



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) Assistant General Manager for the
Department of Recreation and Parks

Date: July 26, 2021

The Department of Recreation and Parks (RAP) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager, Class Code 9241, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On June 8, 2021, the Mayor's Office asked the Personnel Department to review RAP's 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 November 7, 2020 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 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th 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 Assistant General Manager will report to the Executive Officer and will be assigned to the department's Special Operations Branch, which includes the following areas and facilities: Griffith Park, Venice Beach, Cabrillo Marine Aquarium, EXPO Center, Griffith Observatory, Park Rangers, the Greek Theatre, and the Golf Division. The position will assist in the day-to-day operations and oversight of budgetary and personnel matters,

Honorable Members of the City Council

July 26, 2021

Page 2

staffing, work assignments, projects and programming within the Special Operations Branch.

The Assistant General Manager position requires a bachelor's degree from an accredited four-year college or university and seven years of mid- to upper-level management experience overseeing the administration of a multi-faceted organization with dynamic services and programs. A master's or other advanced degree in public administration, business, or other related field from an accredited university is highly desirable.

The exemption of this position will allow RAP 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 RAP's request, as well as the review of the Personnel Department, 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: Michael A. Shull, General Manager, Department of Recreation and Parks
Rich Llewellyn, Interim Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Wendy Macy, General Manager, Personnel Department