

0111-31284-0023

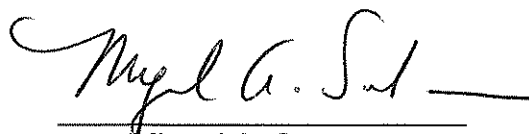
TRANSMITTAL

TO The City Council	DATE 03-28-14	COUNCIL FILE NO.
FROM Office of the City Administrative Officer		COUNCIL DISTRICT

REQUEST FOR SUBSTITUTE AUTHORITY BY THE OFFICE OF THE CONTROLLER FOR TWO PROJECT ASSISTANTS

Transmitted for your consideration, the Office of the Controller is requesting substitute authority for two Project Assistants through June 30, 2014 to provide the Controller with greater flexibility to better utilize staff resources.

The Controller will maintain appropriate vacancies for these positions and has sufficient salary savings.



Miguel A. Santana
City Administrative Officer

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 28, 2014

CAO File No. 0111-31284-0023

Council File No.

Council District: All

To: The Personnel and Animal Welfare Committee

From: Miguel A. Santana, City Administrative Officer



Reference: Mayor's Office Charter

Subject: **REQUEST FOR APPROVAL OF SUBSTITUTE POSITION AUTHORITY – TWO
PROJECT ASSISTANTS, OFFICE OF THE CONTROLLER**

SUMMARY

In an inter-departmental correspondence dated January 31, 2014, the Office of the Controller requested approval for two substitute authorities in the classification of Project Assistant, (Class code 1542). In accordance with C.F. No. 13-0600, authorization of substitute positions other than for layoff avoidance shall require Council approval, effective July 1, 2013.

The Controller reports these two positions will provide the department with greater flexibility and an opportunity to better utilize staff resources to meet the needs of the office. The department is currently using two administrative interns but has found this is not the best approach. The substitute authorities would only be used on a short-term basis and the department is working with the Personnel Department for a more permanent solution.

Because these two positions are exempt from Civil Service, the Controller will require approval from the Mayor's Office. The Mayor can exempt up to 150 positions within the City and currently has approximately ten exemptions still available. The Controller has communicated with the Mayor's Office that they are willing to give up two already approved exemptions, so that the level of remaining exemptions will not change.

RECOMMENDATION

That the Council approve two substitute position authorities in the classification of Project Assistant, Office of the Controller (Class Code 1542), within budgeted funds, through June 30, 2014. These two positions will require exemption approval from the Mayor's Office.

FISCAL IMPACT STATEMENT

The cost of filling these two substitute position authorities will be absorbed through salary savings. The Controller will also maintain appropriate vacancies.

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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: January 31, 2014
TO: Miguel A. Santana, City Administrative Officer
FROM: Claire Bartels, Chief Deputy Controller *Claire Bartels*
SUBJECT: SUBSTITUTE AUTHORITY AND MHC REQUEST

CITY ADMINISTRATIVE OFFICERS
2014 JAN 31 PM 1:03

The Controller's Office requests substitute authority and approval from the Managed Hiring Committee for two Project Assistants (class code 1542) in the Executive Office. This request is necessary to provide the Controller with greater flexibility and an opportunity to better utilize staff resources to meet the needs of the office. We are currently using two part-time substitute Administrative Interns but this approach is not ideal.

The Controller's Office will maintain appropriate vacancies as a substitute for these requested authorities. We understand that substitute authorities are only to be used on a short term basis and we are working with the Personnel Department on a more permanent solution for our longer term needs. There is sufficient salary savings to fund these positions for the remainder of the fiscal year. The Project Assistant duties are as follows:

- Conducts analytical research on issues of importance to the Office of the Controller;
- Writes, edits and maintains reports & correspondence prepared for the Controller's signature;
- Provides administrative support and handles all sensitive and confidential information for the City Controller;
- Coordinates and directs communication of public information from the Office of the Controller;
- Coordinates and attends community meetings and events representing and conducting presentations for the Controller;
- Interfaces regularly with local, state, and federal officials;
- Performs other related duties as directed by the Controller.

Your expeditious approval of this request is appreciated. Please contact JoVonne Lavender at (213) 978-7257 should you have any questions regarding this request.

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CITY ADMINISTRATIVE OFFICERS

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