



ERIC GARCETTI  
MAYOR

## **MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption Request of One (1) Financial Management Specialist for the Office of the Controller

**Date:** June 4, 2020

The Office of the Controller (Controller) requested that the Mayor approve the exemption of one (1) new position of Financial Management Specialist, Class Code 9198, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On April 30, 2020, the Mayor's Office asked the Personnel Department to review the Controller's request.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved and two (2) are pending. Approval of this request will not increase the count as this Financial Management Specialist position will replace a previously approved Chief Internal Auditor position, Class Code 1619, exempted under 1001(b) by the City Council. As of the date of this letter, this request will be in the 145<sup>th</sup> position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 9 are filled.

The Controller's Office is an essential part of the multi-departmental Human Resource and Payroll (HRP) project to replace the City's existing 20-year-old custom built payroll system, known as PaySR, with the selected vendor Workday's human capital management (HCM) solution that is cloud-hosted, highly configurable, and able to meet the diverse needs of the City for human resource management and payroll processing; and, for this reason, this Financial Management Specialist will serve as the HRP system project manager for the Controller's Office. The position will work closely with staff of the Information Technology Agency, Personnel Department, City Administrative Officer Labor Relations, and other City departments' payroll section; analyze, recommend, implement, and manage cash flow data, long-range financial planning, City payroll/funds, accounting

practices and standards; ensure strategies are created and implemented to keep the project on schedule by closely monitoring milestones pertaining to payroll and their related requirements; identify, assess and mitigate project risks on an ongoing basis; and monitor activities and tasks to deliver quality results and outcomes.

The Financial Management Specialist position requires graduation from an accredited four-year college or university with a degree in finance, accounting, economics, business administration, public administration or a related field; **and** three years of full-time paid experience in any of the following areas: budgetary, accounting and related controls over an entire organizational entity, taxation, public revenues, public debt, planning or utilizing financing operations and/or resources, or managing fiscal systems and/or debt management activities, two years of which must have been in a position at the level of a Senior Accountant that provides experience in the aforementioned areas; **and** experience with Workday human capital management (HCM), payroll, and financial management applications.

While the Personnel Department previously examined for the class of Financial Management Specialist (in 2012), the Controller believes that having an expert in place, with the Workday product expertise and experience in payroll processing and financial management aspect of the HRP project will ensure continued developmental trajectory of the HRP implementation. Because the required combination of the type of experience, knowledge, and skills necessary to perform this work are generally not found within the City's existing civil service classifications, the exemption of this position will allow the Controller the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Financial Management Specialist.

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 a Financial Management Specialist and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1). If the exempt position is not filled within six months, the Mayor's approval for the department to fill the position may expire.

EG:alg

cc: Ron Galperin, Controller, Office of the Controller  
Crista Binder, Chief Deputy Controller, Office of the Controller  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Legislative Coordinator, Office of the Mayor  
Wendy Macy, General Manager, Personnel Department