

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to approval of substitute position authority for two Project Assistants for the Office of the Controller.

Recommendation for Council action:

APPROVE two substitute position authorities in the classification of Project Assistant (Class Code 1542) in the Office of the Controller, within budgeted funds, through June 30, 2014 and subject to exemption approval from the Mayor.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that the cost of filling the two substitute position authorities will be absorbed through salary savings. The Controller will maintain appropriate vacancies.

Community Impact Statement: None submitted.

Summary:

On April 8, 2014, your Committee considered a March 28, 2014 CAO report relative to approval of substitute position authority for two Project Assistants for the Office of the Controller. According to the CAO, 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 Council File 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 it with greater flexibility and an opportunity to better utilize staff resources to meet the needs of the office. The Controller 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 Controller 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.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the two substitute authorities as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
O'FARRELL:	YES
FUENTES:	ABSENT

ARL
4/8/14

-NOT OFFICIAL UNTIL COUNCIL ACTS-