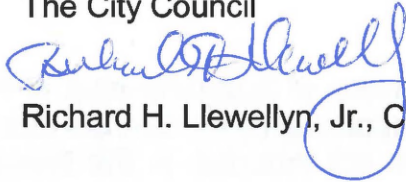


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: January 14, 2020

To: The City Council



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

Subject: **LOS ANGELES ADMINISTRATIVE CODE AMENDMENTS - 12-STEP SALARY RANGE STRUCTURE FOR NON-REPRESENTED CLASSIFICATIONS, AND CLASS TITLE CHANGE**

RECOMMENDATIONS

The City Administrative Officer recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt:
 - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.91 of the Los Angeles Administrative Code, pertaining to step placement when assigned to a different position, to add language to reflect establishment of 12-step salary ranges for non-represented classifications;
 - B. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.92 of the Los Angeles Administrative Code, to add language specific to the 12-step salary range structure established for non-represented classifications; and
 - C. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Section 4.61 of the Los Angeles Administrative Code, to reflect a class title change adopted by the Civil Service Commission for the class of Superintendent of Planning and Development-Recreation and Parks (Code 9237).
2. That the City Council authorize the Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinances.

SUMMARY

On October 22, 2019, the City Council adopted various ordinances pertaining to non-represented employees (C.F. 19-1164), which included converting non-represented

classifications from a 15-step salary range structure to a 12-step structure effective July 7, 2019. It was subsequently determined by this Office and the Controller's Office that additional language was needed in Sections 4.91 and 4.92 of the Los Angeles Administrative Code (LAAC) to provide more specific details of the mechanics for implementing the newly established 12-step salary range structure. Therefore, the two ordinances transmitted herewith amending LAAC Sections 4.91 and 4.92 provide for that additional language.

In addition, a class title change for the class of Superintendent of Planning and Development-Recreation and Parks (Code 9237) was approved by the Civil Service Commission back on September 8, 2000, but inadvertently was not included in the listing of all City classifications in Schedule "A" of LAAC Section 4.61. The third ordinance transmitted herewith amends Schedule "A" to reflect the class title change to Superintendent of Planning and Construction.

FISCAL IMPACT

There are no costs associated with the technical changes reflected in the attached ordinances.

RHL:DB:CEC:0720123

Attachments