis, and evaluations of City programs and services available for homeless individuals;
- Working closely with the Los Angeles Homeless Services Authority, nonprofit organizations, and the County of Los Angeles;
- Preparing written reports with recommendations designed to effect improvements to Citywide operations and provide alternative solutions to identified homeless issues; and
- Supervising the CAO's Homelessness Group.

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 the CAO's Office request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a 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.

EG:alg

cc: Matthew W. Szabo, City Administrative Officer
Richard H. Llewellyn, Jr., Acting Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department