



KAREN BASS  
MAYOR

**MEMORANDUM**

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

**From:** Karen Bass, Mayor *Karen Bass*

**Subject:** EXEMPTION REQUEST – OFFICE OF THE CONTROLLER, SEVEN (7) CONTROLLER AIDES

**Date:** November 29, 2023

The Office of the Controller (Controller) requested that the Mayor approve the exemption of seven (7) positions of Controller Aide, Class Code 9199, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On October 26, 2023, the Mayor's Office asked the Personnel Department to review Controller's request.

The Controller Aide positions were previously approved for exemption under 1001(b) by the City Council and subsequently filled. Two Controller Aide positions were vacated on December 13, 2022, and deleted from the count (CF# 15-0334-S7); One Controller Aide position was vacated on December 18, 2022, and deleted from the count (CF# 15-0334-S5); One Controller Aide position was vacated on June 18, 2022, and deleted from the count (CF#15-0334-S8); One Controller Aide position was vacated on March 26, 2022, and deleted from the count (CF#15-0334-S8); One Controller Aide position was vacated on March 26, 2022, and deleted from the count (CF#15-0334-S1); One Controller Aide position was vacated on December 19, 2022 (CF#20-1295 #176 of +50)

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 9 are pending approval. Approval of this request will increase the count. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which these will be assigned.

The Controller Aide positions will provide administrative support and handle all sensitive and confidential information for the City Controller. The positions 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 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 positions requires graduation from an accredited four-year college or university or a minimum of two years of experience 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 the Office of the Controller the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties 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 seven (7) Controller Aides 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.

KB:alg

cc: Carolyn Webb de Macias, Chief of Staff, Office of the Mayor  
Heleen Ramirez, Deputy Director of Legislative Affairs, Office of the Mayor  
Rick Cole, Chief Deputy Controller, Office of the Controller  
Dana Brown, General Manager, Personnel Department