



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

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Fifth District

October 19, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**DEPARTMENT OF PARKS AND RECREATION MAP APPOINTMENT REQUEST**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Department of Parks and Recreation's attached request for the appointment of Ms. Sabra White to the position of Regional Operations Manager, at an annual salary of \$85,350.60, which is in the first quartile of the R11 Salary Structure. Ms. White will fill the vacant funded position as head of the Department's Budget and Fiscal Division and will be responsible for managing the Department's operating, capital projects, special districts and special funds budgets, as well as all procurement and accounting functions.

Although the department requested a 20 percent salary increase for Ms. White (see attached request), the Chief Administrative Office (CAO) recommendation is 13.9 percent, resulting in a monthly salary of \$7,112.55. Ms. White's projected salary is 14.3 percent below the control point of the R11 salary range and 5.5 percent greater than her highest paid subordinate. The proposed salary will place Ms. White in the middle of the range of salaries for all incumbents in the Regional Operations Manager classification. This recommendation has been reviewed and approved by CAO-Compensation and is in adherence to the 1998 Board-approved policy on managerial salaries.

Each Supervisor  
October 19, 2005  
Page 2

The Department has indicated that Ms. White has been an exemplary employee and her unique blend of experience and knowledge makes her exceptionally qualified for this position. Ms. White has worked in various divisions within the Department and she understands not only the mission of the Department but the specifics of the various functions within the Department. Furthermore, it is the Department's belief that Ms. White's technical expertise, demonstrated performance, and significant knowledge of the Department's operations, as well as the significant increase in the level and scope of responsibility, justify the proposed salary.

Based on this information, we recommend that the Department's request be approved. Unless otherwise instructed by November 2, 2005, we will authorize Parks and Recreation to proceed with this appointment.

Please contact me if you have any questions or need additional information.

DEJ:DL  
RG:AB:yf

#### Attachments

c: Executive Officer, Board of Supervisors  
County Counsel

Map.appt.white.bm



COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION  
"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

005  
yf

September 8, 2005

TO: David E. Janssen  
Chief Administrative Officer

FROM: Russ Guiney *Russ Guiney*  
Director

SUBJECT: **APPOINTMENT TO MAPP POSITION  
REGIONAL OPERATIONS MANAGER (R11)  
MS. SABRA D. WHITE (EMPLOYEE NO. 435793)**

RECEIVED  
2005 SEP - 8 PM 3: 22  
CHIEF ADMINISTRATIVE  
OFFICE

In accordance with the Board of Supervisor's policy on Management Salaries dated August 4, 1998, and Section 6.08.340(B) of the County Code, we are requesting Board approval to promote and place Ms. Sabra D. White in the second quartile of the salary range for Regional Operations Manager at a rate of \$7,493.46 per month (\$89,921.52 per year), effective September 16, 2005.

Ms. White, who is the section head for the Department's Management Services Section, currently receives a base salary of \$6,244.55 per month. The requested increase will result in a base salary increase of 20 percent at the time of appointment. However, Ms. White's proposed salary placement is approximately 10 percent below the control point for this position and nearly \$1,200 per month less than the previous incumbent in this position.

It is the Department's belief that Ms. White's technical expertise, demonstrated performance and significant knowledge of the Department's operations, as well as the significant increase in the level and scope of responsibility, justify the proposed salary.

Ms. White will fill the vacant funded position as head of the Department's Budget and Fiscal Division, which consists of 55 Full Time Equivalent positions (FTE's). In this capacity, Ms. White will be responsible for managing the Department's operating, capital projects, special districts and special funds budgets, consisting of total Fiscal Year 2005-06 funding of more than \$350 million, and for managing the Department's fiscal operations including all procurement and accounting functions.

David E. Janssen  
September 6, 2005  
Page 2

The proposed salary will place Ms. White in the middle of the range of salaries for all incumbents in this classification. Ms. White will be one of two persons in the classification with Department-wide responsibilities; all others are assigned to field operations with areas of specific responsibility and have two or more division level managers reporting to them. The other person in this classification with Department-wide responsibility earns \$7,771 per month and is responsible for 17 FTE's.

The highest paid incumbent, who is responsible for a portion of the Regional Facilities Agency's operations, earns approximately 15 percent more than Ms. White and the lowest paid incumbent, who is responsible for the grounds maintenance and recreation functions in the North Agency, earns approximately 11 percent less than Ms. White.

After an extensive recruitment process and interviews of several prospective eligible candidates from the banded list, Ms. White emerged as the top candidate for this position. Ms. White has been an exemplary employee with the Department and her unique blend of experience and knowledge make her exceptionally qualified for this position. Ms. White has worked in various divisions within the Department and she understands not only the mission of the Department but the specifics of the various functions within the Department.

Based on the above, we respectfully request that Ms. White's appointment and salary placement be approved.

Please call me at (213) 738-2951 or your staff may contact Lyn Wallensak, Administrative Deputy, at (213) 368-5823 if you need additional information or have any questions regarding this matter.

RG:KW:JT

c: Lyn Wallensak, Parks and Recreation