



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 for the Office of Finance

Date: December 8, 2014

The Office of Finance has requested the re-exemption of one (1) Revenue Manager, Class Code 1620, pursuant to Charter Sector 1001(b), for the employment of persons “to provide management services or render professional, scientific or expert services of an exceptional character.” Approval of this request will not increase the number of exempt positions under Section 1001(b).

The Revenue Manager position is responsible for managing revenue generating programs, which include the Citywide Collection Unit, Special Projects, City Attorney Litigation Report, Citywide Billing and Collection Program, and the Centralized Accounts Receivable Reporting System. Key responsibilities include managing 30 professional and clerical employees, overseeing citywide revenue collection, collaborating with departments to improve billings and collections, serving as a policy advisor on the City’s revenue collection activities, developing standardized collection policies and procedures, working with the Inspector General for Revenue Collections, administering the City’s primary and secondary collection agency programs, and chairing the Revenue Management Committee.

Position requirements include graduation from a recognized 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 collecting delinquent payments, including three years of experience managing or supervising a collections unit. The Revenue Manager must have knowledge of principles, practices and methods of billing and collection systems; laws, rules and regulations governing the collection of delinquent accounts; uses, capability and

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application of computer-based billing and collection systems; and computer-based financial analysis software and spreadsheet applications

The exemption will provide the Office of Finance with the flexibility to recruit from a broad candidate pool and to select the best-qualified individual with the knowledge, skills and talents necessary to manage citywide collection efforts. 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 one (1) Revenue Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

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