

BOARD OF  
BUILDING AND SAFETY  
COMMISSIONERS

VAN AMBATIELOS  
PRESIDENT

E. FELICIA BRANNON  
VICE PRESIDENT

JOSELYN GEAGA-ROSENTHAL  
GEORGE HOVAGUIMIAN  
JAVIER NUNEZ

CITY OF LOS ANGELES  
CALIFORNIA



ERIC GARCETTI  
MAYOR

DEPARTMENT OF  
BUILDING AND SAFETY  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

FRANK M. BUSH  
GENERAL MANAGER  
SUPERINTENDENT OF BUILDING

OSAMA YOUNAN, P.E.  
EXECUTIVE OFFICER

November 15, 2018

Honorable Councilmember Paul Krekorian, Chair  
Budget and Finance Committee  
City Hall, Room 435

Attention: Adam Lid, Legislative Assistant

**BUILDING AND SAFETY FISCAL YEAR 2018-19 INTERIM BUDGET REQUESTS FOR  
INSPECTION, ENGINEERING, AND ADMINISTRATIVE SUPPORT**

The Los Angeles Department of Building and Safety (LADBS) urgently needs to address the sustained increase of demand for services: Construction activities continue to increase year-over-year (Major Projects with a valuation of over \$10 million have a projected increase of 32% over last fiscal year) and new regulations and programs have been mandated without the addition of requisite resources to address them. The positions in this request are for 1) inspector and engineer classifications needed to address revenue-generating workload and provide the coordination and oversight of the related services and, 2) support for the Department's mission-critical systems and core functions.

Lack of resources have resulted in delayed services which in turn have negatively affected the timely start and completion of some development projects. Further, delays negatively impact other goals of the Mayor and City Council such as creating jobs, building housing units, completing LAWA projects, and addressing sustainability incentive programs.

All of the positions in this request will be funded by the Building and Safety Building Permit Enterprise Fund (Enterprise Fund, 48R) or the Planning Case Processing Fund (PCP Fund, 52D), so **there will be no impact on the General Fund.**

The Department feels strongly that they cannot afford to wait until after August 2019 (adoption of the FY 2019-20 Budget and allocation of the positions) to address these delays. Therefore, the Department respectfully submits the following interim requests for Fiscal Year (FY) 2018-19 for your approval:

- Resolution authority and funding for one (1) Principal Inspector (PI), one (1) Sr. Electrical Inspector (Sr. EI), and one (1) Electrical Inspector (EI) to address span of control issues, help provide the necessary supervisory support to effectively implement Measures of Effectiveness (MOE) guidelines, and support increased workload in the Electrical Inspection Division (*will be funded by the Enterprise Fund, 48R*).

- Resolution authority and funding for two (2) Safety Engineer Elevators (SEE) to address the backlog of periodic re-inspections and additional workload from inspections on permitted work in the Elevator and Pressure Vessel Inspection Division (*will be funded by the Enterprise Fund, 48R*).
- Resolution authority and funding for one (1) Sr. Fire Sprinkler Inspector (Sr. FSI) and one (1) Fire Sprinkler Inspector (FSI) to provide sufficient staff resources to support increased workload in the Department's Plumbing, Heating, and Fire Sprinkler Inspection Division (*will be funded by the Enterprise Fund, 48R*).
- Resolution authority and funding for four (4) Structural Engineering Associate II (SEA), one (1) SEA III, and one (1) SEA IV to address sustained increased workload impacting the Department's Structural Plan Check (*will be funded by the Enterprise Fund, 48R*).
- Funding for one (1) Sr. Building Mechanical Inspector, one (1) Building Mechanical Inspector, and additional appropriation to be utilized as needed for full-time or overtime salaries to support implementation of the Monitoring, Verification, and Inspection Program (MVIP). These two positions have been authorized without funding since FY 2014-15, pending implementation of the program (*will be funded by the Planning Case Processing Fund, 52D*).
- Resolution authority and funding for one (1) Internal Auditor (IA) IV to provide independent and objective auditing, reviewing, and consulting services to the Department (*will be funded by the Enterprise Fund, 48R*).
- Resolution authority and funding for one (1) Graphic Designer (GD) II to assist in the ongoing programming and development stage of ePlanLA, Existing Building Energy and Water Efficiency (EBEWE) program, BuildLA project and other Department websites and publications (*will be funded by the Enterprise Fund, 48R*).
- Resolution authority and funding for two (2) Programmer Analyst (PA) III positions to provide the Department with full-time staff resources with the necessary skill set to support Department programming needs and new implementations including ePlanLA, EBEWE, and BuildLA. The Department intends to delete two (2) Systems Analyst positions on regular authority in the upcoming FY 2019-20 Proposed Budget in exchange for these position authorities (*will be funded by the Enterprise Fund, 48R*).

**Electrical Inspectors** – The Electrical Inspection Division currently lacks the necessary supervisory resources to adequately monitor and support the Department's Electrical Inspectors and Senior Electrical Inspectors, a situation exacerbated by the sustained increased workload experienced by the Division. Currently, only one (1) existing Principal Inspector in the Electrical Inspection Division is available to conduct quarterly MOEs on twenty-two (22) Senior Electrical Inspectors; review and approve all bi-monthly MOEs performed by Senior Electrical Inspectors on assigned Electrical Inspectors; and ensure that all MOE guidelines are followed within the Division. MOEs were established by LADBS to ensure consistent application of Department policies, assist inspectors with constructive feedback on their current performance, and provide inspectors with training for improvement of inspection techniques/skills utilized in field inspections. MOE guidelines require the following three (3) evaluations be performed by all Supervising Inspectors for each inspector they supervise: Detailed Job File, Field Follow-up, and "Last Stop" checks. Supervising at a 22:1 ratio of Senior Electrical Inspectors to Principal Inspectors does not provide Senior Inspectors sufficient time for individual support with regards to MOE guidelines and principles, resulting in reduced overall effectiveness of the Division.



The sustained continual increase in workload over the past five years requires additional inspector positions to meet the increased demand. The number of commercial electrical inspections performed has continued to rise from 60,842 in FY 2013-14 to 80,286 in FY 2017-18. In addition to these sustained year-over-year increases, the Department anticipates further increases in workload due to the Commercial Lighting Incentive Program (CLIP) and special projects currently underway at LAWA. CLIP is provided by the Los Angeles Department of Water and Power (LADWP) and offers incentives to building owners who replace old lighting fixtures with new energy efficient lighting and controls in order to reduce energy consumption throughout the City. This requires all building owners participating in the CLIP to obtain electrical permits and inspections from LADBS. LADBS and LADWP have jointly determined that designating an electrical inspector at LADBS and reserving blocks of time within a day is beneficial to the coordination of the required work. This ensures that access to sites and any necessary equipment are available for inspection at multiple job sites in consecutive order, creating an efficient and effective inspection process. Additionally, LAWA currently is undergoing major renovations with new projects being developed including, but not limited to, the following: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. LADBS anticipates that CLIP and LAWA projects will generate approximately 25 additional electrical inspections daily, or 6,500 annually. The requested EI and Sr. EI authorities are needed to address this additional workload demand for high quality and timely services.

These positions provide revenue-generating services and will be 100% funded by the Enterprise Fund (48R). See attached Commercial Inspection Interim Request for additional information on this request.

**Elevator Inspectors** – The Department currently lacks adequate resources to meet the demand for inspection services for periodic re-inspections within the City's mandated twelve-month time period. In order to be in compliance with Los Angeles Municipal Code (LAMC) Section 92.0207(g), periodic re-inspections must be "made at intervals not longer than twelve months for all elevator equipment or related devices regulated by this Code." The Department is currently carrying a backlog of approximately 8,000 periodic re-inspections and needs to reduce this backlog. The requested SEE positions are necessary to reduce the backlog and bring the Department into compliance with the LAMC. This Division is responsible for performing inspections of all existing elevators and related conveyances, new installations, and modernization and repair of existing devices, as well as responding to customer complaints and accident reports.

In addition to the backlog, the Department estimates an increase in workload for new elevators stemming from inspections conducted on permitted work. These new elevators will eventually become part of the regular annual inspection workload once they are approved and permits finalized. LADBS anticipates these new elevators will create approximately 4,000 additional inspections annually. Additionally, LAWA currently is undergoing major renovations with new projects being developed including, but not limited to, the following: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. The requested SEE positions are needed to address the anticipated additional workload demand and ensure high quality and timely services. As the number of elevator inspections performed is estimated to rise by 7% (24,434 in FY 2017-18 to 26,173 in FY 2018-19), it is important to ensure the Department has sufficient staff that are properly trained so that LADBS does not fall short in maintaining the goal of completing 99% of elevator inspections within 24 hours.

These positions provide revenue-generating services and will be 100% funded by the Enterprise Fund (48R). See attached Commercial Inspection Interim Request for additional information on this request.

**Fire Sprinkler Inspectors** – The Department currently lacks adequate resources to provide timely inspection services for customers requesting assistance from the Plumbing, Heating, and Fire Sprinkler Inspection Division. The Division is responsible for performing fire sprinkler inspections of all commercial and industrial buildings, and verifies compliance with the fire sprinkler code. In FY 2017-18, the Department performed 36,869 fire sprinkler inspections, the most inspections ever performed in one year by the Division. Subsequently, the Division saw a significant decrease in the ability to complete fire sprinkler inspections within 24 hours, from 97% in FY 2016-17 down to 88% in FY 2017-18. Due to the increase in workload, LADBS had to reschedule over 4,800 (13%) requests for fire sprinkler inspections. The requested FSI and Sr. FSI authorities are necessary to support the high demand for inspections and achieve the goal of completing 90% of fire sprinkler inspections within 24 hours.

The Department estimates an additional increase in workload due to the new projects and major renovations currently underway at LAWA. These projects and renovations include, but are not limited to: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. LADBS anticipates the additional work at LAWA will generate approximately 2,000 to 3,000 additional fire sprinkler inspections annually. As the number of fire sprinkler inspections performed continues to rise (32,791 in FY 2015-16 to 36,869 in FY 2017-18), it is important to ensure the Department has sufficient staff that are properly trained to achieve the goal of completing 90% of fire sprinkler inspections within 24 hours. In order to sustain high quality inspection services and provide adequate customer support, the requested FSR and Sr. FSI are needed to support the increased workload demand within the Fire Sprinkler Division.

These positions provide revenue-generating services and will be 100% funded by the Enterprise Fund (48R). See attached Commercial Inspection Interim Request for additional information on this request.

**Structural Engineering Associates** – The Department's Structural Plan Check (SPC) has experienced a steady increase in workload over the past several years. The number of plan check jobs filed in the first quarter of FY 2018-19 is approximately 8% higher than the number of jobs filed during the same period in FY 2017-18. Overall, the workload has increased by 24% between FY 2015-16 and FY 2017-18, while the staffing level for SPC has not increased accordingly. This has resulted in unacceptable backlogs causing the Department to fall behind in meeting its performance goals, fail to meet industry expectations and contribute to delays in construction, business openings, and housing starts. The staff shortage has also caused increased wait times at the public counters and staff burnout.

New regulations and programs, such as the Housing Linkage Fees, City of Los Angeles Comprehensive Homelessness projects, accessory dwelling units (ADUs), and Landside Access Modernization Program (LAMP) Project have increased the demand for services in the Department's SPC. This volume of work has put a drain on the resources needed to effectively address the work generated by these new initiatives. The sustained increase in workload and the challenge of LAMP/LAX Project in particular demands the addition of one (1) full-time SEA III and one (1) SEA IV to provide the guidance, plan check, and construction related assistance to design and construction consultants necessary to keep up with the Project's aggressive schedule.

In order to address this sustained increase in workload and achieve the Department's goal of completing 85% of building plan check jobs within 15 days, it is crucial that this interim request for resolution authority and funding be approved. These positions provide revenue-generating services and will be 100% funded by the Enterprise Fund (48R). See attached Structural Plan Check Interim Request for additional information on training requirements and attrition issues that further exacerbate the staffing problem in SPC.

**Funding for MVIP Positions** – The Department is requesting funding for two inspector positions currently authorized without funding and an additional appropriation to be utilized by the Department for regular or overtime salaries, as needed. These resources will provide the Department the ability to meet the workload it has on hand for MVIP as well as the flexibility to quickly fund additional overtime or full-time positions in the near future should DCP follow through on its plan to refer approximately 1,000 pending cases by the end of FY 2018-19.

In December 2014, a Memorandum of Agreement (MOA) was signed by LADBS and the Department of City Planning (DCP) to establish the MVIP. LADBS provides on-site inspection and enforcement of compliance with conditions for discretionary actions related to approval of Conditional Use Permits (CUP), which ensures that the conditions placed on approved entitlements are enforced to preserve and safeguard the quality of life in communities. Per the MOA, cases referred by DCP through MVIP must have an on-site inspection completed by LADBS within 10 days of referral. If the case is complaint based, LADBS must complete an on-site inspection within 5 days. Any issues of non-compliance found during this inspection result in issuance of an Order to Comply (OTC), and require a re-inspection within 20 days.

In the FY 2018-19 Budget, LADBS requested resolution authority and funding for MVIP. Although resolution authority was granted, no funding was authorized for the requested positions. No position funding was provided at the time of budget adoption because the MVIP had not yet been implemented. Instead, only overtime in the amount of \$200,000 for existing positions was provided. As a result, at the start of the fiscal year the Department was only able to assign MVIP referred cases as additional workload to current inspection staff on an overtime basis, and had no full-time staff available for the Program.

Implementation of MVIP began in June 2018 when DCP started to refer new cases on a weekly basis to LADBS to conduct on-site inspections. The Department was initially able to handle the workload utilizing the overtime appropriation provided in the FY 2018-19 Adopted Budget. However, as of November 2018, the Department has been referred 300 cases and is no longer unable to keep up with the workload. In addition, prior to implementation in June 2018, DCP had many cases pending referral to LADBS, resulting in a current total of 1,000 cases pending referral. These cases are in addition to new cases projected to be submitted on a weekly basis. DCP stated that they intend to refer these pending cases to LADBS by the end of FY 2018-19. As a result of the implementation of the program and expected influx of pending cases, LADBS is requesting to fund two positions that are currently authorized without funding and obtain additional appropriation for overtime to support both inspection and administrative staff needs to address the expected referral of up to 1,000 cases.

The requested funding will be from the PCP Fund (52D) and is fully fee-supported, with no impact to the General Fund. See attached Conservation of Existing Structure Interim Request for additional information.

**Internal Auditor** – The Department urgently requires additional resources to establish an Internal Audit Section (IAS) to support its on-going effort to reform and enhance internal controls. The IAS will report directly to the General Manager and will work to support and enhance changes adopted in May 2018 to address deficiencies in the Department's procurement policies and procedures, especially those related to the Department's information technology (IT) projects. Following implementation of these new policies and procedures, the Department determined that additional staff resources would be necessary to support and reinforce them. The IAS will ensure that the IT development and performance of information systems of a broad range of Department functions is independently assessed and audited. In order to increase the transparency and accountability regarding procurement and information systems projects, LADBS is requesting one (1) IA IV to implement the IAS.

This position will support revenue-generating services and be 100% funded by the Enterprise Fund (48R). See attached General Administration and Support Interim Request for additional information on this request.

**Graphic Designer** – The Department has an immediate need for a full-time graphic designer to address enterprise/city wide projects currently underway, planned for the future, and maintenance of existing programs.

Current enterprise/city wide projects include ePlanLA, BuildLA, and the Existing Building Energy and Water Efficiency (EBEWE) Portal. Future projects include portals for Universal Cashiering, Inspection System, Plan Check System, Code Enforcement Inspection System, and an Emergency Response System. Maintenance relates to all of LADBS' existing online services, such as electronic forms, outreach, and navigational aids for services (including help videos).

- **ePlanLA** is a web-based application for online plan submittal and electronic document review that allows customers to submit online plans that require review and approval for permits. While currently in the pilot phase for certain LADBS plan types, ePlanLA will be advanced in the coming years to allow for all types of plan checks offered by the City of Los Angeles.
- **The EBEWE Program** is mandated through the Los Angeles Municipal Code (Ordinance 184674, Council File 14-1478) for the purpose of improving water and energy efficiency. Owners of buildings covered by the EBEWE Program (more than 13,000 buildings) are required to use the Portal to comply with the requirements of the Program (e.g., register and pay fees). The EBEWE Portal also provides vital compliance information, including real time building compliance status, reporting instructions, and links to other involved agencies (LADWP, SoCalGas, Better Buildings Challenge, Environmental Protection Agency-EPA, and the EPA's Portfolio Manager System).
- **BuildLA** is a web-based portal that helps interconnect online development services and delivers them to customers for the City of Los Angeles.

The skillset of a GD II is essential in creating a cohesive and comprehensive layout to mitigate any difficulties users may experience as they attempt to navigate the websites. The position will help create applications with an intuitive and attractive user interface that also complies with current best practices and ADA requirements. In addition, a GD II's experience in logo creation, color usage, and web form implementation is a unique skill set that cannot be outsourced to other positions in the Department. These skills would also be applied to the creation and distribution of online and printed advertisements publicizing applications as they become available to the public.



The GD II position is urgently needed now is to prevent delays and ensure successful implementations of ePlanLA, EBEWE Program, and BuildLA,

This position will support revenue-generating services and be 100% funded by the Enterprise Fund (48R). See attached Technology Support Interim Request for additional information on this request.

**Programmer Analyst III** – The Department has a critical need for PA resources to develop and support programming functions at LADBS. With only two PAs in the Department's Technology Services Bureau (TSB) Application Systems Division, the Department lacks the expertise for design, development and writing computer programs. Many of the Department's programming functions are custom codes developed by contract programmers, which then must be supported in the long term by full-time Department staff. Many of the Department's programming functions are custom codes developed by contract programmers, which then must be supported in the long term by full-time Department staff. Another issue is the increase in outage times due to a shortage of staff trained in specialized knowledge of legacy systems, including the Plan Check Information System (PCIS), Code Enforcement Information System (CEIS), and Plan Check Activity Module (PCAM). The proposed PA III's would be tasked with the modernization of these systems, as these mission-critical legacy systems are LADBS owned systems and it is often difficult to obtain contractors that can support them due to their obscure programming languages. The lack of sufficient in-house programming resources also impact's the Department's ability to address system emergencies, as there is currently not enough full-time staff for efficient mobilization in the event of a system emergency. Furthermore, efforts for new development—including ePlanLA and the Universal Cashiering System (UCS), which will integrate and optimize fee collection services for various Development Services Departments—have been delayed in the past due to the Department's dependency on the availability of its two existing PAs. It is necessary to retain a sufficient number of knowledgeable, capable employees with programming skills to provide backup support as well as to speed up current development efforts.

The Department requests authority to hire two additional PA III positions immediately, and will keep two existing Systems Analyst positions vacant pending their deletion in the upcoming FY 2019-20 Proposed Budget. These positions will support revenue-generating services and be 100% funded by the Enterprise Fund (48R). See attached Technology Support Interim Request for additional information on this request.

Please contact Steve Ongele, Assistant General Manager and Chief of the LADBS Resource Management Bureau at (213) 482-6703 should you need additional information regarding this request.



FRANK M. BUSH  
General Manager

Attachments (5)

c: Ana Guerrero, Chief of Staff, Mayor's Office  
Miguel Sangalang, Deputy Mayor  
Aurora Abracia, Chief Administrative Analyst  
Nicholas Campbell, Office of the City Administrative Officer  
Sharon Tso, Chief Legislative Analyst



## 2018-19 Interim Budget Program Request

<b>Department Name:</b> Building and Safety	
<b>Program Code:</b> BA0815	<b>Program Name:</b> Commercial Inspection and Licensing
<b>Detail of Budget Program Requests</b> <i>Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc) when referencing each Budget Request.</i>	
<b>REQUEST F (Interim Budget Request)</b>	
<b>Name of Request:</b> New Funding for Electrical Inspection Positions	<b>Total Request Amount:</b> \$219,300
<b>Description of Request:</b> <i>Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.</i>  LADBS requests resolution authority and seven months funding for one (1) Electrical Inspector (EI), one (1) Principal Inspector (PRI), and one (1) Senior Electrical Inspector (Sr. EI). These positions will address span of control issues, help provide the necessary supervisory support to effectively implement Measures of Effectiveness (MOE) guidelines, and support increased workload in the Electrical Inspection Division. All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R).	
<b>Departmental Collaboration:</b> <i>If this request was developed in conjunction with other departments, list the departments below.</i>  N/A	
<b>REQUEST F - PART 1</b>	
<b>Justification</b> 1. What problem is being addressed and how will this request address it?  The problem is the lack of adequate supervisory resources in the Electrical Inspection Division to fully implement Measures of Effectiveness (MOE) guidelines meant to measure and improve inspection services provided to the public, and sustained increased workload that demands additional staff resources.  <u>PRINCIPAL INSPECTOR</u> On average, each inspection service division contains a staff ratio of approximately one (1) PRI for every eight (8) Senior Inspectors. However, the Electrical Inspection Division consists of one (1) PRI and twenty-two (22) Senior Inspectors, more than double the Inspection Bureau's average. The PRI in this request addresses the problem by providing sufficient supervisory support to the large number of Senior Inspectors in the Electrical Inspection Division. This will allow Senior Inspectors sufficient time and opportunity to receive individual support on MOE guidelines from the PRIs, thus ensuring LADBS sustains high quality inspection services provided to the public. This Division is responsible for performing inspections of all commercial and industrial buildings, and verifies compliance with the electrical code.	



## **2018-19 Interim Budget Program Request**

Division	Principal Inspectors (PI)	Senior Inspectors (SI)	Inspectors	Ratio (PI:SI)
Building Inspection	3	25	27	1:8
Electrical Inspection	1	22	15	1:22
Elevator Inspection	1	7	15	1:7
Mechanical Inspection	2	14	17	1:7
Plumbing/HVAC/Fire Inspection	1	5	9	1:5
Pressure Vessel Inspection	1	5	7	1:5
Inspection Case Management	1	9	4	1:9
Overall	10	87	94	1:8

MOEs are used throughout the Inspection Bureau to ensure consistent application of Department policies, assist inspectors with constructive feedback on their current performance, and provide inspectors with training for improvement of inspection techniques/skills utilized in field inspections.

MOE guidelines require all Supervising Inspectors to perform the evaluations described below for each Inspector they supervise.

- Detailed Job File - To ensure thoroughness and clarity of record keeping, the Supervising Inspector prepares a detailed evaluation for each inspector. The evaluation contains a review of documents and electronic file notes from the Plan Check Inspection System (PCIS) and M-Power system on the following information: locations of work inspected; inspection result codes to report on the status of the site (i.e. 2 digit numerical codes such as "09" representing an order to comply was issued); required reports and certifications; issuance of certificates of occupancy and temporary certificates of occupancy; completed permits; correction notices; orders to comply; code violations; and other supporting information.
- Field Follow-up - To ensure quality customer service, the Supervising Inspector conducts follow-up evaluations at job sites where the inspector has recently completed an inspection. The evaluation contains: an interview of the contractor/owner for feedback; a list of names, contact information, and comments on their experience(s) with the inspector; and documentation of field inspection time management.
- "Last Stop" Check - To ensure accuracy and completeness of inspector route sheets, the Supervising Inspector conducts a "last stop" check on the inspector. The evaluation contains: documentation of the address and date; verification of the inspectors arrival and departure times; and a comparison of the information listed on the inspector's route sheet.

Supervising Inspectors are also responsible for conducting these MOEs bi-monthly at two (2) consecutive job sites for each inspector within their assigned inspection services



## **2018-19 Interim Budget Program Request**

discipline. Inspection services include building, electrical, mechanical, plumbing, HVAC, elevator, pressure vessel, and fire life safety disciplines as well as inspection case management.

In addition to reviewing and approving all MOEs conducted by the Senior Inspectors, the PRI must also prepare a quarterly MOE for each Senior Inspector, and is ultimately responsible for ensuring all MOE guidelines are followed within the division.

### **SENIOR ELECTRICAL INSPECTOR AND ELECTRICAL INSPECTOR**

While the Department has experienced sustained year-over-year increases in workload over the past several years, further increases in workload are expected due to the Commercial Lighting Incentive Program (CLIP) and special projects currently underway at LAWA. CLIP is provided by the Los Angeles Department of Water and Power (LADWP) and offers incentives to building owners who replace old lighting fixtures with new energy efficient lighting and controls in order to reduce energy consumption throughout the City. This requires all building owners participating in the CLIP to obtain electrical permits and inspections from LADBS. LADBS and LADWP have jointly determined that designating an electrical inspector at LADBS and reserving blocks of time within a day is beneficial in coordinating the required work. This ensures that access to sites and any necessary equipment are available for inspection at multiple job sites in consecutive order, creating an efficient and effective inspection process. Additionally, LAWA currently is undergoing major renovations with new projects being developed including, but not limited to, the following: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. These projects will generate additional inspections above and beyond those services paid for by LAWA for coordination services (as described in Request B). LADBS anticipates that CLIP and LAWA projects will generate approximately 25 additional electrical inspections daily, or 6,500 annually. The requested EI and Sr. EI authorities are needed to address this additional workload demand for high quality and timely services.

As the number of commercial electrical inspections performed continues to rise (72,174 in FY 2015-16 to 80,286 in FY 2017-18), it is important to ensure the Department has sufficient staff levels and the necessary supervisory staff to properly train and supervise staff per MOE guidelines. As such, the requested PRI, Sr. EI, and EI authorities are needed to address the Division's span of control issue and support the increased workload demand within the Electrical Inspection Division.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

The Department is currently utilizing a computerized tracking and monitoring system that was created to assist Principal Inspectors with MOEs. The tracking system has provided a permanent record of staff effectiveness, allowing Principal Inspectors to monitor staff improvement and identify areas where additional training may be necessary.

3. Why is this approach better than the alternative approaches that were considered?

## **2018-19 Interim Budget Program Request**

This approach will directly address the Department's need for supervisory staff in the Electrical Inspection Division to sustain high quality inspection services through MOEs. The large quantity of Senior Electrical Inspectors requires an additional PRI to effectively and efficiently implement and monitor MOEs. While the computerized tracking system assists with recording all relevant MOE information, it does not directly address the need for supervisory staff to ensure quality control through MOEs.

#### **4. Goals:**

##### **a) What are the 2018-19 goals for this request?**

The FY 2018-19 goals for this request are to: provide quality and thorough inspections; achieve successful conflict resolution with contractors/owners; secure high levels of code compliance; and achieve the efficiency rate of completing 90% of commercial electrical inspections within 24 hours of the request.

##### **b) What are the long-term goals for this request, if they differ from 2018-19?**

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Metric Description	Goal	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Projected FY 18-19
Number of Commercial Electrical Inspections Performed	n/a	63,520	72,174	79,035	80,286	91,796
Percent of Commercial Electrical Inspections Completed in 24 hours	90%	94%	93%	90%	86%	90%

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

To maintain current service levels and achieve the Department's goal of completing 90% of commercial electrical inspections within 24 hours, these resolution authorities and associated funding must be approved. Approving these authorities will also allow the Department to take advantage of the improvements to development services championed by Mayor Garcetti and the City Council.

The annual commercial electrical inspection workload has been steadily increasing over the past few years. With a projected 14% increase (91,796 vs. 80,286) in FY 2018-19 over FY 2017-18, not funding these positions would cause the Department to fall short of



## **2018-19 Interim Budget Program Request**

achieving the FY 2018-19 goal of completing 90% of commercial electrical inspections within 24 hours.

### **REQUEST F - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R). There is no impact to the General Fund.

**Checkpoint II** - Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

**Checkpoint III** - Alignment with Strategic Documents

Check all that apply:

- ☐ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ Matrix Consulting Group Recommendations

### **REQUEST G (Interim Budget Request)**

**Name of Request:**

**New Funding for Elevator Inspection Positions**

**Total Request Amount:**

**\$135,691**

**Description of Request:** Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.

LADBS requests resolution authority and seven months funding for two (2) Safety Engineer Elevators (SEE) positions. These positions will address the backlog of periodic re-inspections and additional workload from inspections on permitted work in the Elevator and Pressure Vessel Inspection Division. All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R).

**Departmental Collaboration:** If this request was developed in conjunction with other departments, list the departments below.

N/A

### **REQUEST G - PART 1**

**Justification**

1. What problem is being addressed and how will this request address it?

## **2018-19 Interim Budget Program Request**

The problem is the lack of adequate resources to provide inspection services for periodic re-inspections within the mandated twelve-month time period. In order to be in compliance with LAMC Section 92.0207(g), periodic re-inspections must be “made at intervals not longer than twelve months for all elevator equipment or related devices regulated by this Code.” The Department is currently carrying a backlog of approximately 8,000 periodic re-inspections and needs to reduce this backlog. The requested SEE positions are necessary to reduce the backlog and bring the Department into compliance with the LAMC. This Division is responsible for performing inspections of all existing elevators and related conveyances, new installations, and modernization and repair of existing devices, as well as responding to customer complaints and accident reports.

In addition to the backlog, the Department estimates an increase in workload for new elevators stemming from inspections conducted on permitted work. These new elevators will eventually become part of the regular annual inspection workload once they are approved and permits finalized. LADBS anticipates these new elevators will create approximately 4,000 additional inspections annually. Additionally, LAWA currently is undergoing major renovations with new projects being developed including, but not limited to, the following: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. The requested SEE positions are needed to address this additional workload demand and ensure high quality and timely services.

As the number of elevator inspections performed is estimated to rise by 7% (24,434 in FY 2017-18 to 26,173 in FY 2018-19), it is important to ensure the Department has sufficient staff that are properly trained to ensure LADBS does not fall short in maintaining the goal of completing 99% of elevator inspections within 24 hours.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

N/A

3. Why is this approach better than the alternative approaches that were considered?

N/A

4. Goals:
  - a) What are the 2018-19 goals for this request?

The FY 2018-19 goal for this request is to maintain the efficiency rate of completing 99% of elevator inspections within 24 hours of the request.

- b) What are the long-term goals for this request, if they differ from 2018-19?



## **2018-19 Interim Budget Program Request**

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Metric Description	Goal	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Projected FY 18-19
Number of Elevator Inspections Performed	n/a	24,709	28,623	29,310	24,434	26,173
Percent of Elevator Inspections Completed in 24 hours	99%	99%	99%	100%	100%	100%

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

To maintain current service levels and achieve the Department's goal of completing 99% of elevator inspections within 24 hours, these resolution authorities and associated funding must be approved. Approving these authorities will also allow the Department to take advantage of the improvements to development services championed by Mayor Garcetti and the City Council.

The annual elevator inspection workload is projected to increase by 7% (26,173 vs. 24,434) in FY 2018-19 over FY 2017-18. Not funding these positions would cause the Department to fall short of achieving the FY 2018-19 goal of completing 99% of elevator inspections within 24 hours.

### **REQUEST G - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R). There is no impact to the General Fund.

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

## **2018-19 Interim Budget Program Request**

### **Checkpoint III - Alignment with Strategic Documents**

*Check all that apply:*

- ☐ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ [Matrix Consulting Group Recommendations](#)

**Department Name:** [Building and Safety](#)

**Program Code:**

[BA0815](#)

**Program Name:**

[Commercial Inspection and Licensing](#)

### ***Detail of Budget Program Requests***

*Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc) when referencing each Budget Request.*

#### **REQUEST H (Interim Budget Request)**

**Name of Request:**

[New Funding for Fire Sprinkler Inspection Positions](#)

**Total Request Amount:**

[\\$141,464](#)

**Description of Request:** *Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.*

[LADBS requests resolution authority and nine months funding for one \(1\) Fire Sprinkler Inspector \(FSI\) and one \(1\) Senior Fire Sprinkler Inspector \(Sr. FSI\). These position will provide sufficient staff resources to support increased workload and minimize the need to reschedule inspections in the Plumbing, Heating, and Fire Sprinkler Inspection Division. All positions provide revenue-generating services and are 100% funded by the Enterprise Fund \(48R\).](#)

**Departmental Collaboration:** *If this request was developed in conjunction with other departments, list the departments below.*

[N/A](#)

#### **REQUEST H - PART 1**

##### **Justification**

1. What problem is being addressed and how will this request address it?

[The problem is the lack of adequate resources to provide timely inspection services for customers requesting fire sprinkler inspections. In FY 2017-18, the Department performed 36,869 fire sprinkler inspections, the most inspections ever performed in one year by the Division. Subsequently, the Division saw a significant decrease the ability to complete fire sprinkler inspections within 24 hours, from 97% in FY 2016-17 down to 88% in FY 2017-18. Due to the increase in workload, LADBS had to reschedule over 4,800 \(13%\) requests for fire sprinkler inspections. The requested FSI and Sr. FSI authorities are necessary to support the high demand for inspections and achieve the goal of completing 90% of fire sprinkler inspections within 24 hours. The Division is responsible for performing fire sprinkler inspections of all commercial and industrial buildings, and](#)

## **2018-19 Interim Budget Program Request**

verifies compliance with the fire sprinkler code. Types of inspections include, but are not limited to:

- Inspections of overhead and underground fire sprinkler protection systems;
- Fire sprinkler system installations located in a variety of occupancies including, but not limited to, medical facilities, high-rise office buildings, manufacturing and industrial buildings, food service establishments, retail and residential structures and process waste plants and refineries; and,
- Fire pumps, fire water storage tanks, fire hydrants, and standpipe systems.

The Department estimates an additional increase in workload due to the new projects and major renovations currently underway at LAWA. These projects and renovations include, but are not limited to: Consolidated Rent-A-Car Center (CONRAC); Landside Access Modernization Project (LAMP), complete renovation of Terminals 2-5, LAWA police station, and the MSC. These projects will generate additional inspections above and beyond those services paid for by LAWA for coordination services (as described in Request B). LADBS anticipates the additional work at LAWA will generate approximately 2,000 to 3,000 additional fire sprinkler inspections annually. The requested FSI and Sr. FSI authorities are needed to address this additional workload demand and ensure high quality and timely services.

As the number of fire sprinkler inspections performed continues to rise (32,791 in FY 2015-16 to 36,869 in FY 2017-18), it is important to ensure the Department has sufficient staff that are properly trained to achieve the goal of completing 90% of fire sprinkler inspections within 24 hours. In order to sustain high quality inspection services and provide adequate customer support, the requested FSR and Sr. FSI are needed to support the increased workload demand within the Plumbing, Heating, and Fire Sprinkler Inspection Division.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

N/A

3. Why is this approach better than the alternative approaches that were considered?

N/A

4. Goals:
  - a) What are the 2018-19 goals for this request?



## **2018-19 Interim Budget Program Request**

The FY 2018-19 goal for this request is to achieve the efficiency rate of completing 90% of fire sprinkler inspections within 24 hours of the request.

b) What are the long-term goals for this request, if they differ from 2018-19?

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Metric Description	Goal	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual FY 17-18	Projected FY 18-19
Number of Fire Sprinkler Inspections Performed	n/a	28,311	32,791	33,809	36,869	41,110
Percent of Fire Sprinkler Inspections Performed Completed in 24 hours	90%	90%	98%	97%	88%	93%

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

To maintain current service levels and achieve the Department's goal of completing 90% of fire sprinkler inspections within 24 hours, these resolution authorities and associated funding must be approved. Approving these authorities will also allow the Department to take advantage of the improvements to development services championed by Mayor Garcetti and the City Council.

The annual fire sprinkler inspection workload has been steadily increasing over the past few years. With a projected 12% increase (41,110 vs. 36,869) in FY 2018-19 over FY 2017-18, not funding these positions would cause the Department to fall short of attaining the FY 2018-19 goal of completing 90% of fire sprinkler inspections within 24 hours. The service levels would potentially be reduced to as low as 71% (26% decrease).

### **REQUEST H - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R). There is no impact to the General Fund.

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts



## **2018-19 Interim Budget Program Request**

- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

### **Checkpoint III - Alignment with Strategic Documents**

*Check all that apply:*

- ☐ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ [Matrix Consulting Group Recommendations](#)



Department:	Building and Safety
Program:	0815 Commercial Inspection and Licensing

Positions:								Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)							
Quantity	Class Title	Class Code	Reg. Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Savings Rate (%)	Months Funding Requested	Net Salary	General Fund	Total All Special Funds	B&S Ent Fund	Off-Site Sign Periodic Trust	Planning Case Processing	Repair and Demo	Code Enforcmt Trust Fund	NEW CASP Fund
								100		48R	46F	52D	346	41M	TBD
1	PR INSPECTOR	4226-0	New-Reso	125,924	1.0%	7	\$ 72,721	0.00	1.00	1.00					
1	SR ELECTRCL INSPECTOR	4223-0	New-Reso	112,855	1.0%	7	\$ 65,174	0.00	1.00	1.00					
1	ELECTRCL INSPECTOR	4221-0	New-Reso	96,324	1.0%	7	\$ 55,627	0.00	1.00	1.00					
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
3	TOTALS						\$ 193,522	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00

[illegible]

<sup>1</sup> Note: expense and equipment costs, except Transportation, for Enterprise Fund positions paid out of Enterprise Fund 601 account. See Schedule 40, Building and Safety Expense and Equipment line item for total

[illegible]

General Fund Revenue (Change):

Department:	Building and Safety
Program:	0815 Commercial Inspection and Licensing

Positions:								General Fund	Total All	B&S Ent Fund	Periodic Trust	Processing	Demo	Trust Fund	Fund
Quantity	Class Title	Class Code	As-Needed, or Hiring Hall	Wages & Count Salary	Savings Rate (%)	Months Requested	Net Salary	100	Special Funds	48R	46F	52D	346	41M	TBD
2	SAFETY ENGR ELEVATORS	4263-0	New-Reso	102,218	1.0%	7	\$ 118,062	0.00	2.00	2.00					
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
2	TOTALS						\$ 118,062	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00

[illegible][illegible]

\\ARMBDATA\ASD\Budget\2018-19\Budget Requests\Interim Requests\Inspection\1819\_BA0815 Cost Worksheet 110918 (Tab: Program Request Template) Page 2 of 3



Department:	Building and Safety
Program:	0815 Commercial Inspection and Licensing

<div> <div>Positions:</div> <div> <div>Quantity</div> <div>Class Title</div> <div>Class Code</div> <div>Reg. Sworn, Reso, As-Needed, or Hiring Hall</div> <div>Wages &amp; Count Salary</div> <div>Salary Savings Rate (%)</div> <div>Number of Months Funding Requested</div> <div>Net Salary</div> </div> </div>								Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)							
								General Fund	Total All Special Funds	B&S Ent Fund	Off-Site Sign Periodic Trust	Planning Case Processing	Repair and Demo	Code Enfcmnt Trust Fund	NEW CASP Fund
								100		48R	46F	52D	346	41M	TBD
1	SR FIRE SPRINKLER INSP	4242-0	New-Reso	114,389	1.0%	7	\$ 66,060	0.00	1.00	1.00					
1	FIRE SPRINKLER INSP	4240-0	New-Reso	100,159	1.0%	7	\$ 57,842	0.00	1.00	1.00					
								0.00	0.00	0.00					
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
2	TOTALS						\$ 123,902	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00

[illegible][illegible]

Page 3 of 3



**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: One (1) New Position	2. Employee's Present Class Title/Code: Principal Inspector / 4226-0	3. Present Salary or Wage Rate: \$118,473.12
4. Reason for Preparing Description: <input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared 10/26/18
5. Location of office or place of work: 221 N. Figueroa St., Room 800 Los Angeles, CA 90012		6. Name of Department <u>Los Angeles Dept. of Building and Safety</u> Division <u>Inspection Bureau</u> Section <u>Electrical Division</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Michael Packard</u> Title <u>Chief Inspector</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
70%	As assistant to the Division Chief: plan, organize and direct the daily activities of the Electrical Inspection Section to ensure the enforcement of the National Electrical Code, California Building Code, Los Angeles Municipal Code and zoning laws as they pertain to electrical requirements in high-rise and commercial structures; investigate issues and prepare reports, recommendations, and correspondence related to electrical inspection activities, code interpretation, appeals for deviation, and employee performance; review Inspectors' and Senior Inspectors' field and performance reports; interpret data to establish and maintain suitable work standards; and	
15%	Recommend changes in procedures, work methods, and policies; administer new policies and procedures; and provides statistical analysis for inspection activities to determine the required personnel and equipment for the annual budget; and	
10%	Makes field inspections when difficult enforcement or public relations problems arise and provide advice to facilitate a resolution; and	
5%	Represent the Department before civic groups, industry associations, representatives of other jurisdictions, Community Councils, the City Council and Council committees.	
9. How long have the duties been substantially as described above? <u>New position.</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Automobile, PC and printer, telephone, cell-phone, calculator, photocopier and fax machine. May work in hazardous areas on rough and loose ground; enter into excavations and underfloor area; climb on ladders, scaffolding and roofs.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>35%</u>		
12. Indicate the number of employees supervised by class titles. Eight (8) - Senior Electrical Inspectors Eight (8) - Electrical Inspectors		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

# ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

General supervision.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Standard for classification.

(b) Experience (type and length; list appropriate city classes, if any).

Standard for classification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push \_\_\_\_\_ Pull \_\_\_\_\_

Average weight 10 Heaviest weight 35

☒ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☒ Face severe work conditions

Outdoors X on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☐ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20-30

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Application of policies and procedures to building sites; significant code interpretation and plan reading.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

This position requires employees to furnish and operate their own fully insured automobile. Responsible for the care and maintenance of the vehicle, a personal computer and a cellular telephone

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent inter-department and public contact. Contacts may be of great importance to the health and safety of the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Complete records of all inspections are required (very important). Time sheets, permit counts, job orders and inter-departmental communication.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head Tom Gumbel's For Date 10/26/18

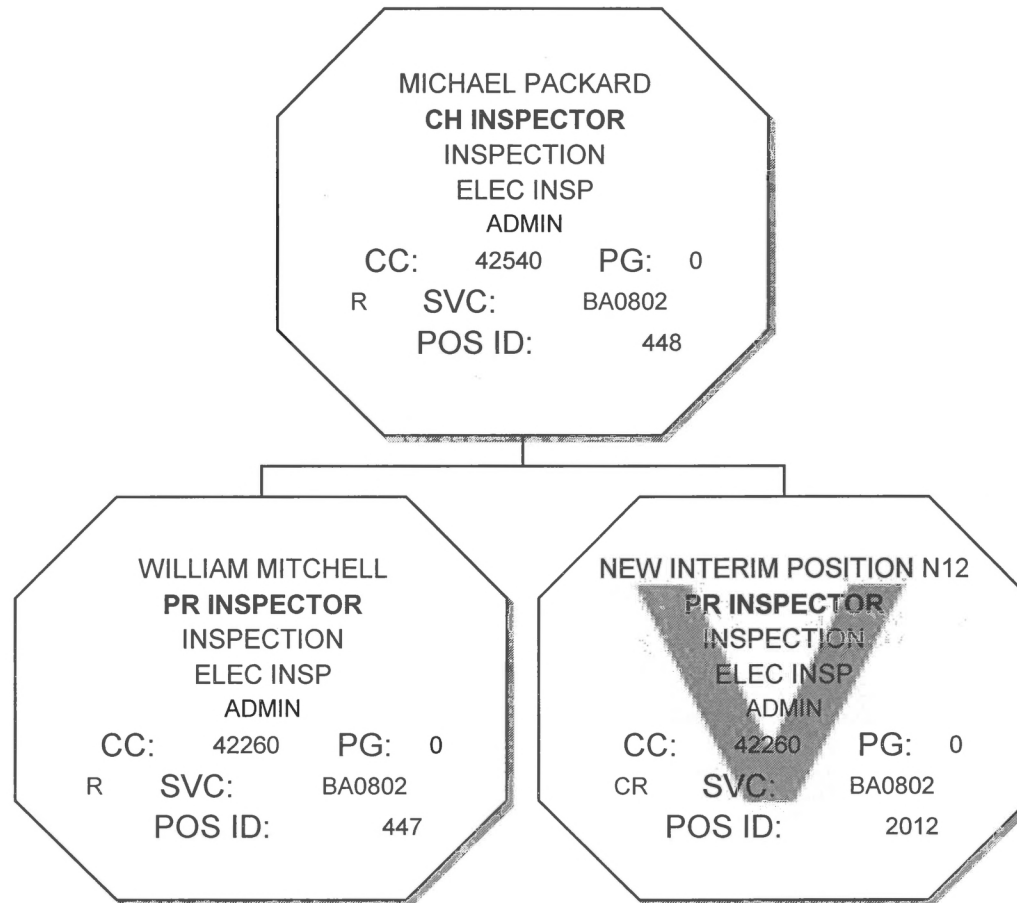




# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

## FY 2018-19

### ELECTRICAL INSPECTION ADMIN



#### Legends

Supervisor

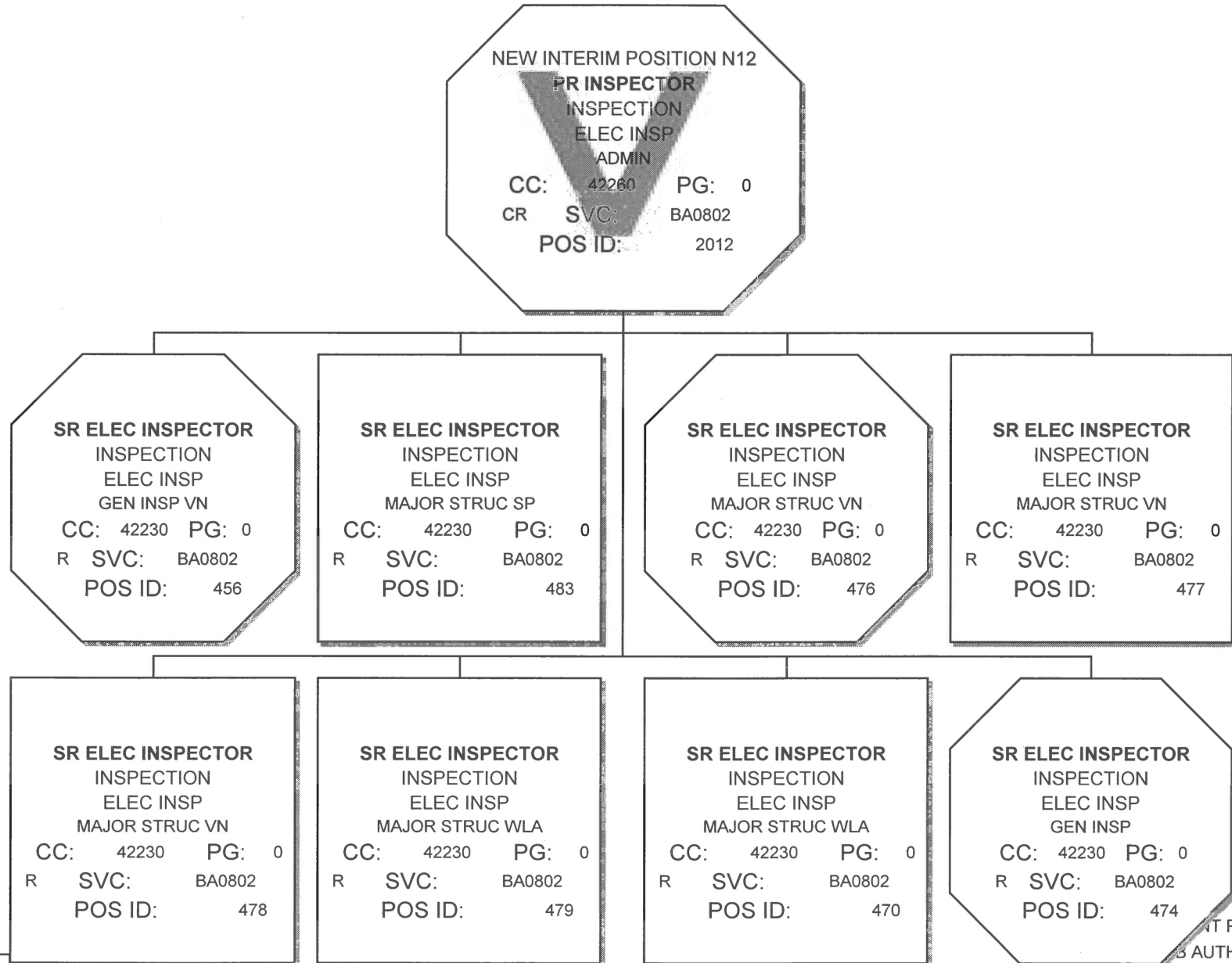
Staff

VACANT POSITION  
 SUB AUTHORITY



LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY  
FY 2018-19

ELECTRICAL INSEPCTION SUPV



Legends

Supervisor

Staff

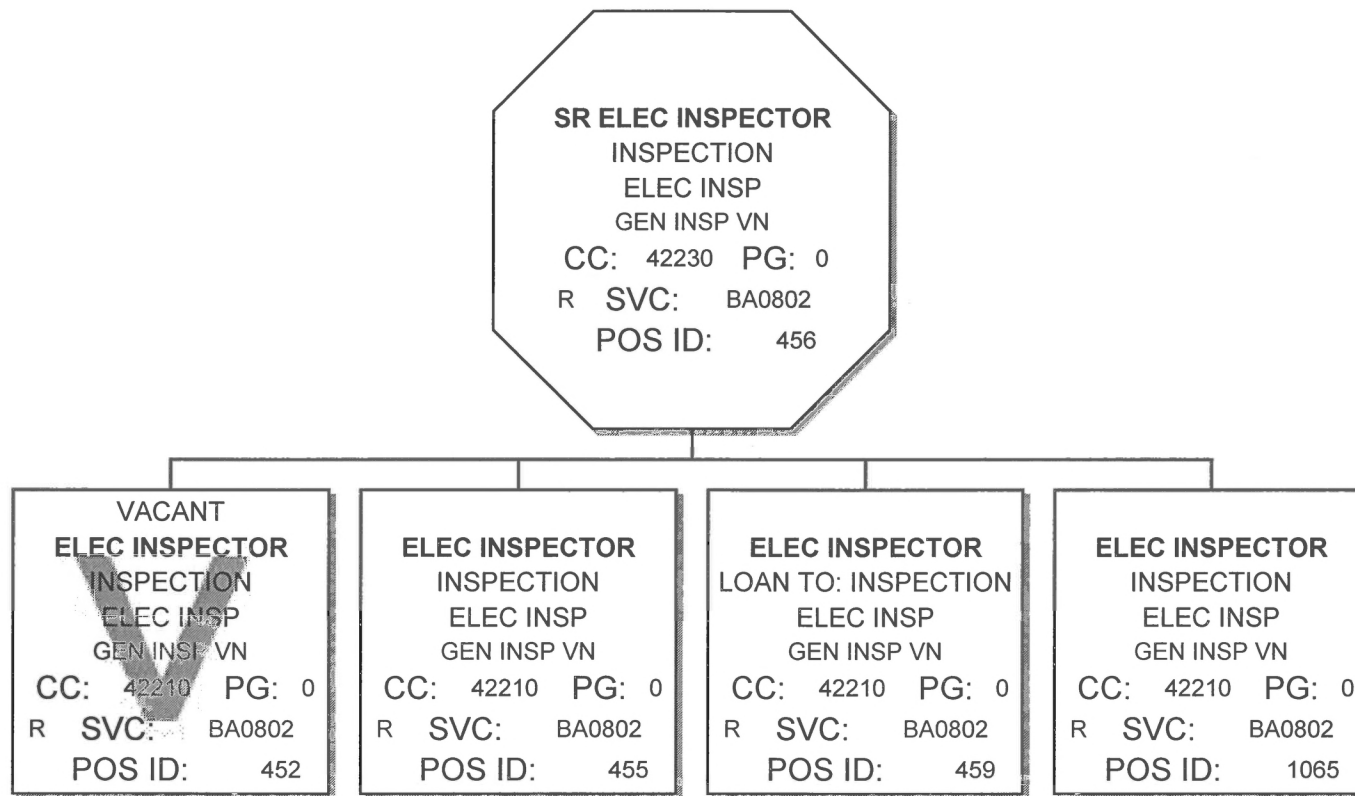
NT POSITION  
S AUTHORITY



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

**FY 2018-19**

## ELECTRICAL INSPECTION GENERAL VN



### Legends

Supervisor

Staff

**V** VACANT POSITION  
**S** SUB AUTHORITY





# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

**FY 2018-19**

## ELECTRICAL INSPECTION

**SR ELEC INSPECTOR**  
INSPECTION  
ELEC INSP  
MAJOR STRUC VN  
CC: 42230 PG: 0  
R SVC: BA0802  
POS ID: 476

**ELEC INSPECTOR**  
INSPECTION  
ELEC INSP  
MAJOR STRUC VN  
CC: 42210 PG: 0  
R SVC: BA0802  
POS ID: 876

### Legends

Supervisor

Staff

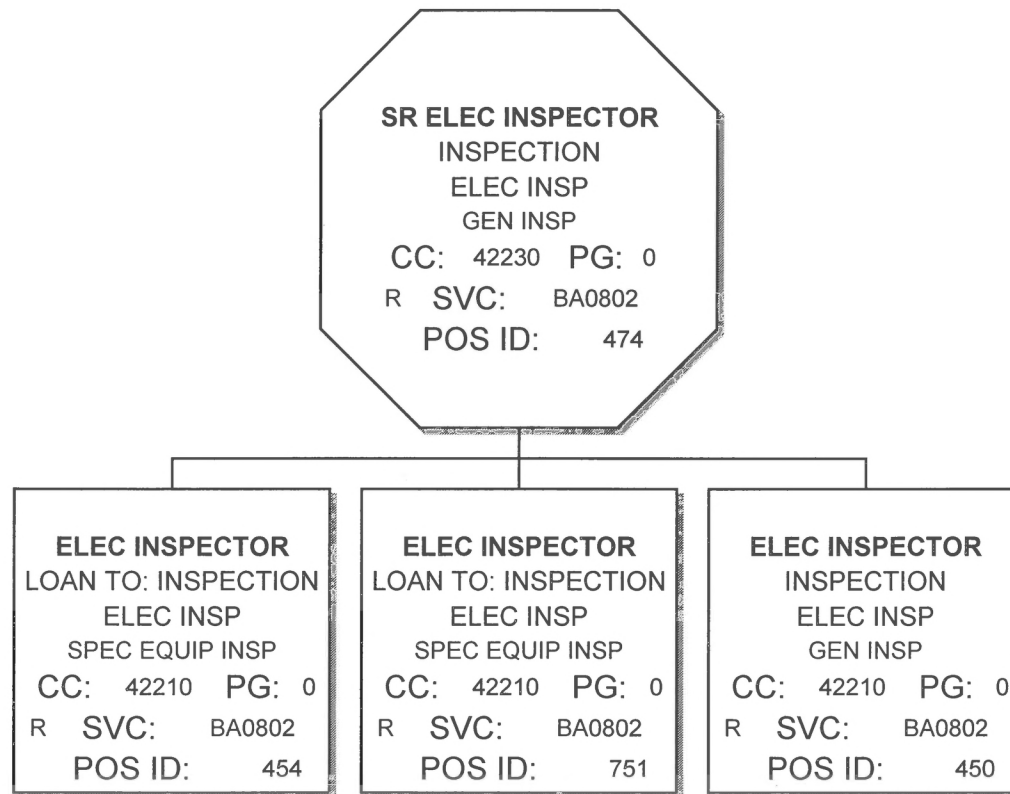
☐ V VACANT POSITION  
☐ S SUB AUTHORITY



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

## FY 2018-19



### ELECTRICAL INSPECTION GENERAL INSPECTION



#### Legends

Supervisor

Staff

 VACANT POSITION  
 SUB AUTHORITY





**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee:  One (1) New Position	2. Employee's Present Class Title/Code:  Senior Electrical Inspector / 4223-0	3. Present Salary or Wage Rate:  \$100,036.08
4. Reason for Preparing Description: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> New Position  <input type="checkbox"/> Change in Existing Position </div> <div> <input type="checkbox"/> Routine Report of Duties  <input type="checkbox"/> Review for Proper Allocation </div> </div>		
Date Prepared 11/06/18		
5. Location of office or place of work: 221 N. Figueroa St., Room 800 Los Angeles, CA 90012		6. <div style="margin-left: 20px;"> Name of Department <u>Los Angeles Dept. of Building and Safety</u>  Division <u>Inspection Bureau</u> Section <u>Electrical Division</u> </div>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Principal Inspector</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
60%	Inspect the more complex commercial, residential, and industrial electrical installation for compliance with the National Electrical Code; inspect existing installation for substandard, damaged, or other illegal wiring; issue correction notices and orders to comply; record information on permits, plans, daily reports, and related forms; and interpret and explain Code requirements.	
20%	Supervises trains and evaluates the work of Electrical Inspectors.	
20%	Process and review new permits, plans, and orders; review electrical plans to verify loads, demand factors, number of circuits, and fees required; and answer telephone inquiries from customers, contractors, complainants and other agencies, regarding Code information, the status of work, and work scheduling.	
9. How long have the duties been substantially as described above? <u>New position.</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Automobile, PC and printer, telephone, cell-phone, calculator, photocopier and fax machine. May work in hazardous areas on rough and loose ground; enter into excavations and underfloor area; climb on ladders, scaffolding and roofs.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>20%</u>		
12. Indicate the number of employees supervised by class titles. 1 - Electrical Inspector		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Phone No. _____		

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work is assigned in general terms with goals and objectives.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Standard for classification.

(b) Experience (type and length; list appropriate city classes, if any).

Standard for classification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push \_\_\_\_\_ Pull \_\_\_\_\_

Average weight 10 Heaviest weight 35

☒ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☒ Face severe work conditions

Outdoors X on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20-30

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Application of policies and procedures to building sites; significant code interpretation and plan reading.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

This position requires employees to furnish and operate their own fully insured automobile. Responsible for the care and maintenance of the vehicle, a personal computer and a cellular telephone

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent inter-department and public contact. Contacts may be of great importance to the health and safety of the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Complete records of all inspections are required (very important). Time sheets, permit counts, job orders and inter-departmental communication.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

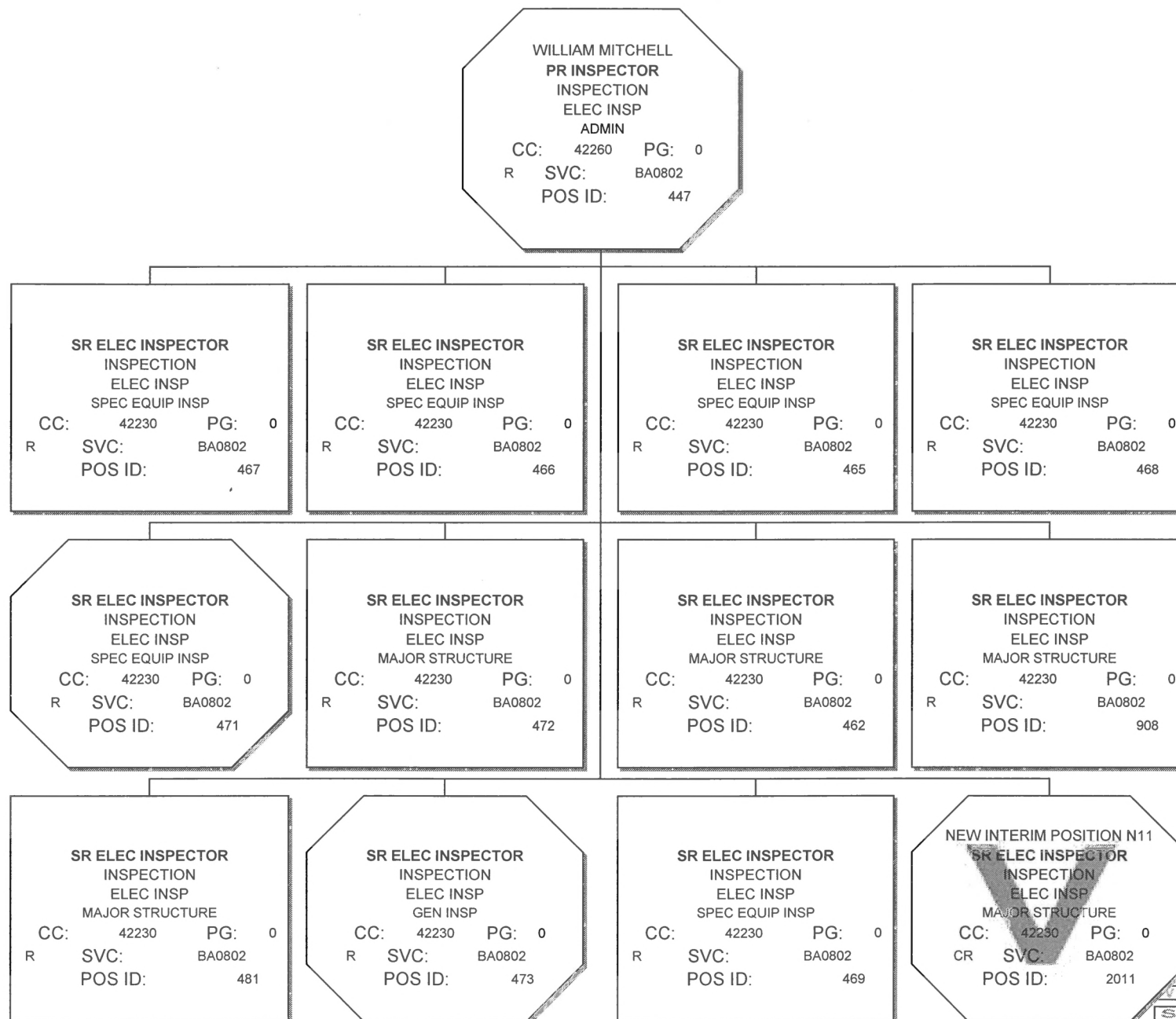
Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head *Sam* *Amel* *For* Date 11-6-18



LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY  
FY 2018-19

ELECTRICAL INSPECTION SUPV



Legends

Supervisor

Staff

VACANT POSITION  
SUB AUTHORITY



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

FY 2018-19

## ELECTRICAL INSPECTION

NEW INTERIM POSITION N11

**SR ELEC INSPECTOR**

INSPECTION

ELEC INSP

MAJOR STRUCTURE

CC: 42230 PG: 0

CR SVC: BA0802

POS ID: 2011

NEW INTERIM POSITION N10

**ELEC INSPECTOR**

INSPECTION

ELEC INSP

MAJOR STRUCTURE

CC: 42210 PG: 0


CR SVC: BA0802

POS ID: 2010

### Legends

Supervisor

Staff

 VACANT POSITION

 SUB AUTHORITY



**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: One (1) New Position	2. Employee's Present Class Title/Code: Electrical Inspector / 4221-0	3. Present Salary or Wage Rate: \$90,180.72	<b>DO NOT USE THIS SPACE</b>
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: 221 N. Figueroa St., Room 800 Los Angeles, CA 90012		6. Name of Department <u>Los Angeles Dept. of Building and Safety</u> Division <u>Inspection Bureau</u> Section <u>Electrical Division</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Senior Electrical Inspector</u>			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
<b>PERCENT OF TIME</b>	<b>DUTIES</b>		
80%	Inspect commercial, residential, and industrial electrical installation for compliance with the National Electrical Code; inspect existing installation for substandard, damaged, or other illegal wiring; issue correction notices and orders to comply; record information on permits, plans, daily reports, and related forms; and interpret and explain Code requirements.		
20%	Process and review new permits, plans, and orders; review electrical plans to verify loads, demand factors, number of circuits, and fees required; and answer telephone inquiries from customers, contractors, complainants and other agencies, regarding Code information, the status of work, and work scheduling.		
9. How long have the duties been substantially as described above? <u>New position.</u>			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Automobile, PC and printer, telephone, cell-phone, calculator, photocopier and fax machine. May work in hazardous areas on rough and loose ground; enter into excavations and underfloor area; climb on ladders, scaffolding and roofs.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>			
12. Indicate the number of employees supervised by class titles. <u>None</u>			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.			
Signature _____ Date _____ Phone No. _____			

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Inspector is closely supervised, daily supervision in office. Frequent meetings with supervisor in field. Work assigned and reviewed by senior inspector.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Standard for classification.

(b) Experience (type and length; list appropriate city classes, if any).

Standard for classification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: <sup>X</sup> Lift <sup>X</sup> Push Pull

Average weight <sup>10</sup> Heaviest weight <sup>35</sup>

☒ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☒ Face severe work conditions

Outdoors <sup>X</sup> on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☒ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20-30

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Application of policies and procedures to building sites; significant code interpretation and plan reading.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

This position requires employees to furnish and operate their own fully insured automobile. Responsible for the care and maintenance of the vehicle, a personal computer and a cellular telephone

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent inter-department and public contact. Contacts may be of great importance to the health and safety of the public.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Complete records of all inspections are required (very important). Time sheets, permit counts, job orders and inter-departmental communication.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

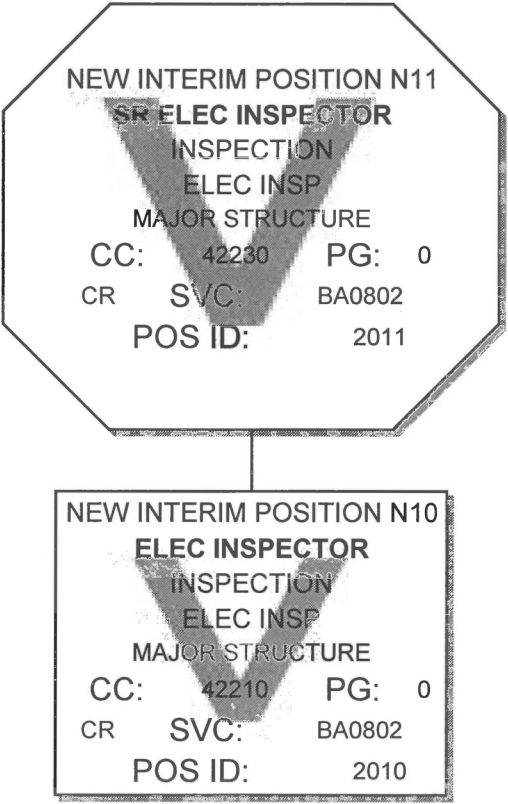
Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head *Amir Amir* Date *11-6-18*



**LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY**  
**FY 2018-19**

**ELECTRICAL INSPECTION**



**Legends**

Supervisor Staff

V VACANT POSITION  
S SUB AUTHORITY



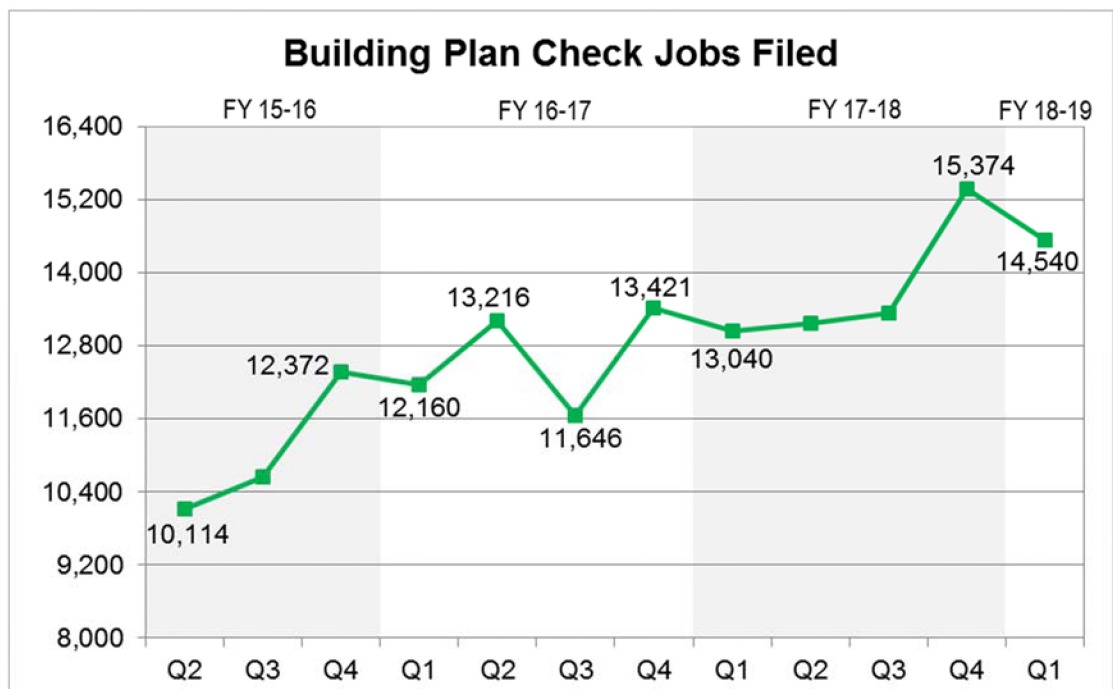


## 2018-19 Budget Program Request

<b>Department Name:</b> Building and Safety	
<b>Program Code:</b> BA0811	<b>Program Name:</b> Structural Plan Check
<b>Detail of Budget Program Requests</b> <i>Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc) when referencing each Budget Request.</i>	
<b>REQUEST F (Interim Budget Request)</b>	
<b>Name of Request:</b> New Funding for Structural Plan Check Engineer Positions	<b>Total Request Amount:</b> \$414,454
<b>Description of Request:</b> <i>Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.</i>  Los Angeles Department of Building and Safety (LADBS) requests resolution authority and seven (7) months funding for six positions, which include four (4) Structural Engineering Associate (SEA) II, one (1) SEA III, and one (1) SEA IV to support the LADBS Structural Plan Check Division. These positions will address the recently increased workload for the Division. These positions provide revenue-generating services and will be 100% funded by the Building and Safety Building Permit Enterprise Fund (48R) [Enterprise Fund].	
<b>Departmental Collaboration:</b> <i>If this request was developed in conjunction with other departments, list the departments below.</i>  N/A	
<b>REQUEST A - PART 1</b>	
<b>Justification</b> 1. What problem is being addressed and how will this request address it?  The problem is that the Structural Plan Check Division has been experiencing sustained increased workload over the last two years and a recent unexpected increase in workload as a result of the City's adoption of the Affordable Housing Linkage Fee (AHLF) Ordinance No. 185342, which became effective on February 17, 2018. Because of the AHLF's phased-in approach, projects submitting plans on or after June 18, 2018 are subject to the new linkage fees and these fees will increase over time: one-third of the full fee amount for plans submitted in the first phase; two-thirds of the full fee amount for plans submitted on or after December 20, 2018; and the full fee amount for plans submitted on or after June 17, 2019. While workload for SPC has steadily increased over the past several years—increasing 24% between FY 2015-16 and FY 2017-18—the initial linkage fee implementation date in June 2018 spurred a surge in plan check submissions that resulted in a 14.6% increase in workload for the fourth quarter of FY 2017-18 versus the same period in FY 2016-17. SPC workload continued to rise in the first quarter of FY 2018-19, showing an 11.5% increase in workload versus the same period in FY 2017-18. In addition, recent additions of homeless shelters and low-income housing as intended per the City of Los Angeles Comprehensive Homelessness Strategy Report combined with State regulatory changes (SB 229 and AB 494 signed on October 8, 2017) amending sections of State law to create more flexibility and latitude for allowing homeowners to build accessory dwelling units (ADUs) will further contribute to the sustained workload.	

## **2018-19 Budget Program Request**

Based on the LADBS proposed budget submitted in November of 2017, the number of building plan check jobs filed was estimated to plateau for FY17-18 at around 49,000, a 2% decrease from the FY 16-17 total of 50,443, and was projected to decrease to 48,000 for FY 18-19. Instead, the actual number of building plan check jobs filed in FY 17-18 increased by 8% to 54,861. Recent additions of homeless shelters as intended per the City of Los Angeles Comprehensive Homelessness Strategy Report have added to this increased construction in the city during this period. The report includes recommendations aimed at addressing homelessness and include but are not limited to increased development of low income housing as well as accessory dwelling units (ADU). Recent State regulatory changes (SB 229 and AB 494 signed on October 8, 2017) amended sections of State law regulating ADUs, creating more flexibility and latitude for allowing homeowners to build ADUs. As a result of these initiatives, workload has increased significantly in recent months for the Structural Plan Check Division, showing a 14.6% increase in workload for the fourth quarter of FY 2017-18 versus the same period in FY 2016-17, and an 11.5% increase in workload in the first quarter of FY 2018-19 versus the same period last year.



All building plans submitted in the City for permits must be reviewed for compliance with Federal, State, and City Codes, including but not limited to the Americans with Disabilities Act, California Health and Safety Code, and the Los Angeles Municipal Code. LADBS engineering staff require significant training in order to be qualified and proficient at reviewing building plans to meet these Code requirements. Newly hired SEAs must receive three months of training before they are assigned plan check duties. More tenured engineering staff provide assistance to new staff and monitor their work until they can manage the work on their own, which leads to reduced productivity. Once new staff are assigned to their own projects, it typically takes over a year before they can work independently. It typically takes more than 3 years for a plan checker to be sufficiently experienced to do the work without frequent support from more tenured staff. In addition,



## **2018-19 Budget Program Request**

new staff is not always able to keep up with the workload and are often given more time to finish the work. This leads to increased turn-around time and delays for customers, with average plan check time currently at six (6) weeks for expedited plans and eight (8) weeks for non-expedited plans.

Although there have been efforts to hire new SEAs, the amount of time it takes to hire and sufficiently train SEAs is not enough to keep up with the increased workload. In an effort to make an impact on the high volume of work, staff have been assigned to work beyond their standard workload. A memo dated August 15, 2018 was sent to all SPC Engineers advising them of mandatory overtime due to the high number of plan checks submitted prior to the linkage fees deadline of June 25th, 2018. Due to the substantial increase in the SPC workload, each SPC Engineer was required to work a minimum of eight (8) hours of overtime per week for a three (3) week period. The Department is expecting a second wave of linkage fee submittals in December of 2018 and a third wave in June of 2019. Staff will be required to work mandatory overtime for the expected workload increases due to these linkage fees deadlines. This practice has helped temporarily mitigate the workload increase, but it has had a negative impact on staff. Continued mandated overtime lead staff to become overworked and is unsustainable for the long term if the Department is to stem the current rate of attrition.

As the number of building plan check jobs filed has increased by 24% between FY 15-16 and FY 17-18, it is imperative that plan check engineers are properly trained and that more tenured staff including supervising staff are able to complete their own workload in a timely manner. In order to once again reach and maintain the high quality of plan checks turned around at the rate of 85% of building plan check jobs completed in 15 days, it is crucial that this request for resolution authority and funding for six (6) SEA's be approved.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

LADBS launched the ePlan pilot on June 1, 2017 which allows customers to submit online plans, drawings, and documents that require review and approval for permits. Although it can save costs and increase ease of submission for customers, it does not solve the above described training issues. No process improvements or other service efficiency exercises have occurred as the issue stems from a lack of sufficiently trained staff. The only option has been to increase the number of assignments each staff member receives through use of overtime.

3. Why is this approach better than the alternative approaches that were considered?

The issue is due to the hiring and training process not being able to prepare newly hired engineers quickly enough to make up for the workload increase. The implementation of ePlan is not a factor in the workload increase since it is primarily a service enhancement for customers.

## **2018-19 Budget Program Request**

### 4. Goals:

- a) What are the 2018-19 goals for this request?

The FY 2018-19 goal for this request is to maintain the efficiency rate of completing 85% of building plan check jobs in 15 days.

- b) What are the long-term goals for this request, if they differ from 2018-19?

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Metric Description	Goal	Actual FY 14-15	Actual FY 15-16	Actual FY 16-17	Actual* FY 17-18	Projected* FY 18-19
Percent of Building Plan Check Jobs Completed in 15 days	85%	72%	79%	68%	76%	80%
Number of Building Plan Check Jobs Filed	N/A	41,250	44,195	50,443	54,861	52,000

\*Note: Based on the LADBS proposed budget submitted in November of 2017, the number of building plan check jobs filed was estimated to plateau for FY 17-18 at around 49,000 and projected at 48,000 for FY 18-19. Instead, the actual number of building plan check jobs filed in FY 17-18 increased by 8%. The FY 18-19 estimate will be recalculated in the FY 19-20 proposed budget.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

These resolution authorities and associated funding must be approved in order to improve current service levels and achieve the Department's goal of 85% of building plan check jobs completed in 15 days. Without these resources, the workload for staff and wait times for customers will continue to increase. This will lead to continued mandated overtime to make up for the backlog. Securing funding for these new positions will also allow the Department to take advantage of the improvements to development services championed by Mayor Garcetti and the City Council.

### **REQUEST F - PART 2**



## **2018-19 Budget Program Request**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions provide revenue-generating services and are 100% funded by the Enterprise Fund (48R).

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office.*

*Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

**Checkpoint III** - Alignment with Strategic Documents

*Check all that apply:*

- ☒ Mayor's Expectations Letter
- ☒ Comprehensive Homeless Strategy
- ☒ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ Matrix Consulting Group Recommendations



**POSITION DESCRIPTION****City of Los Angeles****DO NOT USE THIS SPACE**

1. Name of Employee: <b>One (1) New Position</b>	2. Employee's Present Class Title/Code: <b>Structural Engineering Assoc IV / 7957-4</b>	3. Present Salary or Wage Rate: <b>\$131,064</b>
4. Reason for Preparing Description: <input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		
Date Prepared <b>11/15/18</b>		
5. Location of office or place of work: <b>201 N. Figureoa St.</b> <b>Los Angeles, CA 90012</b>		6. Name of Department <b>Building and Safety</b> Division <b>Permit &amp; Engineering Bur</b> Section <b>Metro P/C</b>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <b>SIAVOSH POURSAABAHIAN</b> Title <b>SR Structural Engineer</b>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
55%	Provides detailed zoning information to customers at the public counter. The zoning information provided includes detailed information about site development, required yards, allowable heights, allowable uses, existing information, allowable floor area, and other information ensuring that construction projects comply with the City's Building, Zoning, and Disabled Access Codes.	
25%	Supervise, trains and reviews the work of plan check engineers who perform plan checking for residential and commercial structures for conformance to the City Building Codes, zoning ordinances, and applicable state laws.	
15%	Reviews project status, initiates changes and provides advice and assistance to engineering and construction personnel.	
5%	Will serve as technical expert liaison with other agencies at the Design and Review Board hearings and represent the Department of Building Safety at the various Neighborhood Council meetings.	
9. How long have the duties been substantially as described above? <b>07/01/2017</b>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. <b>Automobile, Personal Computer and peripherals, 10-key adding machine, photocopy equipment, fax machine, telephone and calculator.</b>		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <b>N/A 0%</b>		
12. Indicate the number of employees supervised by class titles.		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Phone No. _____		

### ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Advises the General Manager and Executive Officer on matters related to the allocation of financial resources; Exercises independent judgement working with City Departments.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

College Degree in Accounting or Business.

(b) Experience (type and length; list appropriate city classes, if any).

Standard for classification.

**17. PHYSICAL REQUIREMENTS.** Check below all physical capabilities needed to do this job.

☒ Strength to:     X     Lift     X     Push     X     Pull

Average weight 5 Heaviest weight 10

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain

**SPECIAL NEED FOR:**

☒ Vision; to read fine print/numbers

☐ Hearing, for telephone/alarms☐ Balance, for working heights

Other/explain

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain

Hours per week

20 -30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification. Corrective lenses, other vision enhancement devices.

## 18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Establishes policies and procedures for the Departmental accounting function, and implements those policies established by the General Manager or the Board of Commissioners for the Department.

(b) **Materials and Products:** Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Ensures that the Department continues to be certified by the Controller's Office by adhering to the fiscal monitoring guidelines; ensures that adequate control is in place for various accounting functions.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Use of Personal Computer; otherwise, not applicable.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ n/a

(e) **Personal Contacts:** Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Represents the Dept. on financial matters before the City Council, and the Budget and Finance Committee; Liaison to the Controller's Office, the Mayor's office, the CAO and other City departments; Frequently interfaces with the Dept. Executive and Chief staff members.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares response to various Controller and grant fund provider audits; Prepares financial reports for the General Manager and other City departments as required; Prepares mandatory reports on the financial status of the EF for the City Council, Council Committees, and CAO.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head \_\_\_\_\_ Date \_\_\_\_\_

Date 11/15/18

**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: One (1) New Position	2. Employee's Present Class Title/Code: Structural Engineering Associate III / 7957-3	3. Present Salary or Wage Rate: \$114,192.72	<b>DO NOT USE THIS SPACE</b>
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation			
5. Location of office or place of work: 201 N. Figueroa Street Los Angeles, CA 90012		6. Name of Department <u>Los Angeles Dept. of Building and Safety</u> Division <u>Permit and Engineering Bureau</u> Section <u>Structural Plan Check</u>	
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Structural Engineer</u>			
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.			
<b>PERCENT OF TIME</b>	<b>DUTIES</b>		
45%	Check technically complex plans for new multi-story high rise and low rise structures, alternations to existing structures prepared by architects, engineers, and designers for conformance to the City's Building Code including a safe structural design, Zoning Code, various other land use regulations and Fire and Health requirements. Corrections are written and conformance obtained on plans before issuance of a permit. Consult with engineers and architects regarding the plan corrections.		
20%	Consult with Department inspectors, owners, architects, engineers, and/or contractors on construction problems which arise in the field and coordinates approvals and resolves conflicts by working with high level personnel from other City Departments due to the increasing number of requirements from other City Departments for the issuance of building permits.		
25%	Supervise plan check engineers to obtain efficient plan checking, uniformity of Building Code enforcement, and assign work to keep delays to a minimum. Provide information service to the customer concerning Department procedures, Building Code, Zoning Code and other code information related to building permits and construction. Maintain records of plan check personnel, workload indicators and production		
5%	Review and process requests for modification of building ordinances which include request for deviation from the Building Code, the Zoning Code, the Zoning Code, Disabled Access requirements, Energy Conservation requirements and various other City ordinances.		
5%	Participate in Department training.		
9. How long have the duties been substantially as described above? <u>New positions.</u>			
10. List any machinery or equipment operated and any unusual or hazardous working conditions. General office equipment (i.e., personal computer, calculator, telephone, photocopier, and facsimile), and an automobile.			
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>25%</u>			
12. Indicate the number of employees supervised by class titles. 5 - Structural Engineering Associate II			
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.			
Signature _____		Date _____	Phone No. _____



## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Must be registered as a professional engineer with the California State Board of Registration.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Usually works independently, receiving instructions in general terms from supervisor. Reviews works of subordinates.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Registration as a professional engineer with the California State Board of Registration for Professional Engineers.

(b) Experience (type and length; list appropriate city classes, if any).

Two years of full-time paid, professional experience at the level of Structural Engineering Associate II

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☒ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

10

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification. Alternative methods will be reviewed as needed.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Reviews work of subordinates and checks technically complex plans for buildings and structures for compliance with the City's Building Code, Zoning

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Operates personal computer equipment and peripherals.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Interacts daily with the public, Department employees and staff of other City departments.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Generates appropriate reports related to plans which have been checked.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head [Signature] Date 11-6-2018

**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: <b>Four (4) New Positions</b>	2. Employee's Present Class Title/Code: <b>Structural Engineering Associate II / 7957-2</b>	3. Present Salary or Wage Rate: <b>\$97,196.40</b>
---	--	---

4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared <b>11/06/18</b>
--------------------------------------	--	--	----------------------------------

5. Location of office or place of work: <b>201 N. Figueroa Street Los Angeles, CA 90012</b>	6. Name of Department <b>Los Angeles Dept. of Building and Safety</b> Division <b>Permit and Engineering Bureau</b> Section <b>Structural Plan Check</b>
--	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name _____ Title <b>Structural Engineering Associate III</b>

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
60%	Check structural plans for new structures, alteration to existing structures prepared by architects, engineers, and designers for conformance to the City's Building Code, Zoning Code, and Fire and Health requirements; Corrections are written and conformance obtained on plans before issuance of a permit; and Consult with engineers and architects regarding the plan corrections.
20%	Consult with department inspectors, owners, architects, engineers, and/or contractors on construction problems which arise in the field.
10%	Provide information services to the customer concerning Department procedures, City Building Code, and Zoning Code information.
5%	Review process requests for modification of building ordinances.
5%	Participate in Department and outside training and other related duties.

9. How long have the duties been substantially as described above? New positions.

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
General office equipment (i.e., personal computer, calculator, telephone, photocopier, and facsimile), and an automobile.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). N/A

12. Indicate the number of employees supervised by class titles.  
None

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are sufficiently and accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Receives general supervision from plan check supervisors.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Bachelor of Science Degree in Engineering with 12 semester or 18 quarter units of structural engineering classes. Possession of Engineer-in-Training Certificate issued by the California State Board of Registration of Professional Engineers.

(b) Experience (type and length; list appropriate city classes, if any).

Two years of full time experience with the City at the level of Structural Engineering Associate I.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 20

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☒ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

10

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification. Alternative methods will be reviewed as needed.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Interpret building and zoning code requirements.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Operates personal computer equipment and peripherals.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Interacts daily with the public, Department employees and staff of other City departments.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Generates appropriate reports related to plans which have been checked.

Signature of the immediate supervisor \_\_\_\_\_

Date \_\_\_\_\_

Class Title \_\_\_\_\_

Phone No. \_\_\_\_\_

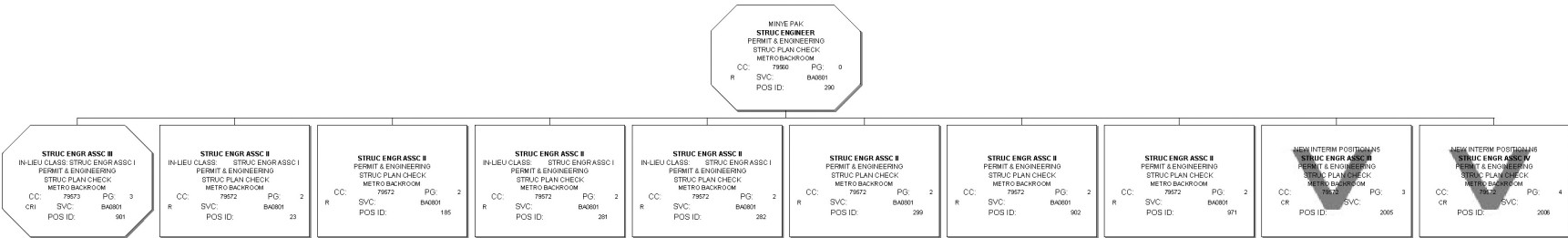
Signature of department head \_\_\_\_\_

Date 11-6-18



LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY  
FY 2018-19

STRUCTURAL PLAN CHECK METRO BACKROOM



Legends

Supervisor

Staff

V VACANT POSITION

S SUB AUTHORITY





# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

## FY 2018-19

### Sub-chart315

NEW INTERIM POSITION N6  
**STRUC ENGR ASSC IV**  
PERMIT & ENGINEERING  
STRUC PLAN CHECK  
METRO BACKROOM  
CC: 79572 PG: 4  
CR SVC:  
POS ID: 2006

NEW INTERIM POSITION N1  
**STRUC ENGR ASSC II**  
PERMIT & ENGINEERING  
STRUC PLAN CHECK  
METRO BACKROOM  
CC: 79572 PG: 2  
CR SVC:  
POS ID: 2001

NEW INTERIM POSITION N2  
**STRUC ENGR ASSC II**  
PERMIT & ENGINEERING  
STRUC PLAN CHECK  
METRO BACKROOM  
CC: 79572 PG: 2  
CR SVC:  
POS ID: 2002

NEW INTERIM POSITION N3  
**STRUC ENGR ASSC II**  
PERMIT & ENGINEERING  
STRUC PLAN CHECK  
METRO BACKROOM  
CC: 79572 PG: 2  
CR SVC:  
POS ID: 2003

NEW INTERIM POSITION N4  
**STRUC ENGR ASSC II**  
PERMIT & ENGINEERING  
STRUC PLAN CHECK  
METRO BACKROOM  
CC: 79572 PG: 2  
CR SVC:  
POS ID: 2004

#### Legends

Supervisor

Staff

**V** VACANT POSITION  
**S** SUB AUTHORITY



## 2018-19 Budget Program Request

<b>Department Name:</b> Building and Safety	
<b>Program Code:</b> BC0818	<b>Program Name:</b> Conservation of Existing Structures
<b>Detail of Budget Program Requests</b> <i>Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc) when referencing each Budget Request.</i>	
<b>REQUEST A (Interim Budget Request)</b>	
<b>Name of Request:</b> Add funding for Monitoring, Verification, and Inspection Program (MVIP)	<b>Total Request Amount:</b> \$868,249
<p><b>Description of Request:</b> <i>Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.</i></p> <p>LADBS requests to add funding for two (2) resolution authority positions currently unfunded: one (1) Building Mechanical Inspector (BMI) and one (1) Senior Building Mechanical Inspector (Sr. BMI). Additionally, LADBS is requesting an additional appropriation of \$746,000 from the Planning and Case Processing Fund (52D), representing the inspection fees collected by DCP for 1,000 pending cases that DCP intends to refer to the Department for MVIP. This Program provides inspection services pursuant to the LAMC and the terms of a Memorandum of Agreement (MOA) between DCP and LADBS.</p>	
<p><b>Departmental Collaboration:</b> <i>If this request was developed in conjunction with other departments, list the departments below.</i></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>REQUEST A - PART 1</b>	
<p><b>Justification</b></p> <p>1. What problem is being addressed and how will this request address it?</p> <p>The problem that MVIP addresses is that CUPs that are not thoroughly monitored can negatively impact communities and residents' safety as non-compliance can lead to activities that are disruptive to communities. Implementation of MVIP started in June 2018 when DCP began referring new cases weekly for inspection. Prior to implementation, DCP had held cases that needed to be referred and by November 2018, this resulted in 1,000 cases pending referral. These cases are in addition to the new cases projected to be submitted on a weekly basis. DCP has already referred 300 cases to LADBS for inspection through November 2018, and intends to refer the remainder of the pending cases by the end of FY 2018-19. The Department was initially able to meet the workload utilizing the overtime appropriation provided in the adopted budget, but by November 2018 the Department, now with 300 cases referred, was unable to keep up with the workload. Monitoring and inspecting for compliance of these permits are essential to Mayor Garcetti's goal of making L.A. safe, livable, and prosperous for everyone.</p> <p>MVIP is a collaborative program with DCP in which LADBS is to conduct on-site inspections to verify and enforce, as appropriate, compliance with the conditions of discretionary actions related to granted CUPs based upon on-site Certificate of Occupancy inspection(s). LADBS will also focus on Conditional Use Beverage (CUB) and</p>	

## **2018-19 Budget Program Request**

Conditional Use Entertainment (CUX) permits. Per the MOA signed in December 2014, LADBS will conduct initial and second on-site inspections based on cases referred by DCP, verify compliance with conditions for discretionary approvals related to granted CUB and CUX permits, and will conduct additional on-site inspections to investigate complaints. If during any on-site inspection LADBS finds that the operation of the establishment are not in compliance with the conditions, LADBS shall notify the property owner of the establishment in an OTC and advise the property owner that LADBS will re-inspect the premises within twenty business days after the compliance date stipulated in the OTC. If the property owner fails to come into compliance, LADBS shall utilize additional Department policies and procedures to achieve compliance.

LADBS currently has resolution authority for 13 positions, but received no funding for these positions in FY 2018-19, as it was not clear when the Program would launch. Instead, LADBS received funding in the form of overtime for \$200,000. Since the implementation of the Program in June 2018, LADBS has been using overtime to complete inspections for the additional workload referred by DCP. If LADBS continues to use overtime only, the Department will not be able to keep up with the referrals from DCP and will result in cases not being inspected within the metrics set forth by the MOA. As a result, LADBS requests to fill two positions and obtain additional appropriation for overtime to support both inspection and administrative staff needs to meet the expected influx of pending cases. Funding for a BMI and Sr. BMI will allow the Department to assign the workload in a timely and consistent manner. Funding for the Sr. BMI also gives the Program a supervisory position to oversee the workload as well as other inspectors utilized through overtime for MVIP inspections, and will set a foundation for the future needs of the Program as it becomes established. The additional requested appropriation of \$746,000 will provide the Department the resources necessary to service up to 1,000 pending cases. This appropriation will provide the flexibility to quickly fund additional overtime or full-time positions, such as additional inspection and administrative support. Currently, overtime funding is not provided for additional inspection and administrative support and the Department does not have the capacity to absorb the costs. It is therefore imperative that LADBS receive funding for the BMI and Sr. BMI positions, as well as an appropriation of \$746,000 to ensure the Department is able to meet its commitments per the MOA.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

N/A – This request is for continued positions, not newly requested positions.

3. Why is this approach better than the alternative approaches that were considered?

N/A – This request is for continued positions, not newly requested positions.

4. Goals:
  - a) What are the 2018-19 goals for this request?



## **2018-19 Budget Program Request**

MVIP launched in June 2018 and data is unavailable to measure its effectiveness at this time. Based on the MOA, LADBS plans to establish a percentage goal to measure the number of referred cases inspected within 10 days of receipt from DCP, complaints based referrals inspected within 5 days of receipt from DCP, and the number of cases resulting in an OTC re-inspected within 20 days after the compliance date stipulated in the OTC.

b) What are the long-term goals for this request, if they differ from 2018-19?

N/A – See response to 4a above.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

Metric Description	Goal	Actual FY 16-17	Actual FY 17-18	Estimated FY 18-19
# of Cases referred by Department of City Planning for inspection	N/A	0	20	1,000*

\*Includes new cases and cases pending referral.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

No goals are available for this Program at this time. This is a new Program, and since it was only implemented in June 2018, there is insufficient data to create goals. In FY 2018-19, LADBS estimates 1000 cases will be referred from DCP. A majority of these cases were pending referral by DCP prior to the Program's implementation in June 2018. Starting in FY 2019-20, it is projected that DCP will refer 300 new cases. Once a consistent time period of data can be collected and analyzed, metrics and goals will be established based on the percentage of cases referred by DCP that are inspected within 10 days, complaint based referrals completed within 5 days, and re-inspections within 20 days after an OTC notification.

These positions are essential for proactively monitoring CUPs per the MOA signed between LADBS and DCP. This joint program with DCP ensures that the conditions placed on approved entitlements are enforced to preserve and safeguard the quality of life in communities. DCP has already sent 300 referrals from June thru November 2018 and expect to refer the remaining balance of pending cases by the end of FY 2018-19. Not approving funding for the BMI and Sr. BMI positions, as well as the additional appropriation for overtime, will result in elimination of the proactive inspection element of the Program and may have an adverse impact on communities impacted by establishments using these types of CUPs that may be in violation of LAMC codes and provisions of their CUP. It is therefore imperative that LADBS receive funding for these positions to ensure the Department is able to meet its commitments per the MOA.

## **2018-19 Budget Program Request**

### **REQUEST A - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions will be 100% funded by the Planning Case Processing Fund (52D).

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

**Checkpoint III** - Alignment with Strategic Documents

*Check all that apply:*

- ☒ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☒ Matrix Consulting Group Recommendations

Department:	Building and Safety
Program:	0818 Conservation of Existing Structures

Positions:

Budget:

<sup>1</sup> Note: expense and equipment costs, except Transportation, for Enterprise Fund positions paid out of Enterprise Fund 601 account. See Schedule 40, Building and Safety Expense and Equipment line item for total.

[illegible]

\\IRM\DATA\ASD\Budget\2018-19\Budget Requests\Interim Requests\MVIP\1819\_BC0818 Cost Worksheet 110918 [Tab: Program Request Template]





## 2018-19 Budget Program Request

<b>Department Name:</b> Building and Safety	
<b>Program Code:</b> BA0850	<b>Program Name:</b> General Administration and Support
<b>Detail of Budget Program Requests</b> <i>Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc) when referencing each Budget Request.</i>	
<b>REQUEST G (Interim Budget Request)</b>	
<b>Name of Request:</b> New Funding for Department Internal Auditors	<b>Total Request Amount:</b> \$91,303
<b>Description of Request:</b> <i>Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.</i>  LADBS requests resolution authority and seven (7) months funding for one (1) Internal Auditor (IA) IV to enhance the Department's internal controls by providing risk-based and objective assurance, advice, and insight. This position will report directly to the General Manager and will be 100% funded by the Building and Safety Building Permit Enterprise Fund (48R) [Enterprise Fund].	
<b>Departmental Collaboration:</b> <i>If this request was developed in conjunction with other departments, list the departments below.</i>  N/A	
<b>REQUEST G – PART 1</b>	
<b>Justification</b> <ol style="list-style-type: none"><li>1. What problem is being addressed and how will this request address it?  The problem being addressed is the Department's need to maintain internal control enhancements, especially over the Department's Information Technology (IT) projects, which the IA IV provides through independent and objective auditing, reviewing, and consulting.  LADBS recently implemented new procurement procedures to ensure that assets are safeguarded; resources and assets are acquired economically and justifiably; operating efficiency is enhanced; risk is being properly assessed; and compliance is maintained within prescribed laws and regulations by staff and vendors. Establishing an IA IV position will increase the integrity of the Department's accounting and procurement processes; allow for continual assessments of current controls; and provide improvements to standard processes.  The IA will perform the following functions:<ul style="list-style-type: none"><li>• Establish and manage the Internal Audit Section (IAS);</li><li>• Plan and direct the internal auditing functions for the Department;</li><li>• Audit the performance, finances, and information technology projects on a broad range of Department functions and enterprises, involving a considerable amount of contact with other City Department employees;</li></ul></li></ol>	

## **2018-19 Budget Program Request**

- Evaluate information systems controls;
- Determine the adequacy of system security and data, internal controls, and information systems applications integrities;
- Conduct audits of procurement systems and related records;
- Examine journals, ledgers, contracts, and other related records;
- Provide consulting services and provide independent assessment and recommendations of the Department's governance, risk management, and IT projects;
- Evaluate the effectiveness and efficiency of Department operations;
- Administer the audit activities in the Department for all system and performance operations to ensure compliance with Generally Accepted Governmental Auditing Standards (GAGAS); and,
- Develop a system of control over audit projects, reviewing operations, and results.

It is important that there is transparency and accountability regarding Department procurement processes and IT projects. Approving an IA IV will ensure that these processes and projects are being carried out effectively and efficiently so that the results are consistent with established objectives.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
  - If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

N/A – This is a support program.

3. Why is this approach better than the alternative approaches that were considered?

N/A – This is a support program.

4. Goals:
  - a) What are the 2018-19 goals for this request?

Since the position referenced in this request has not yet been authorized and funding has not yet been provided, short term goals for this request, if any, will be developed once the work begins and it can be evaluated.

- b) What are the long-term goals for this request, if they differ from 2018-19?

N/A – The long-term goals do not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

## **2018-19 Budget Program Request**

N/A – This is a support program.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

N/A – This is a support program.

### **REQUEST G - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

All positions are 100% funded by the Enterprise Fund (48R).

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☒ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

**Checkpoint III** - Alignment with Strategic Documents

*Check all that apply:*

- ☐ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAN
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ Matrix Consulting Group Recommendations

Department:	Building and Safety
Program:	0850 General Administration and Support

Positions:								Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)							
Quantity	Class Title	Class Code	Reg. Sworn, Reso, As-Needed, or Hiring Hall	Wages & Count Salary	Salary Savings Rate (%)	Number of Months Funding Requested	Net Salary	General Fund	Total All Special Funds	B&S Ent Fund	Off-Site Sign Periodic Trust	Planning Case Processing	Repair and Demo	Code Enforcmt Trust Fund	NEW CASP Fund
								100		48R	46F	52D	346	41M	TBD
1	INTERNAL AUDITOR IV	1625-4	New-Reso	150,127	1.0%	7	\$ 86,698	0.00	1.00	1.00					
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
1	TOTALS						\$ 86,698	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00

<sup>1</sup> Note: expense and equipment costs, except Transportation, for Enterprise Fund positions paid out of Enterprise Fund 601 account. See Schedule 40, Building and Safety Expense and Equipment line item for total

General Fund Revenue (Change):



**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: One (1) New Position	2. Employee's Present Class Title/Code: Internal Auditor IV / 1625-4	3. Present Salary or Wage Rate: \$131,063.76
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared 10/30/18
5. Location of office or place of work: 201 N. Figueroa St., 10th Floor Los Angeles, CA 90012		6. Name of Department <u>Los Angeles Dept. of Building and Safety</u> Division <u>Management</u> Section <u>Executive Office</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <u>Osama Younan</u> Title <u>Deputy Superintendent of Building I</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
70%	Planning and directing the internal auditing functions for the Department. Auditing the performance, finances, and IT projects within a broad range of Department functions and enterprises, which also involves a considerable amount of interaction with other City Department employees. Evaluating information system controls. Determining the adequacy of system security and data, internal controls, and information systems applications integrities. Conducting audits of procurement systems and related records; Examining journals, ledgers, contracts, and other related records.  Providing consulting services and independent assessment and recommendations of the Department's governance, risk management, and IT projects. Evaluating the effectiveness and efficiency of Department operations.	
25%	Administering the audit activities in the Department for all system and performance operations to ensure compliance with Generally Accepted Governmental Auditing Standards (GAGAS); and, Developing a system of control over audit projects, reviewing operations, and results. Prepares draft and final written narrative reports and presents audit findings.	
5%	May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.	
9. How long have the duties been substantially as described above? <u>New position.</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. Automobile, general office equipment, personal computer and peripherals, 10-key adding machines, photocopier, fax machines and calculator.		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>		
12. Indicate the number of employees supervised by class titles. None		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Exercise independent judgement working with other bureaus and other city department.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Graduation from a recognized four-year college or university.

(b) Experience (type and length; list appropriate city classes, if any).

Two years of full-time paid experience as an Auditor with the City of Los Angeles, or in a class at least at that level, conducting financial or program audits in accordance with Generally Accepted Governmental Auditing Standards.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 20

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification. Eye glasses, hearing aids, etc.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Establishes policies and procedures for the department audit function, and implement those policies established by the Controller's Office.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Ensures that the department continues to be in compliance with the Controller's requirements, adhere to the fiscal monitoring guidelines. Ensures that adequate internal control is in place.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Use of personal computer, otherwise not applicable.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with LADBS executive management, bureau chiefs regarding financial reports and accounting documents. Coordinate with other City departments and CAO.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Reports on the performance, finances, and IT projects within LADBS.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

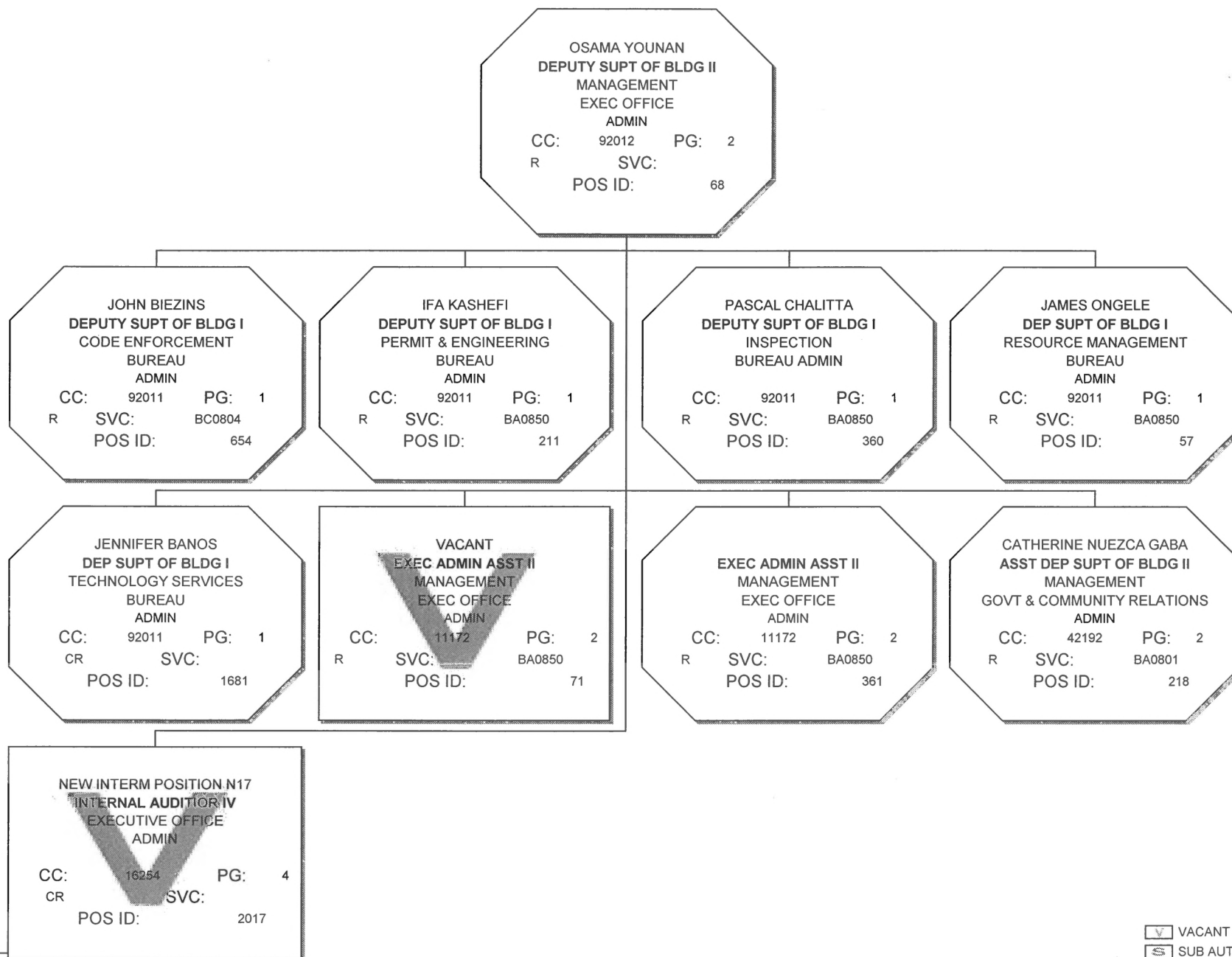
Signature of department head *Amir Ghandi For* Date 10/30/18



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

FY 2018-19

## EXECUTIVE OFFICE



### Legends

Supervisor Staff

VACANT POSITION  
SUB AUTHORITY



## 2018-19 Budget Program Interim Request

<b>Department Name:</b> Building and Safety	
<b>Program Code:</b> BA0849	<b>Program Name:</b> Technology Support
<b>Detail of Budget Program Requests</b> <i>Copy and use the format below for each budget request. Use the Budget Request letter included in the Excel template (A, B, C, etc.) when referencing each Budget Request.</i>	
<b>REQUEST C</b>	
<b>Name of Request:</b> New Funding for BuildLA Graphic Designer	<b>Total Request Amount:</b> \$53,429
<b>Description of Request:</b> <i>Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.</i>  LADBS requests resolution authority and seven (7) months funding for one (1) Graphic Designer (GD) II position to assist in the development of enterprise/city wide projects currently underway, planned for the future, and maintenance of existing programs. This position will support revenue generating services and will be 100% funded by the LADBS Building Permit Enterprise Fund (48R) [Enterprise Fund].	
<b>Departmental Collaboration:</b> <i>If this request was developed in conjunction with other departments, list the departments below.</i>  N/A	
<b>REQUEST C - PART 1</b>	
<b>Justification</b> 1. What problem is being addressed and how will this request address it?  The problem is the Department's need for graphic design assistance during the programming and development stage of enterprise/city wide projects including ePlanLA, BuildLA, and the Existing Building Energy and Water Efficiency (EBEWE) Portal. ePlanLA is a web-based application for online plans that require review and approval for permits. The BuildLA website is an online portal that helps interconnect online development services and delivers them to customers for the City of Los Angeles. The EBEWE program is mandated through the Los Angeles Municipal Code (Ordinance 184674, Council File 13-1214) for the purpose of improving water and energy efficiency, and the portal is used for customers to comply with the requirements of the Program. The skillset of a GD II is essential to create applications with an intuitive and attractive user interface that also complies with current best practices and ADA requirements. ePlanLA, BuildLA, and the EBEWE Portal require a cohesive and comprehensive layout to mitigate any frustration users may experience as they attempt to navigate the website. To achieve this, LADBS needs the expertise of a GD II to make informed decisions regarding the placement of toolbars and help screens. In addition, a GD II's experience in logo creation, color usage, and web form implementation is a unique skillset that cannot be outsourced to other positions in the department. These skills would also be applied to the creation and distribution of online and printed advertisements publicizing the applications as the websites become available to the public. To provide a strong user experience and help prevent delays in the implementation of ePlanLA, BuildLA, and the EBEWE Portal, LADBS requests a GD II position.	



## **2018-19 Budget Program Interim Request**

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?

- If yes, what changes were made and what were the results? Provide evidence of results.
- If no, why has this not been done?

The Department does not have any graphic designer positions nor any existing resources able to provide the necessary support for the development of an intensive and attractive user interfaces, such as those necessary for the ePlanLA, BuildLA, and the EBEWE Portal.

3. Why is this approach better than the alternative approaches that were considered?

An alternative approach is to utilize existing LADBS staff to complete some of these tasks. This approach would result in inefficient allocation of resources because it would take the efforts of many employees to make up for the unique skillset of a GD II, and could result in the Department working certain positions out of class. Moreover, the quality of the projects may be affected by the lack of a dedicated and skilled GD. The most efficient method is for the department to hire a GD II.

4. Goals:

- a) What are the 2018-19 goals for this request?

The Department's goal is to continue to improve operational efficiencies and maintain the Department's level of services.

- b) What are the long-term goals for this request, if they differ from 2018-19?

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).

N/A – This is a support program.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

N/A – This is a support program.

### **REQUEST C - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

This position supports revenue generating services and is 100% funded by the Enterprise Fund (48R).

**Checkpoint II** - Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:

## 2018-19 Budget Program Interim Request

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

### **Checkpoint III - Alignment with Strategic Documents**

*Check all that apply:*

- ☒ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ Matrix Consulting Group Recommendations

### **REQUEST D**

**Name of Request:**

**Add/Delete for Programmer Analyst Positions**

**Total Request Amount:**

**\$0**

**Description of Request:** *Provide details on what resources are being requested. Clearly indicate if this request is for the continuation of 2017-18 positions/funding or new items. If the positions requested are exempt, explain why an existing civil service classification cannot perform these functions.*

LADBS requests to add/delete two positions: delete two (2) Systems Analyst (SA) for the addition of two (2) Programmer Analyst (PA) IIIs in order to provide the Department with staff that have the necessary skillset to support the Department's programming needs and new implementations including ePLanLA, BuidLA, and EBEWE. These positions support revenue generating services and are 100% funded by the LADBS Building Permit Enterprise Fund (48R) [Enterprise Fund]. The Department will absorb the additional marginal costs resulting from salary differences.

**Departmental Collaboration:** *If this request was developed in conjunction with other departments, list the departments below.*

N/A

### **REQUEST D - PART 1**

#### **Justification**

1. What problem is being addressed and how will this request address it?

The problem is the department's critical need for qualified PA IIIs to develop and support programming functions at LADBS. Currently, there is a severe shortage of programming staff at LADBS with only two full time city employees in the Application Systems Division. There is currently not enough staff support to maintain all the programming functions including the design, development, and writing of computer programs at LADBS. Many of the Department's programming functions are custom codes developed by contract programmers, which are then supported by Department staff. Another problem is the increase in outage times due to shortage of staff trained in specialized knowledge for legacy systems, including the Plan Check Information System (PCIS), Code Enforcement Information System (CEIS), and Plan Check Activity Module (PCAM). The proposed PA

## **2018-19 Budget Program Interim Request**

IIIs would be tasked with the modernization of these systems, as these mission-critical legacy systems are LADBS owned systems, and it is often difficult to obtain contractors that can support them due to their obscure programming languages. The lack of sufficient in-house programming resources also impacts the Department's ability to address system emergencies, as there is currently not enough full-time staff for efficient mobilization in the event of a system emergency. Furthermore, efforts for new development—including ePLanLA and the Universal Cashiering System (UCS), which will integrate and optimize fee collection services for various Development Services Departments—are dependent on the availability of the two current employees, which means the absence of these employees critically impact the development timeline. SA positions are not capable of resolving the aforementioned problems due to insufficient skills in programming. It is necessary to hire knowledgeable, capable individuals with these skills to provide backup support as well as to speed up current development efforts. Failure to approve these positions will result in longer outages to current systems and slower development times for upcoming major projects, including ePlan and UCS.

2. If this request is to increase or expand services, or to address backlog/workload issues, has the Department undergone a process improvement or other service efficiency exercise (including but not limited to technology and automation)?
- If yes, what changes were made and what were the results? Provide evidence of results.
  - If no, why has this not been done?

The department is requesting to replace two (2) SA positions with two (2) PA III positions because PA IIIs have the necessary programming skillset to ensure LADBS can support and develop new and existing system applications.

3. Why is this approach better than the alternative approaches that were considered?

The alternative is to keep the two SA positions and train the SAs to fulfill a small portion of the responsibilities of PA IIIs, while hiring additional contractors to provide the necessary programming skills. That is an inefficient use of resources and relies too heavily on contractors for long-term and on-going Department needs.

4. Goals:
- c) What are the 2018-19 goals for this request?

The Department's goal is to continue to improve operational efficiencies and maintain the Department's level of services.

- d) What are the long-term goals for this request, if they differ from 2018-19?

N/A – The long-term goal does not differ from FY 2018-19.

### **Supporting Performance Metrics**

*The Department must have direct influence/control over each metric. Metrics should support the goals above and relate to an increase in service or efficiency.*

1. Provide metrics that measure both the amount of services produced (output) and the impact of those services on your stakeholders (outcome).



## **2018-19 Budget Program Interim Request**

N/A – This is a support program.

2. Explain how the investment in resources will directly impact the metrics that measure the goals above.

N/A – This is a support program.

### **REQUEST D - PART 2**

**Checkpoint I** - What special funds are eligible to be used for this request?

This position supports revenue generating services and is 100% funded by the Enterprise Fund (48R).

**Checkpoint II** - *Requests that belong to a category below will require additional review by the Mayor's Office. Check all that apply:*

- ☐ Requires procurement of personal or professional services
- ☐ Supports Department's risk management efforts
- ☐ Technology request (e.g. software, hardware, technology system, communications system). If checked, complete the technology supplemental.

**Checkpoint III** - Alignment with Strategic Documents

*Check all that apply:*

- ☒ Mayor's Expectations Letter
- ☐ Comprehensive Homeless Strategy
- ☐ Sustainable City pLAn
- ☐ Equitable Workforce and Service Restoration Plan
- ☐ Strategic Plan(s)
- ☐ Matrix Consulting Group Recommendations





**2018-19 Budget Program Request**

Department: **Building and Safety**  
 Program: **0849 Technology Support**

**Request C Name of Request:** **New Funding for BuildLA Graphic Designer**  
 Continued or New? **New - New Service Currently not Performed by the Department**

								Spread Position Counts by FTE by Source of Funds (Positions will default to General Fund 100 if not allocated to Special Funds)							
Positions:			Reg, Sworn, Reso,	Wages & Count	Salary Savings	Number of		General Fund	Total All	B&S Ent Fund	Off-Site Sign	Planning Case	Repair and	Code Enforcmt	NEW CASP
Quantity	Class Title	Class Code	As-Needed, or Hiring Hall	Salary	Rate (%)	Months Funding Requested	Net Salary	100	Special Funds	48R	46F	52D	346	41M	Fund TBD
1	GRAPHICS DESIGNER II	1670-2	New-Reso	84,543	1.0%	7	\$ 48,824	0.00	1.00	1.00					
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
								0.00	0.00						
1	TOTALS						\$ 48,824	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00

Budget:															
Acct	Account Name	TOTAL	General Fund 100	Total All Special Funds	B&S Ent Fund 48R	Off-Site Sign Periodic Trust 46F	Planning Case Processing 52D	Repair and Demo 346	Code Enforcmt Trust Fund 41M	NEW CASP Fund TBD	0	0	0	0	0
001010	Salaries General	\$ 48,824	\$ -	\$ 48,824	\$ 48,824	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001070	Salaries As-Needed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001090	Salaries Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003040	Contractual Services <sup>1</sup>	\$ 350	\$ -	\$ 350	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003310	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006010	Office and Admin <sup>1</sup>	\$ 3,281	\$ -	\$ 3,281	\$ 3,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006020	Operating Supplies <sup>1</sup>	\$ 146	\$ -	\$ 146	\$ 146	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
007300	Equipment <sup>1</sup>	\$ 770	\$ -	\$ 770	\$ 770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002120	Print and Binding <sup>1</sup>	\$ 58	\$ -	\$ 58	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sch40	LADBS Ent Fund 601 Account <sup>1</sup>	N/A	N/A	N/A	\$ 4,605	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:		\$ 53,429	\$ -	\$ 53,429	\$ 53,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<sup>1</sup> Note: expense and equipment costs, except Transportation, for Enterprise Fund positions paid out of Enterprise Fund 601 account. See Schedule 40, Building and Safety Expense and Equipment line item for total.

Pension/Health (Add/Delete Rate): \$ 27,550  
 Applicable CAP rate: 66.65%  
 Estimated Related Cost Reimbursement from SFs (CAP Rate): \$ 32,541 \$ 32,541 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
 General Fund Revenue (Change):

Department:	Building and Safety
Program:	0849 Technology Support

[illegible][illegible]

<sup>1</sup> Note: expense and equipment costs, except Transportation, for Enterprise Fund positions paid out of Enterprise Fund 601 account. See Schedule 40, Building and Safety Expense and Equipment line item for total.

\\RMBDATA\ASD\Budget\2018-19\Budget Requests\Interim Requests\TSB\1819\_BA0849 Cost Worksheet 101618 [Tab: Program Request Template] Page 2 of 2

**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: <b>One (1) New Position</b>	2. Employee's Present Class Title/Code: <b>Graphics Designer II / 1670-2</b>	3. Present Salary or Wage Rate: <b>\$69,906.24</b>
4. Reason for Preparing Description: <input checked="checked" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared <b>10/26/18</b>
5. Location of office or place of work: <b>201 N. Figueroa Street, Suite 960          Los Angeles, CA 90012</b>		6. Name of Department <b>Los Angeles Dept of Building and Safety</b> Division <b>Technical Services Bureau</b> Section <b>App. Services</b>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name <b>Jeanne Ly</b> Title <b>Systems Programmer III</b>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
65%	<b>DESIGN AND PRODUCTION</b> - Creates hardcopy and electronic sketches of graphic illustrations, displays, graphic reproduction layouts, maps, photographic presentations and drawings used in the development and presentation of artistic and visual displays such as concept layouts and final pre-press production pieces for print and electronic media including posters, renderings, pamphlets, brochures, and websites using paper and pencil and computer software such as SketchUp, Microsoft Office Suite, Adobe Creative Suite, Adobe Illustrator, Adobe Photoshop, and InDesign.	
30%	<b>CUSTOMER SERVICE/COMMUNICATION</b> – Provides assistance to LADBS staff to produce finished applications that are user-friendly and intuitive for customers. Interacts with Subject Matter Experts representing the Department's other bureaus, namely, Code Enforcement, Inspection, Permit and Engineering, and Resource Management. He/she may collaborate with employees from other City departments, consultants from external entities, and City-hired contractors. Communicates verbally and in writing with end users, team members, managers by providing notifications regarding an application problem and its resolution in order to keep all associated individuals informed.	
5%	May be assigned other related duties as necessary.	
9. How long have the duties been substantially as described above? <u>New position.</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. <b>Automobile, PC, Notebooks Drive Library, Personal Computer and Peripherals, photocopy equipment, fax machine, telephone and calculator</b>		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>		
12. Indicate the number of employees supervised by class titles. <b>None</b>		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____ Date _____ Phone No. _____		

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Works as a team player and receives written, as well as verbal instruction from the immediate supervisor.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Two years of full-time paid experience preparing graphic displays, descriptive charts, brochures or maps for commercial or public use.

(b) Experience (type and length; list appropriate city classes, if any).

Per class specification.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Familiarity with City and Department of Building and Safety policies and procedures.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Occasional contact with various interdepartmental Bureaus, Information Technology Agency, and various other City Departments and outside vendors.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Routine reports required for graphic design proposals and analysis.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

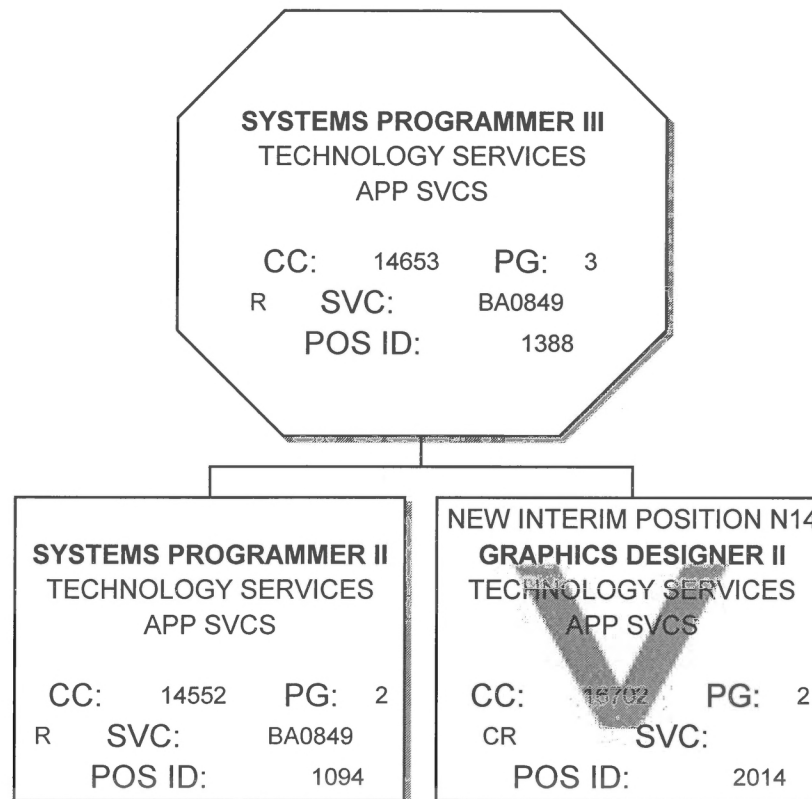
Signature of department head *Amber Fox* Date 10/26/18



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

FY 2018-19



## APP SERVICES



### Legends

Supervisor

Staff

 VACANT POSITION  
 SUB AUTHORITY





**POSITION DESCRIPTION****DO NOT USE THIS SPACE****City of Los Angeles**

1. Name of Employee: Two (2) New Positions	2. Employee's Present Class Title/Code: Programmer Analyst III / 1431-3	3. Present Salary or Wage Rate: \$107,886.96
4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation		Date Prepared 10/26/18
5. Location of office or place of work: 201 N. Figueroa Street, Suite 960 Los Angeles, CA 90012		6. Name of Department <u>Los Angeles Dept of Building and Safety</u> Division <u>Technical Services Bureau</u> Section <u>App. Services</u>
7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work: Name _____ Title <u>Programmer Analyst V</u>		
8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.		
<b>PERCENT OF TIME</b>	<b>DUTIES</b>	
50%	DESIGN, SUPPORT, AND TESTING - Designs and implements computer applications by coding and testing LADBS legacy and new applications according to systems specifications and client requirements. Makes any necessary changes, ensure its proper operation, and deploy the application into production environment to meet client's needs. Configures, supports, and enhances application software by establishing performance parameters, customizing details, rewriting codes, and reviewing application load in order to ensure user friendliness and efficiency and to achieve optimal technical performance. The specific technical areas include: -developing application wireframe -developing new Oracle stored procedures using PL/SQL -developing web services using Microsoft .NET	
20%	TROUBLESHOOTING - Troubleshoots applications and systems problems by analyzing the error message and tracing prior execution of code in order to identify the specific issue and determine a viable resolution.	
15%	DOCUMENTATION - Writes concise and accurate external or internal procedure and system design documents, which contain selection of the appropriate platform, programming languages, security and/or data architecture and the materials and procedures necessary for the operation and use of the system in order to provide specific information or requirements to end users and/or other technical support staff to troubleshoot, maintain, or redesign the system.	
10%	CUSTOMER SERVICE/COMMUNICATION – Interacts with Subject Matter Experts representing the Department's other bureaus, namely, Code Enforcement, Inspection, Permit and Engineering, and Resource Management. He/she may collaborate with employees from other City departments, consultants from external entities, and City-hired contractors. Communicates verbally and in writing with end users, team members, managers by providing notifications regarding an application problem and its resolution in order to keep all associated individuals informed.	
5%	May be assigned other related duties as necessary.	
9. How long have the duties been substantially as described above? <u>New positions.</u>		
10. List any machinery or equipment operated and any unusual or hazardous working conditions. <u>Automobile, PC, Notebooks Drive Library, Personal Computer and Peripherals, photocopy equipment, fax machine, telephone and calculator</u>		
11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). <u>N/A</u>		
12. Indicate the number of employees supervised by class titles. <u>None</u>		
13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.		
Signature _____		Date _____ Phone No. _____

## ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

Duties are accurately described.

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Works as a team player and receives written, as well as verbal instruction from the immediate supervisor. Work is reviewed in terms of results and the quality of work performed by subordinate staff and the ability to meet said objectives.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Bachelor degree in Information Systems or equivalent technical subjects.

(b) Experience (type and length; list appropriate city classes, if any).

Per class specification

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

☒ Strength to: X Lift X Push X Pull

Average weight 20 Heaviest weight 50

☐ Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

☐ Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

☒ Vision, to read fine print/numbers

☐ Hearing, for telephone/alarms

☐ Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

☐ Legs, for walking/standing

☒ Hands and fingers

☐ Back, for strenuous labor

Other/explain \_\_\_\_\_

Hours per  
week

20-30

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

As stated in class specification.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Familiarity with City and Department of Building and Safety policies and procedures.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

N/A

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

N/A

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? No ; amount of bond \$ 0.00

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Occasional contact with various interdepartmental Bureaus, Information Technology Agency, and various other City Departments and outside vendors.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Various reports detailing systems analyses, along with reports which involve preliminary systems evaluations and testing for end users.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

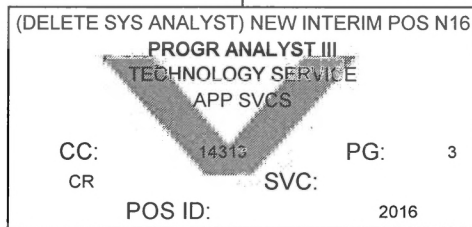
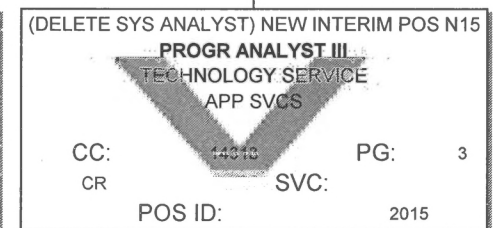
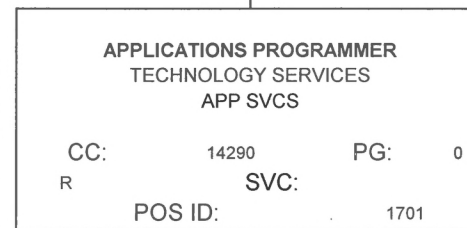
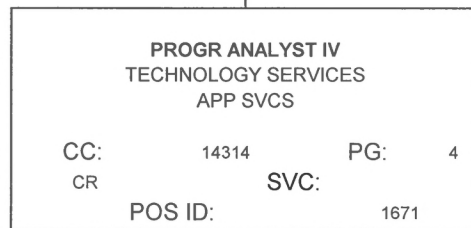
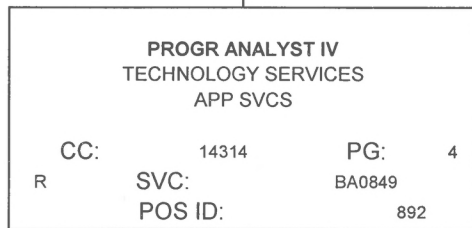
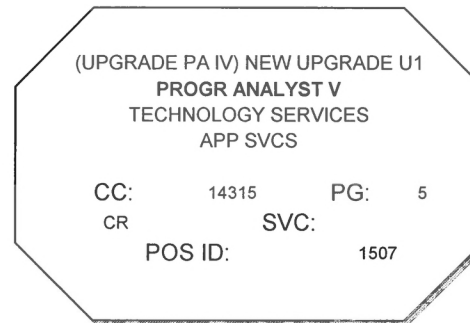
Signature of department head Amir Fom Date 00/26/18



# LOS ANGELES DEPARTMENT OF BUILDING AND SAFETY

FY 2018-19

## APP SERVICES



### Legends

Supervisor Staff

V VACANT POSITION  
S SUB AUTHORITY

