



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

July 31, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**DEPARTMENT OF PARKS AND RECREATION MAPP APPOINTMENT REQUEST**

In accordance with Los Angeles County Code Section 6.08.385B, which refers to Promotional Appointments of MAPP participants, we have reviewed and recommend Board approval of the Department of Parks and Recreation's request (Attachment I) to appoint Mr. Robert Maycumber to the position of Regional Operations Manager, Parks and Recreation, at an annual salary of \$113,863.08 (\$9,488.59 per month). The recommended salary is above the control point of the S11 salary range (Step 9) and will result in a base salary increase of 9.48 percent above Mr. Maycumber's current annual salary of \$104,006.16 (\$8,667.18 per month).

Mr. Maycumber will fill the vacant funded Regional Operations Manager, Parks and Recreation position in the Administrative Services Agency and will serve as the Budget and Fiscal Services, Division Chief. Mr. Maycumber has been functioning as the acting in this position since May 2007 and has directed the budget, procurement, fiscal, accounting, and management services functions and supervised over 60 employees assigned to these areas.

Mr. Maycumber has a Bachelor of Science Degree in Accounting from California State University, Northridge and 21 years of comprehensive experience in public finance and accounting with the County of Los Angeles, with an emphasis in leading budget, procurement, and accounting operations. In addition to his knowledge of County financial systems, Mr. Maycumber has a total of 11 years working within the Department of Parks and Recreation, Budget and Fiscal Services and has a keen understating of

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only*

Each Supervisor  
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the Department's budget and fiscal operations. From July 2000 to May 2007, Mr. Maycumber performed in key fiscal management roles with the Department of Treasurer and Tax Collector. While there, he quickly established himself as the Department's subject matter expert for cost accounting, accounts payable, and accounts receivable. As evident from reviewing his resume, Mr. Maycumber's education and work experience clearly support the recommended salary (Attachment II).

Based on this information, we recommend that the Department's request be approved. Unless otherwise instructed by August 14, 2008, we will authorize Parks and Recreation to proceed with this appointment.

If you have any questions or require additional information, please contact Anthony Baker at (213) 974-1135.

WTF:LS  
RG:AB:kd

Attachments (2)

c: Executive Officer, Board of Supervisors  
County Counsel



COUNTY OF LOS ANGELES

ATTACHMENT I

DEPARTMENT OF PARKS AND RECREATION

"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

July 21, 2008

TO: Sharon R. Harper  
Chief Deputy  
Chief Executive Office

ATTN: Debbie Lizzari

FROM: Russ Guiney  
Director

SUBJECT: **REQUEST FOR APPROVAL TO PROMOTE – TIER 2 MAPP**

Attached is a hiring request to fill our vacant Regional Operations Manager position for Budget and Fiscal Services.

<u>No. Pos.</u>	<u>Classification</u>	<u>Organization Location</u>
1	Regional Operations Manger Parks and Recreation (S-11)	Administrative Services Agency

If you need additional information or have any questions regarding this request, please call me at (213) 738-2951, or Mr. John Wicker, Chief Deputy at (213) 738-2953.

RG:DM:DW:cj

c: Anthony Baker, Chief Executive Office  
John Wicker, Parks and Recreation

Attachments (5)

## ATTACHMENT

### JUSTIFICATION TO PROMOTE ROBERT MAYCUMBER REGIONAL OPERATIONS MANAGER, PARKS AND RECREATION ADMINISTRATIVE SERVICES AGENCY

In accordance with section 6.08.385 of the County Code and the guidelines for promotional appointment in the 1998 CEO memo on appointments to MAPP classifications, we are requesting approval to promote Mr. Robert Maycumber to Regional Operations Manager, Parks and Recreation (S11, Item No. 8773) at a rate of \$9,488.59/month (Step 9), effective upon CEO approval. This will provide Mr. Maycumber with an increase of 9.48%.

The Department conducted a departmental promotional examination for Regional Operations Manager, Parks and Recreation, that yielded several qualified candidates. Mr. Maycumber achieved Band 1 on the list and is reachable for appointment. He brings 21 years of comprehensive experience in public finance and accounting with Los Angeles County, with an emphasis in leading budget, procurement and accounting operations. In addition to his knowledge of County financial systems, he has a total of 11 years working within the Department of Parks and Recreation, Budget and Fiscal Services and has a keen understanding of the Department. From July 2000 to May 2007, Mr. Maycumber performed in key fiscal management roles with the Department of Treasurer and Tax Collector. While there, he quickly established himself as the Department's subject matter expert for cost accounting, accounts payable and accounts receivable.

I have been impressed by Mr. Maycumber's demonstrated leadership in Fiscal Services and his hard work and dedication in the crunch. For example, newly arrived in the Department of Parks and Recreation in May 2007, he quickly assessed the need to work with our managers on reining in services and supplies expenses and enlisted them in a highly successful initiative to assure expenditures came in within budget. Most importantly, he accomplished his goal by calmly engaging the attention and support of our management group instead of applying heavy-handed tactics. He displayed a rare combination of sound technical skills in fiscal management and effectiveness in building rapport with those he works with.

Attached is a copy of Mr. Maycumber's resume for your review, a CWTAPPS screen confirming his present salary (which includes a \$483 per month Out-of-Class bonus) and a list of Tier 2 MAPP participants and their respective salaries as of July 1, 2008.

If you have questions regarding this request, please call John Wicker, Chief Deputy at (213) 738-2953 or Debbie Martin, Administrative Deputy at (213) 368-5823.

COUNTY OF LOS ANGELES –  
DEPARTMENT OF PARKS AND RECREATION  
HIRING REQUEST

July 17, 2008

AGENCY/DIVISION:       ADMINISTRATIVE SERVICES AGENCY

REQUEST TO HIRE:       \_\_\_ New Hire   X Promotion   \_\_\_ Transfer

If this classification is on the Re-employment List, has clearance been obtained from Human Resources?       \_\_\_ Yes               \_\_\_ No               X Not Applicable

<u>Item No.</u>	<u>Item Title</u>	<u># of Items</u>	<u>CEO Disposition</u>
8773 A	Regional Operations Manager, Parks and Recreation	1	

Funding Source: Existing vacancy.

**JUSTIFICATION:**

See Attached

<b>Approved</b> _____	<b>Denied</b> _____
Signed: _____	Date: _____
Chief Executive Office	
Comments:	
_____	
_____	
_____	
When signed, return by fax to: 213.386.6620, Parks & Recreation, Human Resources	

ROBERT A. MAYCUMBER

## RESUME OF QUALIFICATIONS

### EDUCATION:

Bachelor of Science Degree – Option in Accounting  
California State University, Northridge  
Graduated December, 1986

### EXPERIENCE:

County of Los Angeles Department of Parks and Recreation  
433 South Vermont Avenue  
Los Angeles, CA 90020

Acting Regional Operations Manager, Budget and Fiscal Services – May 7, 2007 to the Present – Full Time (Out-of-Class – Effective 6/27/07)

### Duties and Responsibilities:

- Manage the Department's Budget and Fiscal Services Division, which includes the Budget, Accounting, Fiscal Services and Procurement Sections (70 positions)
- Manage the development and control of the Department's several budget units, including over 200 capital projects, eight (8) special funds and over 40 special districts
- Manage the Department's Accounting and Procurement operations
- Manage the Department's Fiscal Services operations, which includes the over 200 capital projects and over 40 special districts and the eight (8) special funds. It also includes all grant writing, reporting and claiming functions.
- Manage administrative investigations, audits and studies
- Special Projects as needed and writing and reviewing Board Letters, miscellaneous correspondence

**County of Los Angeles Department of Treasurer and Tax Collector**  
**473 Kenneth Hahn Hall of Administration**  
**500 West Temple Street**  
**Los Angeles, CA 90012**

**Accounting Officer III – (Promotion) October 10, 2006 to May 4, 2007 – Full Time**  
**Administrative Services Manager II September 12, 2005 to October 9, 2006 (FT)**

**Duties and Responsibilities:**

- Supervise staff that maintain and account for monies related to estates of deceased, tenants unclaimed, minor accounts and debt service payments.
- Internal Controls Certification Program Coordinator for the department.
- Responsible for preparing the Internal Controls Group's annual budget request.
- Responsible for preparing the Third Party Liability Report.
- Ensure anticipated revenues are realized by Board Letter or publication pursuant to Government Code Sections 50050-50057.
- Responsible for performing Transient Occupancy Tax Audits to ensure operator compliance with Los Angeles County Code.
- Develop procedures for the department.
- Provide bank-rating information for Letters of Credit and Certificates of Deposit to various Departments.
- Maintain the Bank Signature Authorization Letters for the County's bank accounts.
- Monitor Moody's and Standard and Poor's ratings changes of issuers of the County's Investment Pool.
- Maintain BAMTRAC requests and authorizations of set-up forms for the department.
- eCAPS Subject Matter Expert
- Special projects as needed

**County of Los Angeles Department of Treasurer and Tax Collector**  
**464 Kenneth Hahn Hall of Administration**  
**500 West Temple Street**  
**Los Angeles, CA 90012**

**Administrative Services Manager II**  
**September 1, 2003 to September 11, 2005 – Full Time**

**Duties and Responsibilities:**

- Supervision of Budget and Fiscal personnel (5 people)
- Assists the Administrative Deputy with the development and control of the Department's operating budget (\$60 million)
- Oversees the Department's Accounts Payable Function
- Oversees the Department's Billing Function
- Assists the Administrative Deputy with the development of the Department's monthly estimated/actuals
- Oversees the development of all of the Department's billing and overhead rates
- Oversees the Department's 130 account Job Cost Accounting and Billing System

**County of Los Angeles Department of Treasurer and Tax Collector (cont'd)**

- Special projects as needed, writing Board letters and miscellaneous correspondence
- Currently serving as the Department's Subject Matter Expert for Cost Accounting, Accounts Payable and Receivable

**Assistant Operations Chief, Treasurer and Tax Collector**  
July 1, 2000 to August 31, 2003 – Full Time

**Duties and Responsibilities:**

- Supervision of Budget and Fiscal personnel (6 people)
- Manages the development and control of the Department's operating budget (\$60 million)
- Manages the Department's Accounts Payable Function
- Manages the Department's Billing Function
- Manages the development of the Department's monthly estimated/actuals
- Manages the development of all of the Department's billing and overhead rates
- Manages the Department's 130 account Job Cost Accounting and Billing System
- Manages the development of departmental fee studies
- Special projects as needed, writing Board letters and miscellaneous correspondence

**County of Los Angeles Dept. of Ag. Commissioner/Weights and Measures**  
12300 Lower Azusa Rd.  
Arcadia, CA 91006

**Chief, Administrative Services (R-10)**  
April 6, 1998 to June 30, 2000 – Full Time

**Duties and Responsibilities:**

- Supervision of Personnel, Payroll, Budget, Accounting, Procurement and Management Information Systems operations (20 people)
- Manage the development and control of the Department's several budget units (\$20 million)
- Manage the Department's Accounting and Procurement operations
- Manage departmental systems, productivity, records and forms management, space planning and management studies
- Direct legislative analysis and grant coordination programs which have budgetary and operational impact on the Department
- Manage the maintenance and development of the Department's information systems
- Manage and coordinated the Department's annual Internal Control Certification Program
- Manage Personnel and Payroll operations
- Direct administrative investigations, audits and studies



**County of Los Angeles Dept. of Ag. Commissioner/Weights and Measures (cont'd)**

- Special projects as needed and writing and reviewing Board letters, miscellaneous correspondence
- Serve as the Department's Administrative Deputy and Affirmative Action Officer

**County of Los Angeles Department of Parks and Recreation  
433 South Vermont Avenue  
Los Angeles, CA 90020**

**Acting Head, Budget and Management Services (Out-of-Class)**

August 25, 1997 to February 17, 1998 – Full Time\*

**\*Resumed Administrative Services Manager II Duties** (Budget/Procurement Unit Supervisor) on February 18, 1998 until April 5, 1998

**Duties and Responsibilities:**

- Supervision of the Department's Budget/Procurement, Accounting, Data Systems and Management Services Division (51 positions)
- Managed the development and control of the Department's several budget units, including capital projects, special development and special districts (Over \$500 million in Total)
- Managed the Department's Accounting and Procurement operations
- Managed the departmental systems, productivity, records and forms management, space planning and management studies
- Directed administrative investigations, audits and studies
- Managed and coordinated the Department's annual Internal Control Certification Program
- Special Projects as needed and writing and reviewing Board Letters, miscellaneous correspondence

**Administrative Services Manager II**

October 9, 1990 to August 24, 1997 – Full Time

**Duties and Responsibilities:**

- Supervision of the Department's Budget/Purchasing Section (14 positions)
- Recommendations to management for solutions to problems concerning budget cuts, computer systems, enhancement of existing positions, practicality of new positions, organizational structure, enhancement of existing and new revenue sources, cost savings, and financial status
- Management, production, and submission of the Department's \$70 million Operating Budget (General Fund), six (6) Special Development Budgets totaling \$14.8 million, 46 Special District Budgets totaling \$10 million, and an over \$500 million Regional Park and Open Space District Budget including \$33 million for Capital Projects
- Preparation of the Department's monthly estimated/actuals and monitoring of its annual financial status

**County of Los Angeles Department of Parks and Recreation (cont'd)**

- Department's Budget liaison to the Chief Administrative Office and Auditor-Controller
- Control of all departmental hiring
- Preparation of the Department's Organizational listing and all of its Organization charts
- Preparation of the Department's Budget Allocation Detail book distributed to Executive Staff
- Responsible for all of the Department's purchases and on-line processing of over 10,000 payment transactions to vendors
- Responsible for upholding Department and County purchasing policies and accounting practices
- Assisting with the development of the Department's Information systems
- Preparation of studies and reports for management
- Writing and reviewing Board Letters, miscellaneous correspondence

**Last Title Held – Accounting Officer I (Began as Accountant I in 1987)**  
January 1987 to October 1990 – Full Time

**Duties and Responsibilities:**

- Supervision of Revenue and Cost Accounting Units (11 people)
- Supervision of the accounting and reconciliation of all the Department's revenue deposits and expenditure transactions to its operating, six (6) special development and over 40 Special District Budget units, over 200 Capital Projects, and over 60 Special fund and trust accounts
- Production of all in-house month and fiscal year-end revenue and expenditure reports for management
- Monitoring, tracking and reconciliation of the Department's over 200 capital projects' expenses and revenues
- Development of the Department's overhead and equipment usage rates

**MAJOR ACCOMPLISHMENTS:**

**Treasurer and Tax Collector (4 years and 1 month)**

- Responsible for several fee studies which resulted in an increase in revenue to the County and the Treasurer and Tax Collector. One of these was the Countywide Non-Sufficient Fund Check fee.

**Agricultural Commissioner/Weights and Measures ( 2 years and 3 months)**

- Assisted the Department with their 3 year old plan to consolidate their Agricultural Inspectors and Weights and Measures Inspectors into a combined series, which was passed by the Board on August 18, 1998.

**Parks and Recreation (11 years and 3 months)**

- Reduced Budget/Purchasing staffs' annual overtime hours from approximately 100 to zero in 1994
- Assisted with the merger of Parks and Recreation and the Department of Arboreta and Botanical Gardens
- Recommended and assisted with the development of the Department's Monthly Financial Status Reporting System including quality graphics
- Recommended and assisted with the development of the Department's current Purchasing database and its current Cost Accounting System
- Developed a database to track revenue and expenses for over 200 capital projects

**\*\*Note** All of the systems improvements increased staff efficiency and simplified monitoring of the Department's annual financial picture.