

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to the exemption of one Financial Management Specialist (Class Code 9198) position for the Controller from the Civil Service pursuant to Charter Section 1001(b).

Recommendation for Council action:

APPROVE the exemption of one Financial Management Specialist (Class Code 9198) position for the Controller from the Civil Service pursuant to Charter Section 1001(b).

Fiscal Impact Statement: None submitted by the Mayor. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

TIME LIMIT FILE – NOVEMBER 1, 2024

(LAST DAY FOR COUNCIL ACTION – NOVEMBER 1, 2024)

Summary:

On October 15, 2024, your Committee considered an October 7, 2024 communication from the Mayor relative to the exemption of one Financial Management Specialist (Class Code 9198) position for the Controller from the Civil Service pursuant to Charter Section 1001(b). According to the Mayor, 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 three are pending approval. Approval of this request will increase the count. As of October 7, 2024, 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the position exemption as detailed in the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

COUNCILMEMBER:	VOTE:
McOSKER:	YES
SOTO-MARTINEZ:	YES
PRICE:	ABSENT

ARL

10/15/24

-NOT OFFICIAL UNTIL COUNCIL ACTS-