

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of one Financial Management Specialist (Class Code 9198) position for the Office of the Controller from the Civil Service provisions of the City Charter.

Recommendations for Council action:

1. APPROVE the exemption of one Financial Management Specialist (Class Code 9198) position for the Office of the Controller from the Civil Service provisions of the City Charter pursuant to Charter Section 1001(b).
2. DIRECT the City Administrative Officer (CAO) to report at the next Personnel and Animal Welfare Committee meeting in regard to recommendations on involving City Council in the process for exempting specific positions from the hiring freeze.

Fiscal Impact Statement: None submitted by the Mayor. Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

**TIME LIMIT FILE - JULY 1, 2020**

**(LAST DAY FOR COUNCIL ACTION - JULY 1, 2020)**

Summary:

On June 11, 2020, your Committee considered a June 4, 2020 Communication from the Mayor relative to the exemption of one Financial Management Specialist (Class Code 9198) position for the Office of the Controller from the Civil Service provisions of the City Charter pursuant to Charter Section 1001(b). According to the Mayor, Charter Section 1001(b) allows up to 150 persons to be exempt, of which 142 are approved. Approval of this request will increase the count. As of June 4, 2020, this request will be in the 145th 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. 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption for the Office of the Controller as detailed in the above recommendation. Also, the Committee moved to recommend directing the CAO to report in regard to recommendations for involving Council in exempting specific positions from the hiring freeze. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

**MEMBER VOTE**

KORETZ: YES

LEE: YES

PRICE: YES

ARL

6/11/20

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**