



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) Controller Aide for the Office of the Controller**

Date: October 8, 2020

The Office of the Controller (Controller) requested that the Mayor approve the exemption of 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 Mayor's Office asked the Personnel Department to review Controller's request.

The Controller Aide 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 position was vacated on February 15, 2020 and deleted from the count.

Charter Section 1001(b) allows up to 150 positions to be exempt, of which 150 are approved; and an additional 50 authorized by the City Council pursuant to Charter Section 1001(b)(4). Approval of this request will increase the count. As of the date of this letter, this request will be in the 176th position of the additional 50 exemptions.

The Controller Aide position will serve as the Deputy Director of Innovation; report directly to the Director of Communications; and provide administrative support and handle all sensitive and confidential information for the Controller. The position will conduct analytical research; write, edit and maintain reports and correspondence prepared for the Controller's signature; coordinate and direct communication of public information from the Controller's Office; coordinate and attend meetings and events representing and

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conducting presentations for the Controller; interface regularly with local, state, and federal officials; and perform other related duties as directed by the Controller

The Controller Aide position requires a bachelor's degree from an accredited four year college or university in computer science, data science, business analytics, economics, information systems, communications, public policy, or a related field; and two years of full-time paid professional experience in 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 Controller the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Controller Aide.

Based on my review of GSD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Controller Aide 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