



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 – LOS ANGELES POLICE DEPARTMENT,
(2) PRINCIPAL PROJECT COORDINATORS

Date: November 17, 2022

The Los Angeles Police Department (LAPD) requested the exemption of two (2) positions 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 September 27, 2022, the Mayor's Office asked the Personnel Department to review LAPD's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 131 are approved, with two other pending request. Approval of this request will not increase the count as it is intended to replace two exempt Senior Project Coordinator positions, which will be deleted from the count. The existing incumbents in the Senior Project Coordinator positions will vacate the positions so that they may be promoted to fill the Principal Project Coordinator positions. 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 positions will serve as the liaisons to various internal and external agencies, including the City Council, the Mayor's Office, the State legislature, and a multitude of community partners. The Community Relations position duties will include:

- Serves as advisor to Chief of Police (COP) and provides status reports/updates regarding implemented programs or activities in regard to strengthening or creating new community partnerships. Represents the Department in the furtherance of community programs or activities on behalf of the COP.

- Reviews, recommends, develops, coordinates, and implements community partnership/relations improvement projects or programs. Initiates contact/meetings with public agencies, public officials, and community members involved in Community Relations projects.
- Serves as the Department's Community Relations Expert and ensures the consistent, timely, and efficient resolution of community issues or concerns and the Department's policing ability. Advises Area Community Relations Officers on community relations projects; and
- Supervises directly and functionally staff assigned to community relations projects.
- The Government Liaison position duties will include:
- Serves as a liaison between Chief of Police (COP) and City Council, Mayor, City Attorney, City Controller, Chief Legislative Analyst, City Administrative Officer, other City department managers, and the Executive Director, Board of Police Commissioners; attends Council meetings on behalf of COP and responds to inquiries related to operations, procedures, policies, and on-going projects;
- Liaises with the Threat Management Unit, General Services Police and City Council Sergeant-at-Arms relative to threats received by members of the City Council or other elected officials and makes notifications to the COP, Chief of Staff (COS) and other appropriate staff and command officers of the Police Department; receives and assesses notifications from the Department's Operation Center or other sources relative to significant police incidents and makes notifications to appropriate City Council members; staffs the COP during an Unusual Occurrence/Mobilization to facilitate the flow of information between the Police Department, City Council and other elected officials;
- Reviews and distributes City Council and committee agendas, correspondence and projects to appropriate Department entities for appropriate action; maintains a project tracking log and conducts necessary follow up with Department entities on the status of outstanding projects; provides summaries and/or briefings to the COP and his Direct Reports on matters pending before the City Council or its committees;
- Coordinates Police Department staff appearances at City Council and committee meetings; briefs the COP, COS and other Police Department staff and command officers required to testify before the City Council or its committees; assists Police Department staff with Council testimony; and
- Supervises staff assigned directly responsible for monitoring policy that may impact law enforcement agencies.

The Department reports that since the Council's initial approval of Civil Service exemptions for the Senior Project Coordinator positions, the duties of the positions have evolved as a result of the implementation of legislation that specifically impacts law enforcement agencies around the country. The positions have been called upon to significantly lend their expertise interpreting new policies and legislation and identifying avenues to engage with the community in a manner that supports strong partnerships and will be called upon to strategically address concerns of the public and develop and implement policy that is aligned with the objectives of the Mayor, City Council, Police

Commission, Chief of Police, and other governmental partners, which are duties more appropriate for the higher level classification.

The Principal Project Coordinator (Community Relations) requires a high school diploma or equivalent; and five years of full-time paid experience working for the Police Department as a Senior Project Coordinator performing related duties. Prior working experience as a Community Relations Specialist is preferred.

The Principal Project Coordinator (Government Liaison) requires a high school diploma or equivalent; and five years of full-time paid experience working for the Police Department as a Senior Project Coordinator performing related duties. Knowledge of the mission, structure and function of the Police Department and the City of Los Angeles, particularly the City Council, including an extensive knowledge of the legislative process is strongly desired.

The exemption of these positions will allow the LAPD the ability to retain the best-qualified candidates who possess 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 LAPS's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of two (2) Principal Project Coordinators 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
Michel R. Moore, Chief of Police
Dana Brown, General Manager, Personnel Department