



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 COORDINATOR**

Date: December 7, 2022

The Los Angeles Department of Aging (LADOA) 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 17, 2022, our 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 16 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 147th 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 serve as the Older Americans Act (OAA) Title III Direct Services position for the City's Family Caregiver Program and will support the Direct Services Division in responding to the backlog of requests for services, counseling, and advocacy available for older adults and/or their caregivers. The Project Coordinator will also perform oversight of contractors and prepare reports with recommendations to management on a wider variety of community-related administrative, fiscal, budgetary, personnel, and nutritional issues.

The Project Coordinator position requires a bachelor's degree from an accredited four-year college or university and two years of full-time paid experience performing professional staff work, analyzing, interpreting data and preparing correspondence and reports with recommendations to management. 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 Coordinator.

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 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
Jaime H. Pacheco-Orozco, General Manager, LADOA
Dana Brown, General Manager, Personnel Department