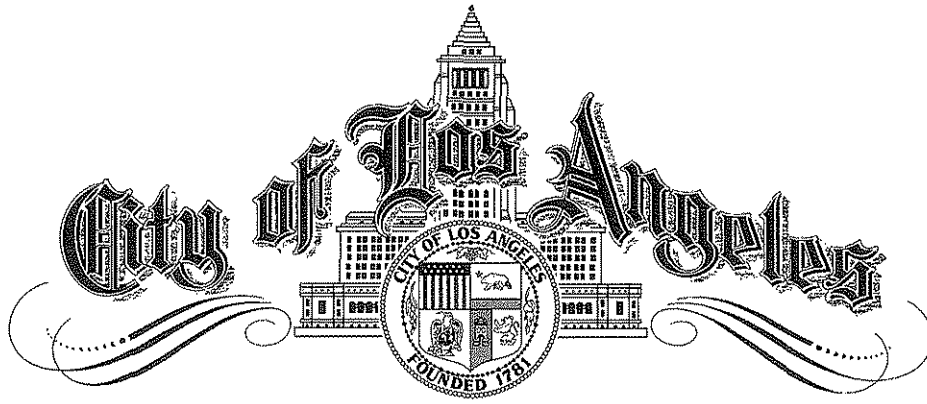




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption of Two (2) Administrative Coordinator Controller Positions
for the Office of the Controller

Date: August 1, 2013

The Office of the Controller has requested approval of the re-exemption of two (2) Administrative Coordinator Controller positions 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 Mayor and City Council previously approved the exemptions of the two Administrative Coordinator Controller positions from the civil service provisions of the City Charter. However, these positions recently became vacant. Per Charter Section 1001 (b) which requires that exemptions be re-authorized when the position becomes vacant, the Controller's Office is requesting the renewal of the exemption authority for these positions. Given that the Administrative Coordinator Controller positions were previously exempt, approving the Controller's request will not increase the citywide exemption count under Charter Section 1001(b). As of July 17, 2013, there were 143 approved citywide exemptions under Charter Section 1001(b).

The Administrative Coordinator Controller positions report directly to the Controller. The positions will liaison with elected officials and constituents and represent the Controller at community meetings and other events. Additional responsibilities include analyzing reports, handling sensitive and confidential information for the Controller, preparing correspondence, and providing administrative support. Position requirements include two years of full-time administrative assistance experience for an elected official or equivalent of a General Manager.

Honorable Members of the City Council
August 1, 2013
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The Personnel Department does not examine for the classification of Administrative Coordinator Controller. Therefore the exemptions are necessary to allow the Controller to fill these positions. Based on my review of the Controller's request, as well as the review of the City's Personnel Department, I hereby approve the request for the re-exemption of two (2) Administrative Coordinator Controller positions and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

EG:rc

cc: Ron Galperin, Controller
Anna Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Maggie Whelan, General Manager, Personnel Department