



ERIC GARCETTI
MAYOR

MEMORANDUM

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

From: Eric Garcetti, Mayor *EG*

Subject: **RE-EXEMPTION REQUEST – DEPARTMENT OF PUBLIC WORKS,
BUREAU OF SANITATION, (1) CHIEF FINANCIAL OFFICER**

Date: June 8, 2022

The Department of Public Works, Bureau of Sanitation (PW-BOS) requested that the Mayor approve the exemption of one (1) position of Chief Financial Officer, Class Code 9230, in accordance with Charter Section 1001(b), from civil service as management, professional, scientific, or expert services exemptions. On April 5, 2022, the Mayor's Office asked the Personnel Department to review PW-BOS' request.

The Chief Financial Officer position was previously approved for exemption under 1001(b) by the City Council and was subsequently filled. The position will be vacated on April 22, 2022 and will then be deleted from the count. 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 142 are approved. Approval of this request will not increase the count. As of the date of this letter, this request will be in the 142nd 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.

This Chief Financial Officer will manage the PW-BOS' various special funds of over one billion dollars and will provide direct oversight of both the Financial Management Division and the Administration Division; and provide oversight of the Personnel Department's activities associated with the Bureau's personnel-related issues. As a member of the executive management team, the Chief Financial Officer will be responsible for the

establishment and monitoring of financial goals and objectives, directing budget formulation and management, and maintaining financial control over the sources of funds. The position will also prepare complex analyses of the Bureau's fiscal status, and will ensure that all appropriate financial reports, both internal and external, are prepared and published.

The Chief Financial Officer position requires a bachelor's degree from an accredited four-year college or university and two years of full-time paid experience as a division manager in PW-BOS or in a position at that level, which provides managerial experience in budget, contracts, and personnel administration, utility rate setting, debt financing, and purchasing. A master's degree in business administration, accounting, or finance is highly desired.

While the Personnel Department does examine for the class of Chief Financial Officer, the Bureau believes the position's highly specialized responsibilities and the unique nature of the work, the exemption of this position will allow PW-BOS the flexibility to recruit and select the best-qualified candidate who possesses the necessary experience, talent, and expertise for the position. The duties and requirements as described are appropriate to the class of Chief Financial Officer.

Based on my review of Personnel's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of a Chief Financial Officer 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.

EG:alg

cc: Andre Herndon, Chief of Staff, Office of the Mayor
Heleen Ramirez, Legislative Coordinator, Office of the Mayor
Barbara Romero, Director and General Manager, Department of Public Works—
Bureau of Sanitation