



MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of **(2)** Controller Aides for the Office of the Controller

Date: January 29, 2019

The Office of the Controller requested that the Mayor approve the exemption of two (2) positions of Controller Aide, Class Code 9199, in accordance with Charter Section 1001(b), from Civil Service as management, professional, scientific, or expert services exemptions. On December 31, 2018, the Mayor's Office asked the Personnel Department to review the Controller's request.

The Controller Aide positions were previously approved for exemption under 1001(b) by the City Council and were 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." One Controller Aide position was vacated on November 15, 2018 and the other on December 15, 2018; both were deleted from the count. The positions were both funded in the 18-19 Budget.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 141 are approved. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 14 are filled. Approval of this request will increase the count. As of the date of this letter, this request will be in the 145th and 146th positions of the 150 exemptions.

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



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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 positions require graduation from an accredited four-year college or university or a minimum of two years' experience providing support 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 of Los Angeles department or an outside agency.

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 position. The duties and requirements as described are appropriate to the class of Controller Aide.

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

EG:ag

cc: Georgia Mattera, Chief Deputy Controller, Office of the Controller
Ana Guerrero, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Wendy Macy, General Manager, Personnel Department