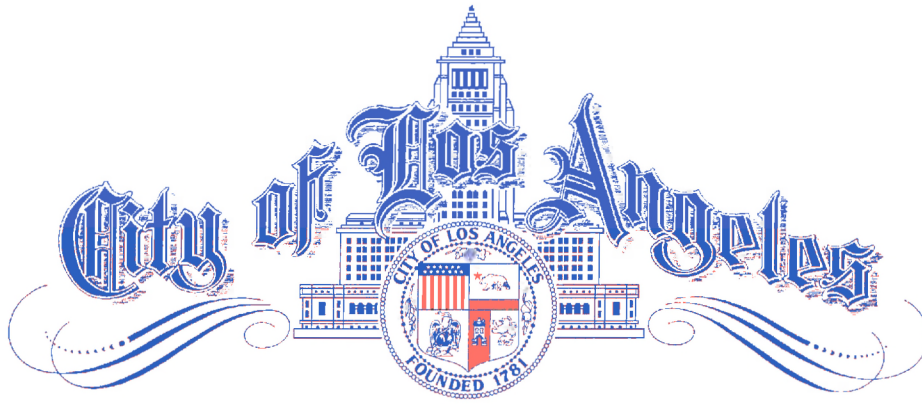




ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor EG

Subject: Exemption of Two Chief Internal Auditors

Date: May 10, 2016

The Office of the Controller requested the exemption of two Chief Internal Auditors, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services.

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 164 exemptions. Approval of this request will increase the count.

Chief Internal Auditor is a civil service classification for which examinations have been given in the past; however, the exemptions are needed to temporarily and immediately fill critical vacancies resulting from retirements. Once a viable civil service list is established, they plan to fill the positions from that list and vacate the exempt authorities.

The Chief Internal Auditors will be responsible for planning, directing, coordinating, reviewing and approving the work of a group of senior-level professional employees engaged in performing financial, performance and compliance audits of departments. Additionally, the positions will manage multiple audit teams and monitor the progress of fieldwork to ensure timely completion of audits; perform detailed documented review of work papers of senior-level auditors, and provide direction and guidance in the audit planning process, including review and approval of audit programs, time budgets, and other planning documents. Chief Internal Auditors will also perform general administrative work, provide staff support to executive-level managers, act as liaison to and maintain

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effective working relationships with line and operating departments, program directors and other management personnel. Finally, the Chief Internal Auditor positions will represent the City and Controller at municipal committee meetings and before government officials and provide leadership, training, and administrative direction to assigned staff.

For these positions, the Controller is requiring a bachelor's degree in accounting, finance, or public policy and at least three years of full-time experience as an audit manager supervising professional audits. An advanced degree and professional designation, for example, as a Certified Public Accountant or a Certified Internal Auditor, is highly desirable.

The exemption of these positions will allow the Controller 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 Chief Internal Auditor.

Based on my review of the Controller's request, I hereby approve the request for the exemption of this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc:

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