

**ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007**

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT: SELECTION OF TOP MANAGEMENT IN PUBLIC WORKS**

The selection of top management is of critical importance to the Board of Public Works since no other decision impacts so directly on the effectiveness of Department and Bureau operations. While recognizing Bureau Heads as Chief Administrative Officers with independent hiring authority, the Board, as the head of the Department, must play an active and continuing role in the selection process.

To implement this policy, the Board has established the following selection procedures:

**BUREAU DIRECTORS**

**Directors of the Bureaus of Contract Administration, Engineering, Sanitation, Street Lighting and Street Services.**

The above listed Directors are subject to the appointment procedures set forth in Charter Section 508. They are appointed by the Mayor, subject to City Council confirmation. The Board will provide input to the Personnel Department regarding the qualifications for these positions, and assist the Mayor, Council, and Personnel Department in the selection process as requested.

**ASSISTANT BUREAU DIRECTORS**

The Bureau Directors should invite at least one Board member to participate in interviewing all appointable candidates. The Director of the Office of Management-Employee Services will participate and/or assist in the selection process as requested by the affected Bureau Director. Bureau Directors will notify the Board of the selected candidate in order for the Board to provide appropriate input to the Bureau Director prior to a job offer being made. All requirements of the (Mayoral) Executive Directive No. 6 (Villaraigosa Series) "Selection of Executive Management (Assistant General Managers" ([http://www.lacity.org/mayor/myraved/mayormyraved248436435\\_03202006.pdf](http://www.lacity.org/mayor/myraved/mayormyraved248436435_03202006.pdf)) need to be observed.

**DIVISION HEADS IN THE BUREAUS OF ENGINEERING, SANITATION, AND STREET SERVICES**

Because division heads in the above listed Bureaus have such broad responsibility, the Board will review appointments. Therefore, the concerned Bureau Director, after holding interviews, will formally notify the Board of Public Works of the selection in executive session.

## **THE EXECUTIVE OFFICER OF THE BOARD OF PUBLIC WORKS OF PUBLIC WORKS AND THE DIRECTOR OF THE PUBLIC AFFAIRS OFFICE OF THE BOARD OF PUBLIC WORKS**

In accordance with Los Angeles Administrative Code Section 22.320, the Board will interview candidates as a full Board or assign two or more Board members to serve as a special selection panel for the positions of Executive Officer of the Board of Public Works (who is also the Chief Accounting Employee of the Department of Public Works) and the Director of the Public Affairs Office of the Board of Public Works. As appropriate or necessary, the Board may consider candidates for transfer or pay-grade advancement as well as candidates from the eligible list. Interviews, if conducted by the full Board, will be in closed session and the final appointment will be decided by the full Board in an executive session.

### **CHARTER SECTION 1001(b) EXEMPTIONS**

Charter Section 1001(b) provides for the City Council to approve exempting up to 150 persons in all departments to provide management services or to render professional, scientific or expert services of an exceptional character. Bureau Directors must notify the Board of the intent to request an exemption in order for the Board to provide appropriate input to the Bureau Director prior to the request being transmitted to the Mayor's Office.

### **POSITIONS SUBJECT TO THIS POLICY**

The attached list provides examples of the types of positions that are subject to this policy. As organizational structures and job classes/paygrades change, there may be other positions that come into existence for which the appointment must be approved by the Board.

### **REFERENCES TO LEGAL DOCUMENTS THAT NEED TO BE OBSERVED**

Charter of the City of Los Angeles, Sections 504, 508, 509, 581, 582, 1001 (b), unchanged since July 1, 2000

Los Angeles Administrative Code, Sections 4500 (b), 22.320, 22.327, 22.328 as of May 2, 2005

(Mayoral) Executive Directive No. 6 as of March 15, 2006,  
[http://www.lacity.org/mayor/myraved/mayormyraved248436435\\_03202006.pdf](http://www.lacity.org/mayor/myraved/mayormyraved248436435_03202006.pdf)

Personnel Directive 35 ("Selecting Employees in Public Works) as of June 20, 2007

<b>BUREAU / OFFICE</b>	<b>DIRECTOR</b>	<b>ASSISTANT DIRECTOR</b>	<b>DIVISION / BOARD OFFICE HEAD</b>
Board Office	Executive Officer of the Board of Public Works		Director of the Public Affairs Office of the Board of Public Works
Bureau of Contract Administration	Inspector of Public Works (Mayor / Council appointment)	Assistant Director	Chief Management Analyst
Bureau of Engineering	City Engineer (Mayor / Council appointment)	Deputy City Engineer II (Chief Deputy City Engineer) Deputy City Engineer I	Director of Systems  Engineer of Surveys  Principal Architect  Principal Civil Engineer
Bureau of Sanitation	Director (Mayor / Council appointment)	Executive Officer (Assistant Director II)  Assistant Director I	Chief Management Analyst  Director of Systems  Principal Sanitary Engineer  Refuse Collection and Disposal Manager II  Sanitation Wastewater Manager  Wastewater Treatment Laboratory Manager III
Bureau of Street Lighting	Director (Mayor / Council appointment)	Assistant Director	
Bureau of Street Services	Director (Mayor / Council appointment)	Assistant Director	Chief Management Analyst  Chief Street Use Inspector II  Lot Cleaning Superintendent II  Street Maintenance General Superintendent II  Street Tree Superintendent II