



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: Exemption of Director of Auditing

Date: May 17, 2016

The City Controller requested the exemption of a Director of Auditing position, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services. The current Director filed for retirement, effective June 2016.

Exempting the position from the Civil Service provisions of the Charter, pursuant to Charter Section 1001(b), will allow the City to recruit from a broad pool of qualified candidates who possess the necessary experience or credentials in the auditing field.

The Director of Auditing manages and directs the Audit Division, which is responsible for all financial and performance audits as prescribed under the Charter. The position requires a CPA with internal/external audit experience and a proven track record of directing a large audit group.

The Director formulates and approves detailed audit plans, establishes audit policies and practices and ensures that audits are in compliance with City regulations and Generally Accepted Government Audit Standards.

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The Director's duties are as follows:

- Plans and reviews audit methods and reports.
- Recommends improvements in City offices, departments and programs.
- Plans, directs, organizes, and monitors the work of managers and teams engaged in performing financial, performance and compliance audits.
- Provides audit guidance and advice to the City Controller, City officials and departments.
- Uses audit software and advanced methodologies such as data mining and analytics to enhance audit and risk analysis.
- Represents the City Controller before City Council, committees and officials.

Based on my review of this request, I hereby approve the request for the exemption of this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc:

Ron Galperin, City Controller
Ana Guerrero, Office of the Mayor
Mandy Morales, Office of the Mayor
Miguel Santana, City Administrative Officer
Wendy Macy, Personnel