



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

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

**Subject:** **RE-EXEMPTION REQUEST – LOS ANGELES CITY TOURISM  
DEPARTMENT, (1) CONVENTION CENTER BUILDING  
SUPERINTENDENT**

**Date:** December 7, 2022

The Los Angeles City Tourism Department (CTD) requested the re-exemption of one (1) position of Convention Center Building Superintendent, Class Code 3330, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On November 18, 2022, the Mayor's Office asked the Personnel Department to review CTD's request.

The Convention Center Building Superintendent position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position was vacated on November 18, 2022, and deleted from the count. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection."

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 15 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th 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 Convention Center Building Superintendent position will serve as the facilities project manager for the Los Angeles Convention Center supervising the planning, design and

implementation of new construction projects; as well as the City's representative/contract administrator directing the inspection, maintenance and repair of the existing structure.

The duties include, but will not be limited to: reviewing, maintaining, and developing operational policies; conferring with architects, engineers and related professionals on the design, execution and completion of projects; monitoring the facilities-related work of contractor's skilled craft operations to ensure quality control, cost and contract adherence; and assisting in budget preparation, capital improvement project review and approval, and alterations, improvements and maintenance-related expenditures. In addition to the Convention Center, this position will oversee the review of contractor maintenance and use of the equipment and utility systems owned by the City of Los Angeles; and assets and real property valued between \$750 million and \$1 billion.

The Convention Center Building Superintendent position requires two years of full-time paid experience as a supervisor overseeing or supervising journey level workers engaged in building operation, maintenance and repair, project management, or construction of large facilities. The exemption of this position will allow CTD 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 Convention Center Building Superintendent.

Based on my review of CTD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption a Convention Center Building Superintendent 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  
Doane Liu, Executive Director, Los Angeles City Tourism Department  
Dana Brown, General Manager, Personnel Department