



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

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

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of Four Controller Aides in the Office of the Controller

**Date:** June 18, 2015

The Controller has requested the exemption of four Controller Aide positions 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 Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 147 approved exemptions citywide. Approval of this request will not increase the count as these positions will replace two Project Assistant positions and two Administrative Coordinator positions, all of which are currently exempted.

The Controller Aide position is responsible for providing administrative support for the Office of the City Controller. The position will conduct research and analysis on issues of importance to the Office of the City Controller; write, edit and maintain reports and correspondence prepared for the Controller's signature; handle sensitive and confidential information; and coordinate and direct communication of public information from the Office of the City Controller. The position will also be responsible for coordinating and attending community meetings and events representing and conducting presentations for the Controller and interacting with local, state, and federal officials.

The Controller Aide position requires graduation from an accredited four-year college or university or a minimum of two years of experience providing support for 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.

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The exemption of these positions will allow the Office of the City 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 Controller Aide.

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 four Controller Aide positions 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, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel Department