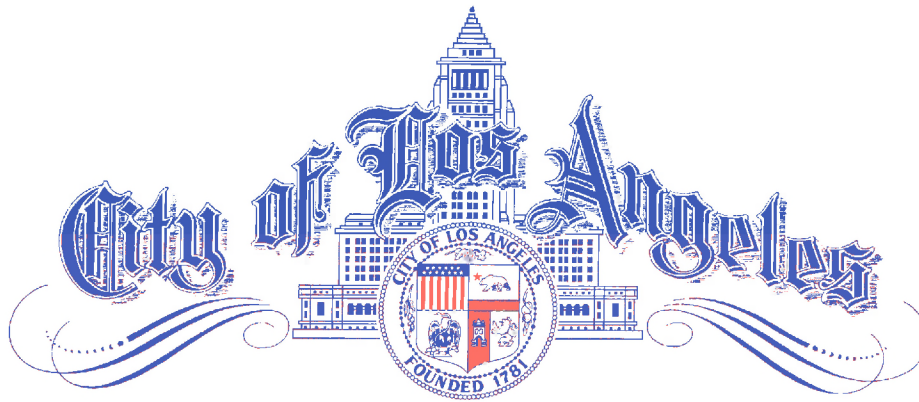




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of Three Controller Aides in the Office of the Controller

Date: October 24, 2016

The Controller has requested the exemption three (3) positions of Controller Aide, Class Code 9199, in accordance with 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 200 exempt positions under Section 1001(b). Currently, there are 166 approved exemptions citywide, with two other pending requests. Two Controller Aide positions were previously approved for exemption the third Controller Aide position is a new exemption request. Approval of these requests will increase the count.

The Controller Aide positions will provide administrative support and handle all sensitive and confidential information for the City Controller. The positions will conduct analytical research; write, edit and maintain reports and correspondence prepared for the Controller's signature; coordinate and direct communication of public information from the Controller's Office; coordinate and attend meetings and events representing and conducting presentations for the Controller; interface regularly with local, state, and federal officials; and perform other related duties as directed by the Controller.

The Controller Aide position requires graduation from an accredited four-year college or university or a minimum of two years of experience providing support for and/or handling sensitive and confidential matters for an elected official, candidate for elected office, or manager of a large organization such as a City department or outside agency.

Honorable Members of the City Council
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The exemption of these positions will allow the Office of the City Controller the flexibility to recruit and select the best-qualified candidates who possess the necessary experience and expertise for the positions. The duties and requirements as described are appropriate to the class of Controller Aide.

Based on my review of the Controller's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of three Controller Aide positions and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Ron Galperin, City Controller
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel Department