



ERIC GARCETTI  
MAYOR

## **MEMORANDUM**

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

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

**Subject:** **EXEMPTION REQUEST – OFFICE OF THE CITY ADMINISTRATIVE OFFICER, (1) SENIOR PROJECT COORDINATOR**

**Date:** September 6, 2022

The City Administrative Officer (CAO) requested that the Mayor approve the exemption of one (1) position of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On July 28, 2022, the Mayor's Office asked the Personnel Department to review CAO's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 134 are approved, with one other pending request. Approval of this request will not increase the count as it is intended to replace an exempt Project Coordinator position, which will be deleted from the count. The existing incumbent in the Project Coordinator position will vacate the position so that they may be promoted to fill the Senior Project Coordinator position. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 8 are filled.

This position will administer the Innovation Fund (IF) and provide support to the Innovation and Performance Commission (IPC). This position's duties will include:

- Coordinating all aspects of the IF, including developing and disseminating outreach materials, assisting individuals in applying for IF funding, researching submitted IF applications, analyzing IF funding requests for return on investment and applicability with City policies, and preparing reports for City Council

- consideration of IF submissions, and collaborating with General Managers, Department staff, and the IPC on IF funding requests and related matters;
- Providing direct administrative support for the IPC, including preparing meeting agendas, facilitating public meetings in compliance with the Brown Act, and drafting meeting minutes;
- Completing special projects and reports at the request of the IPC, including drafting the Commission's Annual Report and Strategic Plan and coordinating the Innovation and Performance Awards;
- Implementing technology used to support the IF and IPC including a) administering the technology application used to review and process IF submissions and b) preparing and implementing updates for the IPC website and social media;
- Preparing and making presentations before City departments, community groups, the IPC, and Council committees; and,
- Acting as the special fund administrator of the IF and maintaining accounting of IF transactions.

The CAO reports that since the Council's initial approval of a Civil Service exemption for a Project Coordinator, the duties of the position have evolved over time and are more appropriate for the higher level classification.

The Senior Project Coordinator requires a bachelor's degree from an accredited four-year college or university; and five years of full-time paid professional experience in administrative management. Knowledge of City policies and state regulations that govern Brown Act bodies is strongly desired.

The exemption of this position will allow the CAO the ability to retain 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 Senior Project Coordinator.

Based on my review of CAO'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: Andre Herndon, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Matthew W. Szabo, City Administrative Officer