



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: **EXEMPTION REQUEST – PERSONNEL DEPARTMENT, (1) DEFINED CONTRIBUTION PLAN MANAGER**

Date: June 7, 2022

The Personnel Department (Personnel) in collaboration with the City of Los Angeles Board of Deferred Compensation Administration (Board) requested that the Mayor approve the exemption of one (1) new position of Defined Contribution Plan Manager, Class Code 9152, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On April 1, 2022, the Mayor's Office asked the Personnel Department to review Personnel's request.

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 5 are filled.

This Defined Contribution Plan Manager position will provide full-time oversight and continuity in executive leadership of the City of Los Angeles Deferred Compensation Plan (DCP), the City's supplemental retirement savings program available to all employees who are contributing members of one of the City's three defined benefit pension plans; protect the City's fiduciary interests as a municipal plan sponsor; and will have the primary role in:

- Playing a pivotal role in supporting the City's obligation as plan sponsor to observe its fiduciary obligations relative to DCP participants.
- Ensuring that policy and administrative actions at all times reflect the best interests of the DCP and its participants.

- Providing executive leadership for staff and contracted investment and administrative service providers overseeing billions in participant investments.
- Performing a wide array of executive management, reporting, and compliance duties.

The Defined Contribution Plan Manager position requires graduation from an accredited four-year college or university and four years of full-time paid professional experience providing senior level administration in defined contribution plan program management for a federal, state or local governmental agency covering a large number of constituents or employees and the management and oversight of the program budget, service providers, consultants, and oversight administrators; **or** graduation from an accredited four-year college or university and four years of full-time paid professional experience in a senior leadership or expert advisory capacity with an organization providing investment, administrative, or other support services to a public or private sector defined contribution retirement plan.

While the Personnel Department examined for the class of Defined Contribution Plan Manager, the Civil Service process resulted in a list of six eligible candidates; three eligibles responded to the certification; and the Board was not able to recommend a selection. Due to the small candidate pool, and the significant fiduciary, oversight, executive duties, and high level of accountability of the position, the exemption of this position will provide another layer of protection for both participants and the City, as well as 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 Defined Contribution Plan Manager.

Based on my review of Personnel's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Defined Contribution Plan 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: Andre Herndon, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Dana Brown, General Manager, Personnel Department