



**ERIC GARCETTI**  
**MAYOR**

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption Request of One (1) Project Coordinator for the Civil+Human Rights and Equity Department

**Date:** October 13, 2021

The Civil + Human Rights and Equity Department (CHRED) requested that the Mayor approve the exemption of one (1) new position of Project Coordinator, Class Code 1537, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On August 19, 2021, the Mayor's Office asked the Personnel Department to review CHRED's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 143 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145<sup>th</sup> 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.

CHRED is comprised of four sections: Community Outreach and Engagement, Discrimination Enforcement, Equity and Empowerment/Office of Racial Equity, and Commission Support. The Project Coordinator position will assist with CHRED's outreach efforts. Under the direction of CHRED's Community Outreach and Engagement Section's Senior Project Coordinator, the position will coordinate events, prepare outreach materials for distribution, and assist with constituent intake; and work with community and religious groups and other non-governmental organizations in event planning and organizing.

The Project Coordinator requires a bachelor's degree from an accredited four-year college or university; and two years of full-time paid experience in planning, organizing,

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directing, or coordinating community outreach programs, or five years of experience working with community-based organizations.

The exemption of this position will allow CHRED 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 Project Coordinator.

Based on my review of CHRED's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Senior Project Coordinator 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: Capri Maddox, Executive Director, Civil + Human Rights and Equity Department  
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