



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 RECREATION AND
PARKS, (1) ASSISTANT GENERAL MANAGER RECREATION AND
PARKS

Date: September 19, 2018

The Department of Recreation and Parks (RAP) requested that the Mayor approve the exemption of one (1) position of Assistant General Manager Recreation and Parks, Class Code 9241, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On August 14, 2018 the Mayor's Office asked the Personnel Department to review RAP's request.

The Assistant General Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Assistant General Manager position was vacated on January 21, 2017.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 158 approved exemptions. Approval of this request will increase the count. This is part of the 150.

The Assistant General Manager will report to the Executive Officer/Chief of Staff and will be assigned to the Department's Special Operations Branch, which includes the following areas and facilities: Griffith Park, Venice Beach, Cabrillo Marine Aquarium, EXPO Center, Griffith Observatory, Park Rangers, the Greek Theatre, and the Golf Division. The Assistant General Manager position will be responsible for overseeing and

managing all areas within the Special Operations Branch related to management, day-to-day operations, budgetary preparations, personnel matters, work assignments, projects and programming.

The Assistant General Manager position requires a bachelor's degree from an accredited college or university and seven years of demonstrated responsibility with mid- to top-level management experience overseeing the administration of a multifaceted organization with dynamic services and programs. A master's or other advanced degree in business, public administration or other related fields or industries is highly desirable.

The exemption of this position will allow RAP 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 Assistant General Manager.

Based on my review of RAP's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of Assistant General Manager 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: Michael A. Shull, General Manager, Department of Recreation and Parks
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department