



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) PROJECT COORDINATOR**

Date: December 7, 2022

The Public Works Bureau of Street Lighting (BSL) 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 November 10, 2022, our 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 12 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 Project Coordinator will assist in developing, administering, and maintaining Copper Wire and Power Theft (CWPT) mitigation efforts; collect data and prepare reports and presentations on strategic planning, expenditures, cost projections, and other items as needed. The Project Coordinator will coordinate and facilitate meetings with BSL staff, external vendors, and other City departments; implement internal policies and procedures; develop quantitative and qualitative tools to track and report on the performance of BSL's mitigation efforts and provide regular and timely progress reports to management; and assist the Sr. Project Coordinator in CWPT outreach/educational campaign.

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The Project Coordinator requires a bachelor's degree from an accredited four-year college or university. 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 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 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