



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 – OFFICE OF THE CITY ADMINISTRATIVE OFFICER, (1) CHIEF ADMINISTRATIVE ANALYST**

Date: November 15, 2022

The Office of the City Administrative Officer (CAO) requested an exemption for one (1) position of Chief Administrative Analyst, Class Code 1554, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On October 12, 2022, the Mayor's Office asked the Personnel Department to review the CAO's request.

The Chief Administrative Analyst position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on February 26, 2022 due to the incumbent's temporary transition to the Mayor's Office, and deleted from the count. The individual has continued to act as the City's Homelessness Coordinator during his employment with the Mayor's Office. The CAO is requesting the re-exemption of the position to return the incumbent to employment within the CAO.

Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless reauthorized in accordance with this subsection." Charter Section 1001(b) allows up to 150 persons to be exempt, of which 133 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 135th 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 Chief Administrative Analyst will serve as the City's Homelessness Coordinator; function as a key policy advisor on the Citywide Homelessness Initiative; oversee the efforts to implement and monitor the Enhanced Citywide Comprehensive Homeless Strategy (ECHS) as directed in the Council-adopted Comprehensive Strategy Against Homelessness; and is critical to the continued implementation of the Homelessness

Roadmap and the Street Engagement Strategy. The duties and responsibilities of the position include, but will not be limited to:

- Manage the CAO's Homelessness Group and serve as the subject matter expert and City point of contact on the design, implementation, and oversight of key City programs to address homelessness, including the ECHS;
- Supervise preparation and monitoring of the City's Homelessness Budget, including administrative oversight of federal, state, and local funds;
- Oversee implementation of the Homelessness Roadmap, the Memorandum of Understanding with Los Angeles County, and the LA Alliance settlement agreement;
- Prepare written reports and make presentations with recommendations designed to effect improvements to Citywide operations and provide alternative solutions to identified homelessness issues;
- Conduct management and operational reviews of organizations, programs, functions, policies, and systems related to homelessness issues to determine their efficiency, economy, and effectiveness; and,
- Oversee implementation of the Street Engagement Strategy, as well as outreach activities across the City.

The Chief Administrative Analyst position requires graduation from an accredited four year college or university; and ten years of full-time paid professional experience in government administration, three years of which must be management-level experience performing work related to coordinating homeless assistance activities.

While the Personnel Department does examine for the class of Chief Administrative Analyst, the CAO believes a combination of the experience, knowledge, and skills necessary to perform City Homelessness Coordinator type of work are generally not found within the City's existing civil service classifications; the exemption of this position will allow the CAO the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Chief Administrative Analyst.

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 Chief Administrative Analyst 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, Office of the City Administrative Officer
Dana Brown, General Manager, Personnel Department