



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, ECONOMIC AND WORKFORCE
DEVELOPMENT DEPARTMENT, ONE (1) PRINCIPAL PROJECT
COORDINATOR**

Date: September 21, 2022

The Economic and Workforce Development Department (EWDD) requested that the Mayor approve the exemption of one (1) position of Principal Project Coordinator, Class Code 9134, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On August 30, 2022, the Mayor's Office asked the Personnel Department to review EWDD's request.

The Principal Project Coordinator position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on November 14, 2015 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 133 are approved, with two other pending requests. Approval of this request will increase the count. As of the date of this letter, this request will be in the 136th 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 8 are filled.

The Principal Project Coordinator position will manage the current EWDD real estate portfolio of more than 25 sites that are in varying development phases; identify industry trends, challenges related to economic development, and areas of opportunity where the

City can leverage its real estate assets for economic development and community benefits through redevelopment, public-private partnerships, or disposition; develop and implement long-term strategic plan on the use, reuse, management and disposition of the City's real estate assets; act as liaison to the business community to resolve a variety of issues; collaborate with stakeholders to gather input on program initiatives, policy direction and legislative analysis; and administer several real estate and economic development transactions.

The Principal Project Coordinator requires a bachelor's degree from an accredited four-year college or university in real estate, urban planning, geography, business, finance, economics or closely relate field; and four years of full-time paid professional experience in real estate development, financing, public infrastructure development, or economic development.

The exemption of this position will allow EWDD 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 Principal Project Coordinator.

Based on my review of EWDD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Principal 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: Carolyn Hull, General Manager, Economic and Workforce Development Department
Andre Herndon, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Dana Brown, General Manager, Personnel Department