



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 FINANCE, (1) ASSISTANT
DIRECTOR OF FINANCE

Date: November 29, 2023

The Office of Finance (Finance) requested that the Mayor approve the exemption of one (1) position of Assistant Director of Finance, Class Code 9651, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On October 30, 2023, the Mayor's Office asked the Personnel Department to review Finance's request.

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. As of the date of this letter, this request will be in the 140th position of the 150 exemptions. There are an additional 50 exempt positions added by the City Council pursuant to Charter Section 1001(b)(4), of which 5 are filled and 9 are pending approval.

The Assistant Director of Finance position will be responsible for executive-level management of two divisions (Audit and Enforcement) that facilitate Citywide auditing and tax revenue enforcement activities that directly affect timely revenue generation, collection, and subsequent deposit into the City's General Fund; formulate and execute strategies aimed at enhancing the local business environment including greater customer support for businesses and taxpayer; develop formulate, recommend, and direct the implementation of policies, programs, and systems related to Citywide financial operations and functions; ensure compliance with City, State, and Federal statutory and legislative requirements as related to financial activities; and represent Finance at meetings or conferences concerning City Finance subject matters including those before the public, Council, and Mayoral meetings.

The Assistant Director of Finance positions requires graduation from an accredited four-year college or university, with major course work in accounting, finance, public administration, business administration or a related field; and two years of full-time paid professional and progressively responsible experience within a large, complex public or private organization engaged in the administration of fiscal matters and a broad range of financial issues. A valid California driver's license may be required. Specialized knowledge in public tax and auditing processes, a deep understanding of public finance principles, and exceptional customer service competencies highly desired.

The exemption of this position will allow the Office of Finance 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 Assistant Director of Finance.

Based on my review of the Office of Finance's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of an Assistant Director of Finance 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