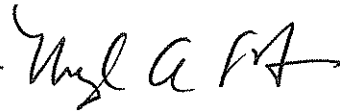


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 2, 2014

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

From: Miguel A. Santana, City Administrative Officer



Subject: **2013-14 DEPARTMENTAL PERSONNEL ORDINANCES**

Submitted herewith are the below-listed 34 2013-14 Departmental Personnel Ordinances (DPOs), which have been prepared in accordance with Mayor and City Council actions on the 2013-14 Budget, and have been approved by the City Attorney as to form and legality.

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

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Honorable Chairpersons,
Personnel and Animal Welfare Committee,
Budget and Finance Committee - 2

27. Public Works – Board Office
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 2013-14 Personnel Authority Resolution (Council: August 2, 2013; Mayor: August 8, 2013; C.F. 13-1700). Section B of the Summary describes any necessary changes to the provisions (text portion) of the DPOs from the previous 2012-13 DPOs.

FISCAL IMPACT

Funding for these positions is consistent with the 2013-14 Adopted Budget.

RECOMMENDATION

That the Council, subject to the approval of the Mayor, approve the 34 2013-14 Departmental Personnel Ordinances attached hereto.

MAS:CEC:0714095

Attachments

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

ANIMAL SERVICES

The following change reflects a class title change adopted by the Civil Service Commission in 2010-11, which was inadvertently not reflected in subsequent Proposed Detail of Positions and Salaries documents, Personnel Authority Resolutions, or Departmental Personnel Ordinances.

ADD	Regular Authority	
No.	Code	Class Title
1	9244	Assistant General Manager Animal Services

DELETE	Regular Authority	
No.	Code	Class Title
1	9244	Assistant General Manager Animal Regulation

CONVENTION CENTER

The following change reflects a class title change ordinance approved by the Council subsequent to submission of the 2013-14 Proposed Detail of Positions and Salaries, and inadvertently not included in the 13-14 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	9695	Executive Director, Convention Center

DELETE	Regular Authority	
No.	Code	Class Title
1	9695	General Manager Convention Center

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

CULTURAL AFFAIRS

The following change reflects a pay grade determination made subsequent to submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	2455-2	Arts Manager II

DELETE	Regular Authority	
No.	Code	Class Title
1	2455-1	Arts Manager I

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

ECONOMIC AND WORKFORCE DEVELOPMENT

The following changes reflect class title changes adopted by the Civil Service Commission subsequent to submission of the 2013-14 Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution.

ADD No.	Regular Authority Code	Class Title
1	9806	General Manager Economic and Workforce Development
2	9807	Assistant General Manager Economic and Workforce Development
3		

DELETE No.	Regular Authority Code	Class Title
1	9806	General Manager Economic Development
2	9807	Assistant General Manager Economic Development
3		

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

FINANCE

The following change corrects an inadvertent error made in the 2013-14 Detail of Positions and Salaries document, which was not corrected in the 2013-14 Personnel Authority Resolution.

ADD No.	Regular Authority Code	Class Title
1	1596-2	Systems Analyst II

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

The following change reflects Council action to upgrade two Investment Officer I positions to Investment Officer II in the 2013-14 Personnel Authority Resolution (C.F. 13-1700).

ADD No.	Regular Authority Code	Class Title
2	9146-2	Investment Officer II

DELETE No.	Regular Authority Code	Class Title
2	9146-1	Investment Officer I

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

FINANCE

The following change reflects a reallocation approved subsequent to the preparation of the 2013-14 Personnel Authority Resolution.

ADD No.	Regular Authority Code	Class Title
1	1179-1	Tax Compliance Officer I

DELETE No.	Regular Authority Code	Class Title
1	1758-2	Finance Collection Investigator II

FIRE

The following change corrects an inadvertent error in the 2013-14 Proposed Detail of Positions and Salaries document, which was not corrected in the 2013-14 Personnel Authority Resolution.

ADD No.	Regular Authority Code	Class Title
1	2142-1	Fire Captain I

DELETE No.	Regular Authority Code	Class Title
1	2142-2	Fire Captain II

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

FIRE

The following change reflects a pay grade determination made subsequent to submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 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

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

GENERAL SERVICES

The following changes reflect the deletion of As Needed security services positions in Section 1 (b.3) which were inadvertently included in the 2013-14 Proposed Detail of Positions and Salaries document and not corrected in the 2013-14 Personnel Authority Resolution. These classifications were transferred to the Police Department in the 2012-13 Budget. Subsequent As Needed sections have been renumbered accordingly.

DELETE No.	As-Needed Authority Code	Class Title
	3181	Security Officer
	3183	Municipal Police Officer
	3184	Senior Security Officer
	3185	Municipal Police Sergeant
	3199	Security Aide

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

HOUSING AND COMMUNITY INVESTMENT

The following change reflects a pay grade determination made subsequent to submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	1593-3	Departmental Chief Accountant III

DELETE	Regular Authority	
No.	Code	Class Title
1	1593-2	Departmental Chief Accountant II

The following change reflects pay grade changes inadvertently omitted from the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
2	1571-2	Financial Development Officer II

DELETE	Regular Authority	
No.	Code	Class Title
2	1571-1	Financial Development Officer I

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

BUREAU OF SANITATION

The following changes reflect reallocations and pay grade determinations made subsequent to the submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
1	4123-3	Wastewater Treatment Operator III
4	5614-1	Wastewater Treatment Mechanic I
2	9184-1	Management Analyst I
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7		

DELETE	Regular Authority	
No.	Code	Class Title
2	1731-1	Personnel Analyst I
3	3773-2	Mechanical Repairer II
1	3796	Welder
1	4124	Senior Wastewater Treatment Operator
<hr/>		
7		

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

BUREAU OF SANITATION

The following changes reflect pay grade determinations made subsequent to the submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 Personnel Authority Resolution.

ADD	Regular Authority	
No.	Code	Class Title
5	7212-2	Office Engineering Technician II
1	9184-2	Management Analyst II
<hr/>		
6		
DELETE	Regular Authority	
No.	Code	Class Title
5	7212-1	Office Engineering Technician I
1	9184-1	Management Analyst I
<hr/>		
6		

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

BUREAU OF STREET LIGHTING

The following changes reflect reallocations approved by the Civil Service Commission on September 8, 2011, pending City Council adoption of the salary ordinance for the reinstated Superintendent class. The salary ordinance was approved by the City Council on January 9, 2013 (C.F. 12-1776), however, the reallocations were not reflected in the 2013-14 Detail of Positions and Salaries or the 2013-14 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	3820-1	Street Lighting Construction and Maintenance Supt I
1	3820-2	Street Lighting Construction and Maintenance Supt II
<hr/> 2		
DELETE	Regular Authority	
No.	Code	Class Title
1	3840-2	Street Lighting Electrician Supervisor II
1	3840-3	Street Lighting Electrician Supervisor III
<hr/> 2		

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

Position changes from the 2012-13 Proposed Detail of Positions and Salaries document, not included in the 2012-13 Personnel Authority Resolution:

BUREAU OF STREET LIGHTING

The following change reflects a reallocation approved by the Civil Service Commission on July 26, 2012, pending City Council adoption of the salary ordinance for the reinstated Superintendent class. The salary ordinance was approved by the City Council on January 9, 2013 (C.F. 12-1776), however, the reallocation was not reflected in the 2013-14 Detail of Positions and Salaries or the 2013-14 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	3820-1	Street Lighting Construction and Maintenance Supt I

DELETE	Regular Authority	
No.	Code	Class Title
1	3840-1	Street Lighting Electrician Supervisor I

TRANSPORTATION

The following change reflects a pay grade determination made subsequent to submission of the 2013-14 Proposed Detail of Positions and Salaries document and the 2013-14 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	1470	Data Base Architect

2013-14
SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION B - PROVISION CHANGES

Provision changes from the 2012-13 Departmental Personnel Ordinances (DPO):

ANIMAL SERVICES

Section 1.1, pertaining to the issuance and use of uniform departmental badges, is amended to reflect the class title change of Assistant General Manager Animal Regulation, Code 9244, to Assistant General Manager Animal Services, and to add the classes of Director of Field Operations, Code 4321, and General Manager Department of Animal Services, Code 9245.

CITY ADMINISTRATIVE OFFICER

Section 1.1, pertaining to premium level compensation, is amended to add the non-represented classification of Principal Project Coordinator, Code 9134.

CITY CLERK

Subsection (c) of Section 1.3, pertaining to persons in departments deputized as Deputy City Clerks, is amended to include the City Planning and Development Department.

CITY PLANNING AND DEVELOPMENT

This DPO reflects the department name change from the Planning Department. In addition, Sections 1.4, and 1.5, pertaining to Building and Safety classifications, are added to be effective January 1, 2014, or upon Council action consolidating the Department of Building and Safety with the City Planning and Development Department.

CONVENTION CENTER

Section 1.1, pertaining to varying work schedules, is amended to reference the appointing authority of the Department instead of General Manager.

COUNCIL

Section 1.8.5, pertaining to premium level compensation when a Council Aide VII performs duties for more than one Councilmember, expired June 30, 2013 and is therefore deleted.

ECONOMIC AND WORKFORCE DEVELOPMENT

This DPO reflects the department name change from the Community Development Department.

FIRE

Sections 1(b)(6) and 1(b)(10), pertaining to various sworn assignments, are amended to provide updated assignments and reflect changes in position authority in accordance with the 2013-14 Adopted Budget.

GENERAL SERVICES

Section 1.2, pertaining to the issuance and use of Uniform Departmental Badges for Security Officer and General Services Officer positions, is obsolete and therefore deleted as those positions were transferred to the Police Department as part of the Public Safety Consolidation Program.

HOUSING AND COMMUNITY INVESTMENT

This DPO reflects the department name change from the Housing Department.

INFORMATION AND TECHNOLOGY

Section 1.2, pertaining to premium level compensation for the Assistant General Manager designated as the Executive Officer, is deleted as that provision has been included in Memorandum of Understanding No. 36. Subsequent DPO sections have been renumbered accordingly.