

0111-31293-0000

TRANSMITTAL

TO The City Council	DATE 02-19-14	COUNCIL FILE NO.
FROM Office of the City Administrative Officer		COUNCIL DISTRICT ALL

**REQUEST FOR SUBSTITUTE AUTHORITY BY THE
AGING DEPARTMENT FOR A PRINCIPAL ACCOUNTANT II**

Transmitted for your consideration. The Aging Department is requesting a substitute authority for a Principal Accountant II through June 30, 2014 to assist with an audit of Department records that will be conducted by the California Department on Aging. The function has historically been completed by a Principal Accountant II who retired in 2011.

The Aging Department will hold a Management Analyst I position vacant to fund this substitute authority. Approval of this request is recommended.

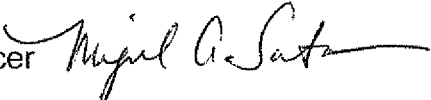


Miguel A. Santana
City Administrative Officer

MAS:PX:08140128c

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: February 19, 2014
To: The Personnel and Animal Welfare Committee
From: Miguel A. Santana, City Administrative Officer 
Reference: Mayor's Office Charter Section 1164(b) approval dated February 4, 2014
Subject: **REQUEST FOR APPROVAL OF SUBSTITUTE POSITION AUTHORITY –
PRINCIPAL ACCOUNTANT II, DEPARTMENT OF AGING**

SUMMARY

In a transmittal dated February 11, 2014, the Department on Aging (Aging) requests approval of one substitute position authority in the classification of Principal Accountant II, Aging (Class Code 1525-2). In accordance with C.F. No. 13-0600, authorization of substitute positions other than for layoff avoidance shall require Council approval, effective July 1, 2013.

This authority will be used to re-employ a retired City employee for an upcoming audit of Aging by the California Department of Aging (CDA). The nature of this audit requires dealing with the complexities of preparing required accounting reports to the multiple grantors and knowledge of historical information.

In accordance with the provisions of Charter Section 1164 (b), the Mayor has reviewed and approved Aging's request to re-employ a retired City employee. This Charter section provides that retirees, upon approval of the Mayor, may be re-employed in vacant positions for a period not exceeding 120 days in any fiscal year when the retiree's when his or her special skills are needed to perform work of a limited duration.

RECOMMENDATION

That the Council approve one substitute position authority in the classification of Principal Accountant II, Department on Aging (Class Code 1525-2), within budgeted funds, through June 30, 2014.

FISCAL IMPACT STATEMENT

The cost of filling this substitute position authority will be absorbed through grant salary savings. There is no additional impact on the General Fund.

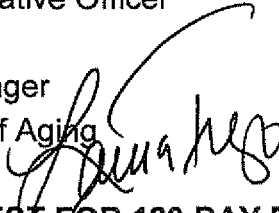
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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

2014 FEB 13 PM 2:57
CITY ADMINISTRATIVE OFFICER

Date: February 11, 2014

To: Miguel Santana, City Administrative Officer
Office of the City Administrative Officer

From: Laura Trejo, General Manager
Los Angeles Department of Aging 

Subject: **SUB AUTHORITY REQUEST FOR 120 DAY REHIRE**

The Los Angeles Department of Aging (LADOA) requests a substitute authority to use in the 120 rehire of Gwen Johnson as a Principal Accountant II. LADOA has received approval from the Mayor's Office for the rehire. The services of Ms. Johnson are urgently needed in assisting with the Department's response to requests by the California Department of Aging in relation to an audit for the fiscal years from July 2008 through June 2011.

LT:JD:mn:z/new sub authority request

Attachment

cc: Patrick Delahanty - CAO

LAURA TREJO
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

January 15, 2014

DEPARTMENT OF AGING
AN AREA AGENCY ON AGING
221 N. FIGUEROA ST., STE. 180
LOS ANGELES, CA 90012
(213) 492-7252

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

**REQUEST FOR CHARTER SECTION 1164, AUTHORIZATION TO EMPLOY RETIRED
INDIVIDUAL – FISCAL YEAR 2013-14**

The Department of Aging requests authorization to re-employ Gwen Johnson as a Principal Accountant II (d.o.b. September 28, 1951, retired June 30, 2011) (cc:1525-2) in the Fiscal Services Division in accordance with the provisions of Charter Section 1164 (b) [Employment by the City of a Retired Member of the System – Exception for Temporary Service]. Ms. Johnson would be re-employed up to 120 working days (the allowable period of time during Fiscal Year 2012-13). The Department is proposing the re-employment would run from January 20, 2014 through April 30, 2014, and expend up to \$47,934 in Older Americans Act grant funds. The Department certifies that there was no prearrangement made for re-employment.

Charter Section 1164 (b) provides that retirees, upon approval of the Mayor, may be re-employed in vacant positions for a period not exceeding 120 days in any fiscal year when the retiree's services are required for an emergency or to prevent stoppage of public business.

The Department is requesting this action due to the need to provide technical support and historical information for an upcoming audit by the California Department of Aging (CDA) covering the three-year period from July 1, 2008 to June 30, 2011. Ms. Johnson has had many years as a Principal Accountant II in the Department, dealing with the complexities of preparing required accounting reports to the multiple grantors. She was the person who prepared the financial closeout reports that will be the basis of the CDA's audit. The Department's annual total grant from the CDA is in excess of \$14,000,000.

The re-employment will be paid from grant salary savings incurred by existing vacancy of a Management Analyst position. If you have any questions, please contact James Don of my staff, at (213) 202-5612.


LAURA TREJO
General Manager

LT:JD:mn:z/Gwen 120 Request for FY2012-13

cc: Elaine Owens-Sanchez, Senior Administrative Analyst II, CAO

