



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 Director of Auditing and One Controller Aide in the Office of the Controller

Date: April 6, 2018

The Controller has requested the exemptions of one (1) position of Director of Auditing, Class Code 1606, and one (1) position 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 two 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 Director of Auditing position and one Controller Aide position were previously vacated and have already been deleted from the count. Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 156 approved exemptions, with two pending requests. The approval of this request will increase the count.

The Director of Auditing position manages and directs the Audit Division, which is responsible for all financial and performance audit as prescribed under the Charter. The position manages, plans, organizes, and coordinates the work of professional staff engaged in conducting financial, performance, investigatory, systems, and other special studies and audits of considerable scope, complexity and sensitivity; recommends improvements in City Offices, departments, and programs that provide transparency of government operations and improve efficiency and effectiveness through focused accountability; manages the division budget and the work of contractors tasked with

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conducting or assisting on studies commissioned by the Controller's Office; and represents the City Controller before City Council, Council Committees and officials. The requirements of the Director of Auditing position are a bachelor's degree from an accredited four-year college or university in accounting, finance, public policy, or a related field; and three years of full-time paid professional experience as a manager supervising professional staff conducting performance, financial/compliance, and/or information systems audits.

The Controller Aide position provides administrative support and handles all sensitive and confidential information for the City Controller; conducts analytical research on issues of importance to the Department; writes, edits and maintains reports and correspondence prepared for the Controller's signature; coordinates and directs communication of public information from the Controller's Office; coordinates and attends meetings and events representing and conducting presentations for the Controller; interfaces regularly with local, state, and federal officials; and performs other related duties as directed by the Controller. The requirements of the Controller Aide position are graduation from an accredited four-year college or university; or a minimum of two years of 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 this position 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 Director of Auditing 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 exemptions of one Director of Auditing and One Controller Aide positions and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:alg

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