



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of One Revenue Manager in the Office of Finance

**Date:** June 14, 2018

The Office of Finance has requested the exemption of one (1) Revenue Manager position, Class Code 1620, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions.

The Revenue Manager position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." The previous Revenue Manager position was recently vacated on May 26, 2018.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 156 approved exemptions, with seven pending requests. Approval of this request will not increase the count.

The Revenue Manager position is a highly specialized, management position that will oversee and direct a staff of four professional employees in the Citywide Revenue Management Division, which is responsible for leading progressive citywide accounts receivable management transformation, overseeing citywide collections contracts, improving revenue forecasting methodologies and accuracy of the department, and addressing various internal operational gaps for more efficient, reliable, and effective operations. The position will be closely involved in Finance's initiatives and goals set forth in the 2018 Annual Plan, including establishment of citywide best practices for receivables.

The duties and responsibilities of the Revenue Manager include, but are not limited to: Serving as a division head in the Office of Finance, directly managing staff engaged in modernizing the City's collections management process and implementing strategies to increase revenue collections; serving as a key policy advisor on the City's collection activities; promoting a cooperative effort in working with all City departments to determine any impediments to effective collection and ways to improve collections; reviewing best practices of billing and collections plans; coordinating and implementing a Citywide program to maximize revenue within the authority granted to the Office of Finance under the City Charter; developing, reviewing and interpreting standardized collection policies and procedures; working with departments developing and implementing new or improved billing and collection systems and recommending modifications to improve billing and collections efforts Citywide; administering the City's primary and secondary collection agency programs; working with the Inspector General for Revenue Collections; reporting regularly to the Budget and Finance Committee (and other Council Committees as needed), with recommendations and/or progress reports on departments' revenue and collection performance and on compliance with directives of the Mayor, Council, and Finance; serving as a member of the Collections Board of Review; chairing the Revenue Management Committee; and managing special projects or other requests as assigned by management, other departments, elected officials or other requester.

The Revenue Manager requires a bachelor's degree from an accredited four-year college or university in accounting, finance, business administration, public administration, law, or related field, and three years of full-time paid professional experience in collecting delinquent payments, including experience managing or supervising a collections unit.

The exemption of this position will allow Finance the flexibility to recruit and select the best qualified candidate who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Revenue Manager.

Based on my review of Finances's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Revenue Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Claire Bartels, Director, Office of Finance  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Rich Llewellyn, City Administrative Officer  
Wendy Macy, General Manager, Personnel Department