



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-exemption of One Revenue Manager in the City Administrative Officer

Date: July 28, 2015

The City Administrative Officer (CAO) has requested the exemption of one (1) Revenue Manager pursuant to Charter Section 1001(b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 151 approved exemptions citywide. Approval of this request will increase the count.

The Revenue Manager position was previously approved for exemption under 1001 (b) by the City Council and was subsequently filled. Charter Section 1001(b)(l) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Revenue Manager incumbent vacated the position in April 2015.

The Revenue Manager serves as the Inspector General for Collections, is responsible for revenue collection on a City-wide basis, and functions as a key policy advisor on the City's collection activities. The Revenue Manager position is responsible for independently monitoring, reporting on, and assisting departments' compliance with current collection directives and implementing new reforms. Additionally, the Revenue Manager is required to report regularly to the Mayor and Council with recommendations, reports on departments' revenue and collection performance, and on compliance with directives of the Mayor, Council, and Office of Finance.

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The Revenue Manager position requires graduation from an accredited four-year college or university with a specialization in accounting, finance, business administration, public administration or a related field and five years of full-time paid professional experience in administration, budgeting, financial or grants management; or two years of full-time paid experience as a Senior Administrative Analyst II or in a class which is at that level performing administrative, budgeting, financial or grants management work.

The exemption of this position will allow the CAO the flexibility to recruit and select the best-qualified candidates who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Revenue Manager.

Based on my review of the CAO's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Revenue Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc: Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department