



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 Administrative Deputy Controller in the Office of the Controller

**Date:** February 5, 2018

The Controller has requested the exemption of one (1) position of Administrative Deputy Controller, Class Code 9177, in accordance with Charter Section 1001 (b), from civil service as management, professional, scientific, or expert services exemptions. The Charter allows for a maximum of 200 exempt positions under Section 1001(b) and Section 1001(b)(4).

Charter Section 1001(b) allows up to 150 persons to be exempt, with an additional 50 added last year by the City Council pursuant to Charter Section 1001(b)(4). Currently, there are 157 approved exemptions, with no other pending requests. Approval of this request will not increase the count as this position will replace one Controller Aide position, which is currently exempted.

The Administrative Deputy Controller position will serve as the Legislative Director for the City Controller and will liaison between the Controller and the Mayor, City Council, City Attorney, department heads, and other governmental officials. The position will be responsible for reviewing proposed legislation affecting the finances of the City and advising the Controller on the impact of such legislation. The position will analyze and interpret policies and procedures of the Controller's Office, City Charter, laws and ordinances pertaining to financial administration of the City, as well as review and edit financial documents and reports prior to their transmittal to the City Council. The position reports directly to the City Controller. The requirements for the Administrative Deputy Controller position are a bachelor's degree from an accredited four-year college or university, and three years of full-time paid professional experience as an assistant to

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an elected official, department general manager, or equivalent in the area of policy and legislative analysis, communications, and community engagement.

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 class of Administrative Deputy Controller.

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 one Controller Aide position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Ron Galperin, City Controller  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Rich Llewellyn, Interim City Administrative Officer  
Wendy Macy, General Manager, Personnel Department