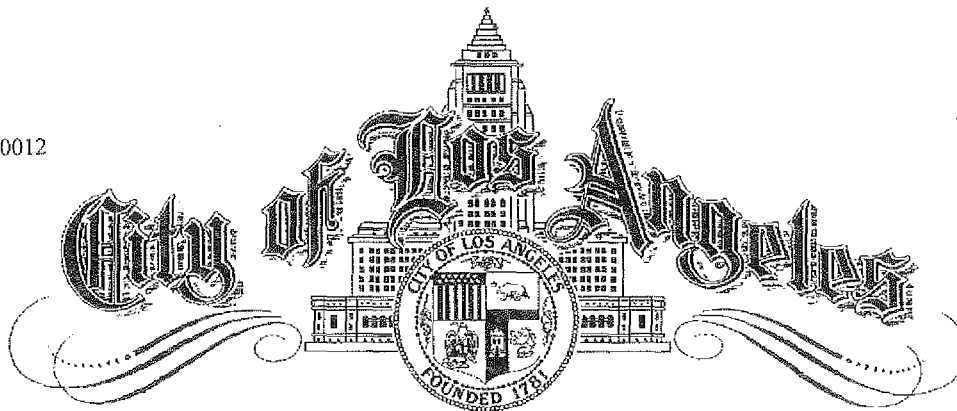


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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 1 - 0 4 1 9

REPORT RE:

SEP 14 2011

**DRAFT ORDINANCES AUTHORIZING THE EMPLOYMENT OF PERSONNEL FOR
34 DEPARTMENTS AND OFFICES OF THE CITY OF LOS ANGELES**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 N. Spring Street
Los Angeles, California 90012

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinances, approved as to form. These ordinances authorize the employment of personnel for 34 departments and offices of the City of Los Angeles.

Council Rule 38 Referral

Pursuant to Council Rule 38, the ordinances were referred to the City Administrative Officer (CAO). The CAO recommends adoption of these ordinances.

If you have any questions regarding this matter, please contact Senior Assistant City Attorney Zna Porlock Houston at (213) 978-7182. She or another member of this Office will be present when you consider this matter to answer any questions you may have.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By 

PEDRO B. ECHEVERRIA
Chief Assistant City Attorney

PBE:ZPH:lh
Transmittal

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 28, 2011

To: Honorable Chairperson, Personnel Committee
Honorable Chairperson, Budget and Finance Committee

From: Miguel A. Santana, City Administrative Officer 

Subject: **2011-12 DEPARTMENTAL PERSONNEL ORDINANCES**

Submitted herewith are the below-listed 34, 2011-12 Departmental Personnel Ordinances (DPO), which have been prepared in accordance with Mayor and City Council actions on the 2011-12 Budget, and have been approved by the City Attorney as to form.

1. Aging
2. Animal Services
3. Building and Safety
4. City Administrative Officer
5. City Attorney
6. City Clerk
7. Community Development
8. Controller
9. Convention Center
10. Council
11. Cultural Affairs
12. Disability
13. El Pueblo de Los Angeles Historical Monument Authority
14. Emergency Management
15. Employee Relations Board
16. Ethics
17. Finance
18. Fire
19. General Services
20. Housing Department
21. Information Technology Agency
22. Mayor
23. Neighborhood Empowerment
24. Personnel
25. Planning
26. Police
27. Public Works – Board Office

Honorable Chairperson,
Personnel Committee - 2

28. Public Works – Bureau of Contract Administration
29. Public Works – Bureau of Engineering
30. Public Works – Bureau of Sanitation
31. Public Works – Bureau of Street Lighting
32. Public Works – Bureau of Street Services
33. Transportation
34. Zoo

Also included is a Summary of Personnel Ordinance Changes. Section A of the Summary details any changes or corrections to the listing of positions in the DPOs that occurred subsequent to adoption of the 2011-12 Personnel Authority Resolution (Council: July 6, 2011; Mayor: July 15, 2011; C.F. 11-1700). Section B of the Summary describes any necessary changes to the provisions (text portion) of the DPOs from the previous 2010-11 DPOs.

FISCAL IMPACT

Funding for these positions is consistent with the 2011-12 Adopted Budget.

RECOMMENDATION

That the Council, subject to the approval of the Mayor, approve the 34, 2011-12 Departmental Personnel Ordinances attached hereto.

MAS:CEC:JL:01120026h

Attachments

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2011-12 Proposed Detail of Positions and Salaries document, not included in the 2011-12 Personnel Authority Resolution:

COMMUNITY DEVELOPMENT

The following change reflects a pay grade determination made subsequent to the submission of the 2011-12 Proposed Detail of Positions and Salaries document and inadvertently not included in the 2011-12 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	1597-2	Senior Systems Analyst II

DELETE	Regular Authority	
No.	Code	Class Title
1	1597-1	Senior Systems Analyst I

CONVENTION CENTER

The following change reflects an additional Hiring Hall authority for Electrical Craft Helper, per C.F. No. 09-2314, made subsequent to submission of the 2011-12 Proposed Detail of Positions and Salaries document and the 2011-12 Personnel Authority Resolution.

ADD	Hiring Hall	
No.	Code	Class Title
	0862	Electrical Craft Helper - Hiring Hall

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2011-12 Proposed Detail of Positions and Salaries document, not included in the 2011-12 Personnel Authority Resolution:

INFORMATION TECHNOLOGY AGENCY

The following change reflects a pay grade determination made subsequent to submission of the 2011-12 Proposed Detail of Positions and Salaries document and the 2011-12 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	9184-2	Management Analyst II

DELETE	Regular Authority	
No.	Code	Class Title
1	9184-1	Management Analyst I

BUREAU OF ENGINEERING

The following change reflects a pay grade determination made subsequent to the submission of the 2011-12 Proposed Detail of Positions and Salaries document and the 2011-12 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	7212-2	Office Engineering Technician II

DELETE	Regular Authority	
No.	Code	Class Title
1	7212-1	Office Engineering Technician I

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2011-12 Proposed Detail of Positions and Salaries document, not included in the 2011-12 Personnel Authority Resolution:

BUREAU OF SANITATION

The following changes reflect reallocations and pay grade determinations made subsequent to the submission of the 2011-12 Proposed Detail of Positions and Salaries document and the 2011-12 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
5	4123-1	Wastewater Treatment Operator I
1	4123-3	Wastewater Treatment Operator III
1	5613	Wastewater Treatment Electrician Supervisor
1	5614-1	Wastewater Treatment Mechanic I
1	5614-2	Wastewater Treatment Mechanic II
1	5615-1	Wastewater Treatment Electrician I
1	7872	Environmental Engineer
11		

DELETE	Regular Authority	
No.	Code	Class Title
1	3772-2	Senior Mechanical Repairer II
1	3773-2	Mechanical Repairer II
1	3863	Electrician
1	3865	Electrician Supervisor
5	5853	Electric Pumping Plant Operator
1	5856	Senior Electric Pumping Plant Operator
1	7871-4	Environmental Engineering Associate IV
11		

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION B - PROVISION CHANGES**

Provision changes from the 2010-11 Departmental Personnel Ordinances (DPO):

CITY ATTORNEY

Section 4 is amended to reflect that persons employed in various attorney classifications as prosecutors in the Criminal Branch may be issued a uniform badge.

CONTROLLER

Section 1.2, pertaining to certification of deposits into the City Treasury by a Deputy Controller as deputized by the Controller, is amended to reflect the elimination of the Treasurer position in conjunction with the consolidation of the Office of the Treasurer into the Office of Finance in the 2011-12 Adopted Budget.

Section 1.4, pertaining to premium level compensation for any person employed in the class of Administrative Deputy Controller, is amended to provide for updated effective dates and salary ranges consistent with wage adjustments for non-represented employees.

Section 1.6, pertaining to premium level compensation for the Director of Financial Analysis and Reporting, is deleted as that provision has been included in the appropriate Memorandum of Understanding (2007-12 MOU 36 Amendment No. 4). Section 1.7 is re-numbered as Section 1.6.

CONVENTION CENTER

Section 1.2, pertaining to premium level compensation for a Senior Event Attendant assigned as an assistant to an Event Supervisor, is amended to clarify the incumbent eligible for said compensation.

Section 1.3, pertaining to premium level compensation for an Event Services Coordinator III assigned as an Assistant Division Head, is amended to include Event Services Coordinator II when the position of Event Services Coordinator III is vacant, and is revised to provide two, instead of four, premium levels.

COUNCIL

Sections 1.7 and 1.8, pertaining to premium level compensation for Council Aide VII incumbents who have the additional responsibilities of Chief Deputy or Assistant Chief Deputy, respectively, are amended to provide for updated effective dates and salary ranges consistent with wage adjustments for non-represented employees. A new Section 1.8.5 is added to provide premium level compensation for a person employed as a Council Aide VII, Code 0186, when designated to perform duties for more than one Council office.

FIRE

Section 1(b)(1), pertaining to Firefighter III assignments, is amended to reflect a reduction from 57 to 27 Emergency Incident Technician (formerly Staff Assistant) positions, a reduction from 108 to 96 Hazardous Materials Specialist or Technician positions, the deletion of the one Hydrant Planning position, and the deletion of the eight Safety Education positions.

Section 1(b)(3), pertaining to Apparatus Operator assignments, is amended to reflect a reduction from 21 to 16 Hazardous Materials Specialist or Technician positions.

Section 1(b)(5), pertaining to Fire Battalion Chief assignments, is amended to update the name of several sections and divisions and to delete reference to the Quality Improvement Section.

Section 1(b)(6), pertaining to Fire Assistant Chief assignments, is amended to delete reference to the Training Division.

Section 1(b)(9), pertaining to Captain I assignments, is amended to reflect a reduction from 21 to 19 Hazardous Materials Specialist or Technician positions.

Section 1(b)(10), pertaining to Captain II assignments, is amended to add one position assigned to Medical Liaison, and increase from 12 to 13 the number of Hazardous Materials Specialist or Technician positions.

OFFICE OF FINANCE

A new Section 1.4 is added to provide that one employee may be deputized as Deputy Treasurer, in accordance with the consolidation of the Office of the Treasurer into the Office of Finance, as reflected in the 2011-12 Adopted Budget. This provision was previously included in the Treasurer's 2010-11 DPO.

PLANNING

Section 1.1, pertaining to positions that the Director of Planning may appoint and deputize, is amended to include the class of Chief Zoning Administrator.

TREASURER

This DPO is eliminated in accordance with the consolidation of the Office of the Treasurer into the Office of Finance, as reflected in the 2011-12 Adopted Budget.

CITY ADMINISTRATIVE OFFICER

2011-12

ORDINANCE NO. _____

An ordinance authorizing the employment of personnel in the Office of the City Administrative Officer of the City of Los Angeles.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Employment authorization for Fiscal Year 2011-12 is hereby granted the Office of the City Administrative Officer for the designated number of positions in each code and title as provided in this ordinance.

CITY ADMINISTRATIVE OFFICER

No. Code Title

(a) Regular Positions:

1	0010	City Administrative Officer
3	0011	Assistant City Administrative Officer
1	1116	Secretary
2	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-1	Accounting Records Supervisor I
1	1201	Principal Clerk
2	1223-1	Accounting Clerk I
2	1223-2	Accounting Clerk II
1	1358	Clerk Typist
8	1368	Senior Clerk Typist
1	1530-1	Risk Manager I
4	1530-2	Risk Manager II
1	1530-3	Risk Manager III
1	1538	Senior Project Coordinator
9	1541-1	Senior Administrative Analyst I
24	1541-2	Senior Administrative Analyst II
2	1552-2	Finance Specialist II
3	1552-3	Finance Specialist III
2	1552-4	Finance Specialist IV
2	1552-5	Finance Specialist V
9	1554	Chief Administrative Analyst

Sec. 1.1. Upon the approval of the City Administrative Officer, any person employed in the classes of Assistant City Administrative Officer, Code 0011; Chief Administrative Analyst, Code 1554; Senior Administrative Analyst I, Code 1541-1; Senior Administrative Analyst II, Code 1541-2; Finance Specialist I, Code 1552-1; Finance Specialist II, Code 1552-2; Finance Specialist III, Code 1552-3; Finance Specialist IV, Code 1552-4; Finance Specialist V, Code 1552-5; Senior Labor Relations Specialist, Code 9202; or Administrative Analyst II, Code 1590-2, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes.

Sec. 1.2. One Assistant City Administrative Officer, Code 0011, when designated by the City Administrative Officer, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.3. Whenever the City Administrative Officer, is authorized, pursuant to Charter Section 1164(b), to employ a person who is retired from City service, the employee may be employed at any step within the salary range prescribed for the class that is determined by the Office of the City Administrative Officer to be commensurate with, and based upon, the extent, responsibility, and importance of the work to be assigned and the experience, skill and ability of the employee.

Sec. 2. Upon approval from the Office of the City Administrative Officer, substitute authority positions may be filled using any class of position specified in Schedule "A" of the Los Angeles Administrative Code or approved Memoranda of Understanding (MOU). This approval shall specify the period during which the position shall be filled. The Office of the City Administrative Officer shall maintain a record of the positions approved for filling. Whenever the Office of the City Administrative Officer requires as a condition to the filling of a substitute position that a regular position be left vacant and the vacant regular position is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72 or an approved MOU, payment of the adjusted compensation may then be made to the person employed in the substitute position if he/she is otherwise qualified to receive adjusted compensation.

Sec. 3. The appointing authority may employ persons and assign duties appropriate to the employee's classification and pay grade in any class of position specified in Schedule "A" of Los Angeles Administrative Code Section 4.61 in lieu of vacant positions in a related occupational series, including related training classes, or if not related, upon approval from the Office of the City Administrative Officer and the Personnel Department, which have been duly authorized in the appropriate department personnel ordinance or resolution of the Council, and which vacant positions have a salary or salary range equal to or higher than the salary or salary range for the class of

position in which the persons are to be employed; provided, however, that at no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever the class of position to be left unfilled as a condition to the filling of a position in accordance with this section is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72, payment of the adjusted compensation may then be made to the person employed in accordance with this section if he/she is otherwise qualified to receive adjusted compensation.

Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

Sec. 5. Pursuant to the provisions of Charter Section 252, this ordinance shall become effective upon its publication and shall remain operative until superseded by ordinance.

Sec. 6. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

JUNE LAGMAY, City Clerk

By _____
Deputy

Approved _____

Mayor

Approved as to Form

CARMEN A. TRUTANICH, City Attorney

By ZNA PORTLOCK HOUSTON
ZNA PORTLOCK HOUSTON
Senior Assistant City Attorney

Date 11/29/11

File No. _____