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February 5, 2018

Honorable Members of the City Council  
c/o Office of the City Clerk  
200 North Spring Street, Room 300  
Los Angeles, CA 90012

Dear Honorable Members:

Request for Senior Personnel Analyst Position Authority

The Fiscal Year 2017-18 Adopted Budget includes \$132,000 in the Unappropriated Balance authorizing to the Los Angeles Fire Department (LAFD) a Position Control Officer responsible for managing and facilitating sworn employees returning from Injury-on-Duty (IOD). The LAFD, with assistance of the Personnel Department, was instructed to report on several issues. The response to each of these issues is provided below.

*1. Responsibilities of the Proposed Position*

The primary focus of this position is to monitor the status of Department sworn employees off work due to injury on duty or illness to ensure that timely and appropriate measures are taken to facilitate their return to work as early as possible. The position will be designated as the Return to Work Coordinator, rather than Position Control Officer, as it is more descriptive of the duties and responsibilities, which will include, but not be limited to, the following:

- Develop procedures and protocols for monitoring and processing sworn members off duty due to IOD or illness to facilitate an effective return to work program.
- Maintain coordination with appropriate LAFD staff (e.g., Personnel Services Section, Risk Management), other department representatives (e.g., Personnel Department, Medical Services Division) and the third party workers' compensation administrator to facilitate employees' return to work.
- Provide information on Family and Medical Leave Act provisions and refer to Personnel Services Section for guidance and processing of requests.
- Maintain and analyze data (e.g., length of time each employee has been off work due to IOD/illness, number of employees returning to work on a monthly basis, employees on temporary or permanent modified duty assignments) and prepare reports.

- Facilitate the reintegration process for sworn employees returning to work after being off for at least six months.

2. *Proper Allocation of Return to Work Coordinator*

It was determined by the Personnel Department that the duties and responsibilities are consistent with those of the class of Senior Personnel Analyst, which performs difficult technical staff assignments in personnel administration. In all other City departments, including the Police Department, facilitating return to work, conducting reasonable accommodation activities and related duties are performed by employees within the Personnel Analyst class series. For these reasons, the LAFD requests position authority for a Senior Personnel Analyst to serve as the Return to Work Coordinator.

3. *Metrics to Monitor the Success of the Return to Work Coordinator*

The Department will monitor, through the payroll system, the number of sworn employees returning to work on a monthly basis. Because of the monthly fluctuations in the numbers returning to work, depending on the number of employees who were off for a short duration due to relatively minor on-the-job injuries, a quarterly average will be used to monitor the progress toward increasing the number of employees returning to work. For example, the Fourth Quarter of Calendar Year 2017 averaged 222 sworn employees off on IOD. During this quarter, an average of 45 employees returned to duty. The Department will conduct a similar analysis after the Senior Personnel Analyst is appointed to establish a baseline to monitor the effectiveness of the program, and to make program adjustments for improvements, as necessary.

4. *Responsibility for Return to Work from Maternity Leave*

The Senior Personnel Analyst would provide the initial contact with sworn employees returning to work from maternity leave, and refer the employee to the Personnel Services Section (PSS) to address or clarify any maternity leave related issues. PSS is comprised of analysts who are subject matter experts on family and medical leave issues, including maternity leave. This centralized point of contact by the Senior Personnel Analyst provides improved continuity and consistency in the return to work process for employees who were off on maternity leave.

Recommendations

In order to facilitate the appointment of a Senior Personnel Analyst to function as the Return to Work Coordinator, it is recommended that City Council, subject to approval of the Mayor:

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1. Request the Controller to transfer \$132,000 from the Unappropriated Balance, Fund 100, Department 58, Account 580246, Fire Position Control Officer, to the Los Angeles Fire Department, Fund 100, Department 38, Account 001010, Salaries General.
2. Authorize one Senior Personnel Analyst I (Code 9167-1) position on resolution authority to the Fire Department from March 1 through June 30, 2018, subject to allocation by the Civil Service Commission.
3. Authorize the Fire Department to make any technical adjustments, subject to approval of the CAO, to comply with the intent of Council action on this matter, and authorize the Controller to implement the instructions.

Sincerely,



RALPH M. TERRAZAS  
Fire Chief