COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

November 19, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS
(3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes to implement classification studies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a more timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified downward and upward are consistent with the class concepts of the new positions. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

FISCAL IMPACT/FINANCING

The projected budgeted net County cost increase resulting from these actions is $57,949 annually based upon current salaries as of October 1, 2002.

Most of the cost for these actions relates to the twenty-one (21) upward position reclassifications. The individuals promoted as a result of these upward reclasses would receive increases of approximately 5 ½ percent.

Any current cost increase will be absorbed within the Board adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Deletions

Four (4) non-represented classes are being deleted from the County's classification system (Attachment A). This is in line with the DHR strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

Reclassifications

There are 23 positions in seven (7) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

Michael J. Henry
Director of Personnel

MJH:STS
AW:vmh

Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

Reclass cover letter v2
11/5/02 10:56 AM

Attachment A

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
0214	Assistant Chief, Air Operations, Fire Services
8768	Senior Assistant Director, Parks & Recreation (UC)
0900	Staff Consultant, Probation
1155	Supervising Interpreter

November 2002 reclass-a
11/5/02 10:58 AM

Attachment B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ASSESSOR

Number of Positions	Present Classification And Salary	Classification Findings and Salary
1	Supervising Appraiser 89J Represented	Principal Appraiser 93B Represented

The Supervising Appraiser position is assigned to the Major Properties Division/Natural Resources Section where it appraises chemical manufacturing or processing plants/refineries or oil and gas properties for ad valorem tax purposes. As a secondary assignment, this position serves as an expert witness before the County's Assessment Appeals Board (AAB) or the court to defend the Assessor's assessment rolls. The aforementioned assignments are fully consistent with the Principal Appraiser class concept in that they are more complex than those typically assigned to the Appraiser and Appraiser Specialist classes. Also, the nature of the assignments requires an advanced professional level of expertise. Therefore, we recommend the upward reclassification of this position to Principal Appraiser.

AUDITOR-CONTROLLER

Number of Positions	Present Classification And Salary	Classification Findings And Salary
1	Executive Secretary II 84E Non-Represented	Executive Secretary V 90E Non-Represented

The subject position provides full-time personal and confidential administrative secretarial assistance to the department director, a position which functions as an immediate advisor to the Board of Supervisors and has oversight of departmental management audits (internal and external), County business operations, and areas having a high public profile (e.g., Children's Services Inspector General, Risk Management Inspector General, and employee fraud). The subject position fully meets the allocation criteria for the Executive Secretary V as stated in the classification standards. Therefore, the upward reclassification of this position to Executive Secretary V is appropriate.

Attachment B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DEPARTMENT OF THE BOARD OF SUPERVISORS

Number of Positions	Present Classification And Salary	Classification Findings And Salary
1	Senior Typist-Clerk 61K Represented	Staff Assistant I 67L Represented

The subject position is allocated to the Arts Commission and is assigned to the John Anson Ford Theater. The position performs highly-specialized staff support functions which include acting as a liaison and coordinator for all Ford Theater maintenance and refurbishment projects; resolving and making recommendations for the solution of issues related to concessionaires, security, and event parking; and maintaining all Ford Theater records regarding events, procurement, payroll, and invoices. The nature and scope of the work fully meets the class concept of the Staff Assistant I class which performs assignments heavily oriented towards coordination and liaison functions. Therefore, the position is recommended for upward reclassification.

DEPARTMENT OF HUMAN RESOURCES – OFFICE OF PUBLIC SAFETY

Number of Positions	Present Classification And Salary	Classification Findings And Salary
17	Dispatcher I 58G Represented	Dispatcher II 62G Represented

The subject positions are centrally housed in the Department's headquarters and Radio Center. The positions dispatch Safety Police Officers to respond to a variety of routine and non-routine incidents occurring at various County facilities and surrounding areas (e.g., parks). On occasion, these dispatchers will contact other law enforcement and safety response agencies (e.g., ambulance and fire) to ensure that sufficient resources are present to resolve the situation. The subject positions have a greater scope of responsibility requiring a higher level of independent judgement compared to the class allocation standards for Dispatcher I. Accordingly, we recommend that the aforementioned positions be reclassified upward to Dispatcher II.

Attachment B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DEPARTMENT OF MENTAL HEALTH

Number of Positions	Present Classification And Salary	Classification Findings And Salary
1	Intermediate Stenographer 61K Represented	Intermediate Clerk 56F Represented

The Intermediate Stenographer position is currently assigned to the Billing and Accounts Receivable Unit. In this role, the position does not perform any stenographic duties such as taking dictation or shorthand as required for allocation to the Intermediate Stenographer class. The position completes billing instructions and maintains patient account balances in conjunction with medical claims processing and billing. These responsibilities are fully consistent with the classification standards for Intermediate Clerk, a class which performs "..specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved." As such, a downward reclassification to Intermediate Clerk is appropriate.

DEPARTMENT OF PARKS AND RECREATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Plumber Working Supervisor F $5,591.86 Represented	Plumber Supervisor F $5,846.03 Represented

The subject position is the highest level supervisor assigned to manage eight journey-level craft positions (five Plumbers and three Irrigation and Lawn Sprinkler Fitters) and one Power Equipment Mechanic. By definition, the Plumber Supervisor class oversees a plumbing section comprised of eight to thirty journey and sub-journey level positions. Based upon the number of subordinate positions supervised, the subject position fully meets the class concept for the Plumber Supervisor and the upward reclassification of this position is appropriate.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DEPARTMENT OF PROBATION – MAIN

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Staff Consultant, Probation 87H Non-Represented	Staff Development Specialist 81J Non-Represented

The Staff Consultant, Probation class provides consultative support services to executive management on legal and legislative matters. The incumbent of this position, however, does not perform these duties but instead assists the staff training director in developing, coordinating, implementing, and monitoring the Department's Standards and Training for Corrections Program.

The nature and scope of this work is more consistent with the class concept and allocation criteria for the Staff Development Specialist. Specifically, this class coordinates and participates in the development, implementation, and presentation of staff development programs and activities of a County department. Based upon these findings, we recommend the downward reclassification of this position to Staff Development Specialist.