




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor 

Subject: Exemption of Two Project Assistants for the Office of the Controller

Date: April 11, 2014

The Office of the Controller has requested the exemption of two (2) Project Assistant 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 Charter allows for a maximum of 150 exempt positions under Section 1001(b). Currently, there are 136 approved exemptions citywide. To mitigate the impact on the total number of exemptions citywide, the Office of the Controller will release previously approved exemption authority for two unfilled Internal Auditor positions. Therefore, approval of this request will not increase the total count of citywide exemptions.

The Project Assistants will be responsible for conducting analytical research; writing, editing, and maintaining reports and correspondence for the City Controller; and providing administrative support and handling sensitive and confidential information for the City Controller. Additional responsibilities include directing and coordinating the communication of public information from the Office of the Controller; conducting community presentations and representing the City Controller at community meetings and events; and regularly interfacing with local, state and federal officials. The positions require a bachelor’s degree from an accredited four-year college or university.

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Approval of this request will provide the Office of the Controller with the flexibility to select the best-qualified individuals with the knowledge, skills and talents necessary to the positions. Based on my review of the request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of two (2) Project Assistant positions and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Ron Galperin, City Controller
Miguel Santana, City Administrative Officer
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Margaret Whelan, General Manager, Personnel Department