



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 Administrative Deputy Controller and Five Controller Aides in the Office of the Controller

Date: August 29, 2017

The Controller has requested the exemption of one (1) position of Administrative Deputy Controller, Class Code 9177, and five (5) 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. The Charter allows for a maximum of 200 exempt positions under Section 1001(b) and Section 1001(b)(4).

All of the positions were previously approved for exemption under 1001(b) by the City Council and were subsequently filled. One Administrative Deputy Controller position and three Controller Aide positions were recently vacated and two Controller Aide positions will be vacated on August 27, 2017. Currently, there are 163 approved exemptions citywide, with no other pending requests. The approval of these positions will increase the count.

The Administrative Deputy Controller position will act as the Legislative Deputy for the City Controller and will liaison between the Controller and the Mayor, City Council, City Attorney, department heads, and other governmental offices. The position will be responsible for reviewing proposed legislation affecting the finances of the City and advising the Controller on the impact of such legislation. The position will analyze and interpret policies and procedures of the Controller's Office, City Charter, laws and ordinances pertaining to financial administration of the City. The position reports directly to the City Controller and may accompany and/or represent the Controller at community or other events. The requirements for the Administrative Deputy Controller position are a bachelor's degree from an accredited four-year college or university in public policy,

business administration, or a related field, and two years of full-time paid professional experience as an assistant to an elected official, department general manager, or equivalent.

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 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 department or outside agency.

The exemption of these positions will allow the 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 classes of Administrative Deputy Controller and 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 Administrative Deputy Controller and five 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, Chief of Staff, Office of the Mayor
Mandy Morales, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department