



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, TWO (2)
ADMINISTRATIVE DEPUTY CONTROLLER

Date: November 29, 2023

The Office of the Controller (Controller) requested that the Mayor approve the exemption of a total of two (2) positions of Administrative Deputy Controller, Class Code 9177, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. The Mayor's Office asked the Personnel Department to review Controller's requests.

The Administrative Deputy Controller positions were previously approved for exemption under 1001(b) by the City Council and subsequently filled (CF#14-0401-S1 and CF#14-0401-S2). Charter Section 1001(b)(1) requires that, "When the position is vacated, the exemption shall terminate unless re-authorized in accordance with this subsection." One Administrative Deputy Controller position was vacated on March 26, 2022 and deleted from the count; one Administrative Deputy Controller position was vacated on December 10, 2022, and deleted from the count.

Charter Section 1001(b) allows up to 150 persons to be exempt, of which 130 are approved, and an additional 15 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 Administrative Deputy Controller positions will serve as liaison between the Controller's Office and neighborhood councils, chambers of commerce, business leaders, government officials, and non-profit organizations; will advise the Chief Deputy Controller and Chief of Staff on Office budget, personnel matters, and reviewing/editing financial

and auditing reports; directs Controller's Office staff on legislative tracking and reporting, policy research and analysis, strategic partnerships, intergovernmental relations and constituent services; manages all media relations, social media, and strategic messaging for the Controller's Office; leads and executes community engagement campaigns.

The Administrative Deputy Controller positions require a bachelor's degree from an accredited four-year college or university in public policy, business administration, or in a related field; and six years of full-time paid professional experience directing communications and media relations for an elected official or City of Los Angeles department.

The exemption of these positions 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 Administrative Deputy Controller.

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 two (2) Administrative Deputy Controller 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