



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: **EXEMPTION REQUEST – COMMUNITY INVESTMENT FOR FAMILIES DEPARTMENT, (1) PROJECT COORDINATOR**

Date: November 17, 2022

The Community Investment for Families Department (CIFD) requested the exemption of one (1) 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 October 24, 2022, the Mayor's Office asked the Personnel Department to review CIFD's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 133 are approved, and an additional 8 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 142nd 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 Project Coordinator position will provide assistance to the Commissions Section by conducting research and analysis on current and pending issues that affect the three commissions; making policy recommendations; developing implementation plans for approved policies and assisting in the assimilation of these policies into the affected commissions' operations; establishing dialogue with appropriate groups, individuals, and/or neighborhoods to help plan and execute community activities, and events; providing regular updates for the commissions; helping set agendas; preparing reports and minutes; and developing outbound communications on behalf of the commissions.

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The Project Coordinator position requires graduation from an accredited four-year college or university; and two years of full-time paid professional experience in developing and/or providing direct program services to community-based organizations and/or multi-ethnic communities in the areas of improving inter-group relations, addressing human relations issues and problems resulting from prejudice, discrimination and intolerance; or six years of full-time paid experience developing and/or providing direct program services in any of the above areas of expertise.

The exemption of this position will allow CIFD 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 CIFD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption a 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
Abigail R. Marquez, General Manager, CIFD
Dana Brown, General Manager, Personnel Department