



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, (1)
FINANCIAL MANAGEMENT SPECIALIST**

Date: October 7, 2024

The Office of the Controller has requested the exemption of one (1) position of Financial Management Specialist, Class Code 9198, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions.

Charter Section 1001(b)(1) requires that, “When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection.” Charter Section 1001(b) allows up to 150 persons to be exempt, of which 129 are approved, and an additional 3 are pending approval. Approval of this request will increase the count. As of the date of this letter, this request will be in the 130th 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 13 are filled.

The Controller’s Office is an essential part of the multi-departmental Human Resource and Payroll (HRP) project that replaced the City’s previous 20-year-old custom built payroll system, known as PaySR, with the vendor Workday’s human capital management (HCM) solution. This Financial Management Specialist was created to serve as the HRP system project manager for the Controller’s Office and the department has the opportunity to rehire the incumbent that had successfully guided the project and vacated the position in March 2024.

The HRP project went live on June 16, 2024, and support from Workday (Hypercare), multiple HRP Project contractors, and additional as-needed IT professional contractors

are nearing the end of their contracted terms. The position will work closely with staff of the Information Technology Agency and other City departments to support the remaining critical work required by the HRP project, which includes extended implementation support to bring Departments with complex payroll requirements such as Police, Fire, General Services, and Recreation and Parks into alignment with the Workday processes; analyze, recommend, implement, and manage cash flow data, long-range financial planning, City payroll/funds, accounting practices and standards; ensure strategies are created and implemented to keep the project on schedule by closely monitoring milestones pertaining to payroll and their related requirements; and monitor activities and tasks to deliver quality results and outcomes.

The Financial Management Specialist position requires graduation from an accredited four-year college or university with a degree in finance, accounting, economics, business administration, public administration or a related field; and three years of full-time paid experience in any of the following areas: budgetary, accounting and related controls over an entire organizational entity, taxation, public revenues, public debt, planning or utilizing financing operations and/or resources, or managing fiscal systems and/or debt management activities, two years of which must have been in a position at the level of a Senior Accountant that provides experience in the aforementioned areas; and experience with Workday human capital management (HCM), payroll, and financial management applications.

The exemption of this position will allow the Controller the flexibility to recruit and select the best qualified candidate who possesses the necessary foundational experience and expertise for the position. The duties as described are appropriate to the class of Financial Management Specialist.

Based on my review of the Office of the Controller's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of the Financial Management Specialist 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:zn

cc: Carolyn Webb de Macías, Chief of Staff, Office of the Mayor
Zachia Nazarzai, Office of the Mayor
Thomas Arechiga, Office of the Mayor
Grayce Liu, Personnel Department
Rick Cole, Chief Deputy Controller, Office of the Controller
Shane Min, Office of the Controller