



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

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

**Subject:** **EXEMPTION REQUEST – DEPARTMENT OF PUBLIC WORKS,  
BUREAU OF ENGINEERING, (1) PRINCIPAL PROJECT  
COORDINATOR**

**Date:** November 17, 2022

The Department of Public Works, Bureau of Engineering (BOE) requested 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 November 1, 2022, the Mayor's Office asked the Personnel Department to review BOE's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 133 are approved, and an additional 9 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 143rd 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 serve as the BOE Strategic Plan Manager and manage the bureau-wide strategic planning process especially as it relates to legislative affairs and employee development; prepares written and oral reports to the City Engineer, other Executive Managers, and/or governmental agencies on the BOE Strategic Plan and BOE legislative objectives.

The Principal Project Coordinator position requires graduation from an accredited four-year college or university; and four years of full-time paid professional experience

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overseeing/managing/delivering City of Los Angeles capital improvement projects, or large multi-million dollar City of Los Angeles Programs and/or Departmental operations or four years full-time paid experience with the City of Los Angeles at the level of a Senior Project Coordinator performing related duties.

The exemption of this position will allow BOE 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 BOE's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption 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: Andre Herndon, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Ted Allen, P.E., City Engineer, BOE  
Dana Brown, General Manager, Personnel Department