



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

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

**Subject:** EXEMPTION REQUEST – PUBLIC WORKS BUREAU OF STREET LIGHTING, (1) SENIOR PROJECT COORDINATOR

**Date:** December 7, 2022

The Public Works Bureau of Street Lighting (BSL) requested the exemption of one (1) position of Senior Project Coordinator, Class Code 1538, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On November 10, 2022, the Mayor's Office asked the Personnel Department to review BSL's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 13 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 144<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 Senior Project Coordinator will be responsible for establishing a Copper Wire and Power Theft (CWPT) outreach/educational campaign and strategy; developing materials such as reports and presentations; research proven strategies and similar programs at the regional, state, and federal levels to inform the successful administration and implementation of BSL's CWPT program. This position will serve as BSL's liaison for CWPT which includes attending and presenting at meetings with executive management, Board of Commissioners, City Council and Committees, and other elected officials and will supervise and oversee a subordinate Project Coordinator position.

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This Senior Project Coordinator position requires a bachelor's degree from an accredited four-year college or university and two years of full-time paid professional experience in building, facilitating, or managing community based programs. The exemption of this position will allow BSL 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 Senior Project Coordinator.

Based on my review of BSL's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption a Senior 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  
Miguel Sangalang, Executive Director and General Manager, BSL  
Dana Brown, General Manager, Personnel Department