



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 AGING, (1) PROJECT ASSISTANT**

**Date:** December 7, 2022

The Los Angeles Department of Aging (LADOA) requested the exemption of one (1) position of Project Assistant, Class Code 1542, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On November 17, 2022, the Mayor's Office asked the Personnel Department to review LADOA's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 17 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 148<sup>th</sup> 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 Assistant will maintain the Senior Community Service Employment Program database system by creating and reviewing data reports with staff, locating and correcting data entry errors, entering new data, and reviewing and revising division policy and procedures. The Project Assistant advises staff on questions from enrollees regarding salaries, benefits, civil service rules, and other personnel related matters. The Project Assistant will also prepare and implement periodic formal training for host agencies and trainees, incorporating new program changes, and monitors caseload of enrollees and prepares enrollment as well as re-certification documents. The Project Assistant serves as training coordinator for enrollees and host agencies and special projects as assigned.

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The Project Assistant position requires an Associate's degree from an accredited four-year college or university and two years of full-time paid experience performing data compiling and analysis, implementing the delivery of program services, preparing reports, and customer service. The exemption of this position will allow LADOA 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 Assistant.

Based on my review of LADOA's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption a Project Assistant 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  
Jaime H. Pacheco-Orozco, General Manager, LADOA  
Dana Brown, General Manager, Personnel Department