



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Re-Exemption of One Revenue Manager in the Office of Finance

Date: June 25, 2020

The Office of Finance (Finance) requested that the Mayor approve the exemption of one (1) position of Revenue Manager, Class Code 1620, in accordance with Charter Section 1001(b), from civil service as a management, professional, scientific, or expert services exemption. The Mayor's Office asked the Personnel Department to review Finance's request.

The Revenue Manager position was previously approved for exemption under 1001(b) by the City Council and was 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." The previous Revenue Manager position was vacated on March 15, 2020, and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 144 are approved. Approval of this request will increase the count. As of the date of this letter, this request will be in the 146th 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 Revenue Manager position will serve as the Division Head of the Fiscal and Performance Management Division that is responsible for fiscal operations, strategic planning, and performance management, which impacts the department's day to day operations of all its divisions. The position will function as a key policy advisor on and responsible for revenue collection activities on a City-wide basis; and will:

- Manage professional and technical staff engaged in modernizing the City's collections management process and implementing strategies to increase revenue collections;
- Chair the Citywide Revenue Management Committee;
- Lead on progressive citywide accounts receivable management, in addressing various internal operational gaps, and on Performance Stat meetings with divisions;
- Serve as a member of the Collections Board of Review;
- Conduct investigations and studies; analyze and prepare reports on complex matters and other management challenges;
- Formulate and implement policies and procedures;
- Promote a cooperative effort in working with all City departments to determine any impediments to effective collection and ways to improve collection;
- Incorporate performance data and information into Finance's decision-making process to achieve operational efficiencies;
- Seeks grant funding for innovation-related work; and
- Direct special projects, as necessary.

The Revenue Manager requires a bachelor's degree from an accredited four-year college or university in accounting, finance, business administration, public administration, or a closely related field, and three years of full-time paid professional experience in government finance, with two of the three years managing or supervising a specialty unit in budgeting, performance management, revenue management, innovation, or financial resilience. Experience in municipal budgeting, revenue forecasting, generation, management and collection, as well as policy analysis, innovation, data collection and analysis are highly desired.

The exemption of this position will allow Finance the flexibility to recruit and select the best qualified candidate who possess the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Revenue Manager.

Based on my review of Finance's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Revenue Manager position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:alg

cc: Claire Bartels, Director, Office of Finance
Ana Guerrero, Chief of Staff, Office of the Mayor
Heleen Ramirez, Office of the Mayor
Rich Llewellyn, City Administrative Officer
Wendy Macy, General Manager, Personnel Department