



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 Controller Aide in the Office of the Controller

**Date:** March 2, 2017

The Controller has requested the exemption of one (1) position 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) and Section 1001(b)(4). Currently, there are 167 approved exemptions citywide, with five other pending requests. Controller Aide position is a new exemption request. Approval of this request will increase the count.

The Controller Aide position 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.

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The exemption of this position 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 one Controller Aide position 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, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Rich Llewellyn, City Administrative Officer  
Wendy Macy, General Manager, Personnel Department