

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 16, 2014

CAO File No. 0111-31284-0007

Council File No.

Council District: ALL

To: The Personnel and Animal Welfare Committee

From: Miguel A. Santana, City Administrative Officer *Miguel A. Santana*

Reference: Personnel Department request dated October 22, 2013

Subject: **REQUEST FOR APPROVAL OF SUBSTITUTE POSITION AUTHORITY – ASSISTANT GENERAL MANAGER, PERSONNEL DEPARTMENT**

SUMMARY

In a transmittal dated October 22, 2013, the Personnel Department (Personnel) requests approval of one substitute position authority in the classification of Assistant General Manager, Personnel Department (Class Code 1745) through March 31, 2014. In accordance with C.F. No. 13-0600, authorization of substitute positions other than for layoff avoidance shall require Council approval, effective July 1, 2013.

This authority will be used for an Assistant General Manager who plans to retire in March 2014. Council approval of this request will provide sufficient time for the Personnel Department to recruit and select a new Assistant General Manager with sufficient overlapping time to train and transition the responsibilities of the incumbent. It is important to note that as is the case with all hiring requests, a separate approval from the Managed Hiring Committee (MHC) is required for filling this substitute position authority. Accordingly, the MHC will only consider hiring requests once the substitute position authority has been granted and approved by the Council.

The primary duty of this Assistant General Manager position is to serve as the Department's Business Manager, overseeing the planning, preparation, and delivery of the Department's \$54 million operating budget, including oversight and management of the daily operations of four divisions within the Personnel Department – Employee Benefits Division, Workers' Compensation Division, Occupational Safety & Health Division, and Administrative Services Division. Each division is responsible for providing the following services:


- Employee Benefits Division – Administers and manages the 1) City's Employee Parking and Vanpool programs; 2) City's FLEX Benefits program (medical, dental, disability, and life insurance plans), dependent care, healthcare, transit, and parking spending reimbursement accounts, catastrophic leave and employee assistance programs, and COBRA benefits; and 3) Division's benefits trust funds, Deferred Compensation Program, Pensions Savings Plan, and unemployment insurance claims.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 22, 2013

To: Miguel A. Santana, City Administrative Officer
Office of the City Administrative Officer

Attn: Jenny Mach

From:  Margaret Whelan, General Manager
Personnel DepartmentSubject: **REQUEST FOR SUBSTITUTE AUTHORITY – ASSISTANT GENERAL
MANAGER**

The Personnel Department (Personnel) requests to fill one substitute authority position of Assistant General Manager Personnel Department (Class Code 1745). Although the current incumbent's retirement is effective March 2014, he will not be regularly available beginning in January 2014. The salary cost for this position starting in January to mid-March will be \$38,034, which can be covered through salary savings.

The ability to fill this position as soon as possible will allow for appropriate training of the new incumbent and oversight necessary in managing four divisions within the department – Administrative Services, Employee Benefits, Occupational Safety and Health, and Workers' Compensation.

The primary role of this position is to serve as the Department's Business Manager, overseeing the planning, preparation and delivery of the Department's \$54 million operating budget, \$192 million Workers' Compensation and \$409 million Employee Benefits budgets. The Assistant General Manager duties also include but are not limited to the following:

- Assists the General Manager in formulating and implementing policies, programs, procedures, and standards for the activities of the Personnel Department.
- Assists the General Manager in setting and aligning Personnel Department vision and strategy with the Department's overall objectives.
- Oversees Personnel Department's administrative and information system support activities, governance and expenditures.
- Oversees the planning, preparation, and delivery of the Department's budget as well as the City's Workers' Compensation, Employee Benefits, and Occupational Safety and Health Programs.
- Represents the Personnel Department in meetings with elected officials, other City departments, employee unions, and the media on matters related to budget, Workers' Compensation, Benefits, and Safety

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- Workers' Compensation Division – Manages the City's workers' compensation program for all City employees (excluding those of the Department of Water and Power). Third Party Administrators handle the City's sworn police and fire and some civilian claims, and oversight is provided through a dedicated unit to ensure proper management.
- Occupational Safety & Health Division – Medically evaluates individuals to ensure a safe and healthy workforce, assists in the prevention and reduction of work place injuries and illnesses, and provides expert consultation as needed.
- Administrative Services Division – Provides administrative support to employees of the Personnel Department including fiscal management, contracts, and information technology support services.

Due to the key role played by the Assistant General Manager in directing and managing the Personnel Department's budget and the delivery of essential benefits to City employees, it is recommended that the Personnel Department request for one substitute position authority in the classification of Assistant General Manager be approved.

RECOMMENDATION

That the Council approve one substitute position authority in the classification of Assistant General Manager, Personnel Department (Class Code 1745), within budgeted funds, through March 31, 2014.

FISCAL IMPACT STATEMENT

The cost of filling this substitute position authority will be nearly \$14,000 per month through March 31, 2014 and will be absorbed through salary savings. The substitute position authority will end upon the effective date of the incumbent's retirement, or March 31, 2014, whichever is sooner.

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- Assesses the effectiveness of subordinate staff and supervisors and takes appropriate measures to elevate the overall leadership capacity.
- Assists the General Manager in developing short-range and long-range planning and policies concerning services, methods, standards, and scope of administrative and information system activities.
- Keeps abreast of advances/ legal updates in the areas of Information Systems, Workers' Compensation and Employee Benefits industries.

Your immediate attention to this matter would be greatly appreciated. Should you have any questions regarding this request, please contact Fatima De Mesa of our Personnel Services Section at (213) 473-9052.

Attachment

MW:fd:kh



PERSONNEL DEPARTMENT FY 2013-14 ADOPTED BUDGET

