



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 6

Issue date: March 15, 2006

To: Heads of all Departments of City Government
(Except Airports, Harbor, Water and Power, City Employees'
Retirement System and Fire & Police Pensions)

**Subject: Selection of Executive Management (Assistant General
Managers)**

The selection of skilled executive level managers is a high priority for my administration because it is critical to the City's ability to effectively deliver services to our residents. In selecting managers, we must look for individuals who possess exceptional managerial skills and leadership ability as well as expertise in specific fields.

It is also critical that selection processes for City employees are fair and consistent whether or not a position is covered by Article X of the City Charter. This is essential to securing a broad range of interest in City employment that will attract the most qualified candidates and ensure public confidence in City management.

With these principles in mind, I have directed the General Manager of the Personnel Department to work with each Department Head in filling any position at the level of Assistant General Manager. This is intended to assist you in recruiting and appointing excellent candidates and to ensure that the methods used in making appointments are consistent with best employment practices. Selection processes must include identification of the duties of the position, establishment of selection criteria, identification of the qualifications candidates must possess in order to be able to perform those duties, and identification of other job-related qualifications that are not essential but preferred.

When you become aware that an Assistant General Manager vacancy has occurred or is anticipated, notify your Deputy Mayor and the General Manager of the Personnel Department. Staff of the Personnel Department will be available to consult and guide you through the selection process, including Charter Section 1001 exemptions from Civil Service, if necessary.

Described below is the process that I direct all Department and Bureau Chief Administrative Officers to use in filling an executive level manager position, subject to the direction of the Board or Commission, if any, that is head of the department, and subject to all Charter and ordinance requirements:

- Before finalizing the duties and responsibilities of the position, consult with the General Manager of the Personnel Department or his/her designee for advice on position duties, responsibilities and qualifications. In order to identify the most likely candidate pool, you should also consult with the General Manager of the Personnel Department or his/her designee for advice on whether the position should be advertised via websites, newspapers, professional journals and/or organization mailing lists.
- In consultation with your Deputy Mayor and the General Manager of the Personnel Department or his/her designee, select an Applicant Screening Committee to objectively review the applications and separate candidates into highly-qualified, qualified, and minimally or not qualified categories.

Normally, six to ten candidates from the highly-qualified and qualified categories should be scheduled for an interview by the Interview Board.

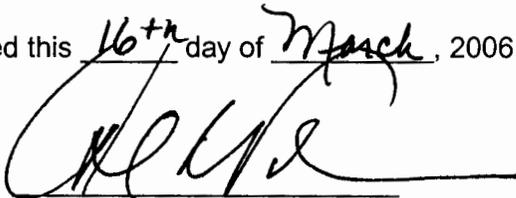
- In consultation with your Deputy Mayor and the General Manager of the Personnel Department or his/her designee, establish an Interview Board that may contain as some or all of its members any combination of the following: An executive from your Department, the General Manager of the Personnel Department or his/her designee, a General Manager or designee from another department, and a technical expert from inside or outside City government.

The Interview Board will recommend the top candidates (no less than three to the extent possible) to the General Manager of the employing department.

- Interview the finalists and select an individual who in your best judgment will assist you in meeting your goals, and who will be an asset to your department and to the City of Los Angeles.

My staff and the staff of the Personnel Department are available to discuss any issues you may have regarding the selection of executive staff.

Executed this 16th day of March, 2006



ANTONIO R. VILLARAIGOSA
Mayor