



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 – Personnel Department, (1) ASSISTANT GENERAL MANAGER

Date: May 10, 2021

The Personnel Department (Personnel) requested that the Mayor approve the re-exemption of one (1) of Assistant General Manager, Class Code 1745, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On April 20, 2021, the Mayor's Office asked the Personnel Department to review the request.

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on February 13, 2021 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 145 are approved, and one (1) is pending. Approval of this request will increase the count. As of the date of this letter, this request will be in the 147th 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 7 are filled.

The Assistant General Manager position will assist in overseeing the planning, implementation, monitoring, evaluation, and overall administration of divisions and functions within the Personnel Department which include, but are not limited to:

- **Client Services** – Consists of approximately 140 staff divided into three distinct groups providing human resources support for 25 City departments. Functions include coordinating and preparing discipline cases in consultation and coordination with

departments, resolving staffing issues by ensuring hiring goals for all Human Resources consolidated departments are met so that departments can staff specialized projects across the City, advising and responding to case law and proposed legislation affecting civil service employment, conducting EEO investigations, policy development, and implementation, providing guidance on COVID-19 Disaster Service Worker assignments and Contact Tracing policies and procedures; serving as liaison between Medical Services Division and General Managers; advising General Managers on hiring, employee development, discipline, organization and structure, special projects and matters; and providing advice on management and staff inquiries of potential layoff impacts -including the accuracy of employee work histories and labor relations matters.

- **Human Resources and Payroll (HRP) Project** – In collaboration with the Office of the Controller, the Information Technology Agency, and the Office of the City Administrative Officer, the Personnel Department has been leading the effort to replace the City's existing, 20-year-old custom-built payroll system with a modern human resources and payroll solution with enhanced functionality.
- **City Representative** – The Assistant General Manager will represent the City as a human resources expert, in consultation and coordination with the General Manager, and with local and national organizations; and heighten the City's profile with local and national organizations through research and presentation of results at annual conferences.

The Assistant General Manager position requires graduation from an accredited four-year college or university with a Bachelor's degree in public administration, business administration, law, political science, industrial/organizational psychology, or closely related field; and five years of executive-level human resource management experience in large, complex organizations in public, private, or nonprofit sections with a demonstrated track record of creating and leading process improvement and organizational and culture change. City employees at the level of Chief Management Analyst with the qualifying experience are encouraged to apply. A Master's degree in public administration, business administration, or a related field, is highly desired.

The exemption of this position will allow Personnel 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.

Based on my review of Personnel's request and review, I hereby approve the request for the exemption of an Assistant General Manager 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: Wendy Macy, General Manager, Personnel Department
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Office of the Mayor
Aram Kouyoumdjian, Assistant General Manager, Personnel Department