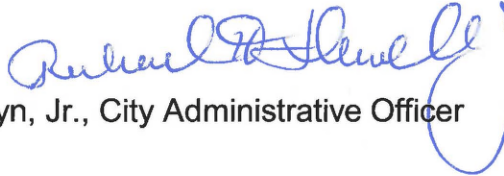


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 7, 2018

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer



Subject: **LOS ANGELES ADMINISTRATIVE CODE – TECHNICAL CHANGES**

**Recommendations**

It is recommended that:

1. The City Council, subject to approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Ordinance No. 184251 (2015-16 to 2017-18 Fiscal Year Salaries and Benefits) to establish the salary for the new, non-represented class of Assistant Executive Director Department on Disability (Code 9722), and provide revised salaries for the non-represented class and pay grades of Senior Labor Relations Specialist I and II (Codes 9202-1 and 9202-2);
2. The City Council authorize the City Administrative Officer, upon accretion of said new class to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance; and
3. The City Council authorize the Controller and City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

**Summary**

At its meeting on September 13, 2018, the Civil Service Commission approved the creation of the new class of Assistant Executive Director Department on Disability (Code 9722). Subsequently, on September 28, 2018, the Executive Employee Relations Committee (EERC) approved establishing the salary for the new, non-represented class at Salary Range 5313 (\$110,935 - \$166,664), which is consistent with the salaries for the Assistant General Manager positions at the Department of Neighborhood Empowerment and the Emergency Preparedness Department.

Accordingly, the ordinance transmitted herewith adds Assistant Executive Director Department on Disability at Salary Range 5313 to the City's classification listing in Schedule "A" of Los Angeles Administrative Code Section 4.61 by amending Ordinance No. 184251, the operative Schedule "A" listing.

Also in accordance with instructions from the EERC on September 28, 2018, the ordinance transmitted herewith includes revised salaries for the class and pay grades of Senior Labor Relations Specialist I and II (Codes 9202-1 and 9202-2). To address recruitment and retention issues, the EERC instructed that the salaries be increased to match those of Personnel Director I and II, which draw from the same potential candidate pool.

**Fiscal Impact**

Any costs associated with the technical changes reflected in the attached ordinance will be absorbed within budgeted funds for the employing departments.

*RHL:DB:CEC:0719046*

Attachment