



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 for the Office of the Controller

**Date:** March 28, 2014

The Office of the Controller has requested the exemption of one (1) Administrative Deputy Controller position pursuant to Charter Section 1001(b), for the employment of persons "to provide management services or render professional, scientific or expert services of an exceptional character." The exemption of the position was previously approved on September 30, 2009. Per Charter Section 1001(b)(1), the exemption was terminated when the position was vacated in January 2012. The Charter allows for a maximum of 150 exempt positions under Section 1001(b). Currently, there are 136 approved exemptions citywide. Approval of this request will increase the count.

The Administrative Deputy Controller will report directly to the Controller and will serve as the Controller's Legislative Deputy. The position will be responsible for reviewing legislation affecting the finances of the city; advising the Controller on the impacts of such legislation; and serving as a liaison between the Controller and the Mayor, City Council, City Attorney, department heads, and other governmental offices. Additionally, the position will analyze and interpret policies and procedures of the Controller's Office, City Charter, laws and ordinances pertaining to the financial administration of the city.

Position requirements include a bachelor's degree from an accredited four-year college or university and two years of full-time paid professional experience as an assistant to an elected official, department general manager, or equivalent.

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The exemption will provide the Office of the Controller with the flexibility to recruit from a broad pool of candidates and to select the best-qualified individual with the knowledge, skills and talents necessary to the position. Based on my review of the request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of one (1) Administrative Deputy Controller position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:rc

cc: Ron Galperin, City Controller  
Miguel Santana, City Administrative Officer  
Ana Guerrero, Chief of Staff, Office of the Mayor  
Mandy Morales, Legislative Coordinator, Office of the Mayor  
Margaret Whelan, General Manager, Personnel Department