



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

November 28, 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

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

As discussed in the status memo sent to your Board on September 28, 2005, regarding the departments requests and reasons for their overtime, two reports are attached (Attachments I and II) for your information, which classify overtime hours and/or shifts for each department by one or more specific categories:

- Implementation of new programs, workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

The first report (Attachment I) identifies the number of overtime hours (for FLSA covered positions), and the second report (Attachment II) identifies number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off.)

Responses were received from 35 departments for the second quarter period of October 1, 2005 through December 31, 2005. A total of 1,513,968 overtime hours and a total of 9,836 shifts were requested.

Seven departments had responses that deviated from the rest of the departments, which distorted the results of the overall review of overtime hours. Therefore, the analysis below will exclude Community and Senior Services, Mental Health, Registrar-Recorder, Office of Public Safety, Parks and Recreation, Probation and Sheriff which will be discussed last.

Workload/Caseload Increases

The primary reason departments gave for requiring overtime (both shifts and hours) was for implementation of new programs, and workload and/or caseload increases. Approximately 90 percent of the hours requested and 91 percent of the shifts requested were required for this reason.

Vacancies

The second reason these departments required overtime was because of vacancies. Approximately eight percent of overtime hours and five percent of shifts were required for this reason.

Recruitment, Hiring Delays and Hiring Freeze

Approximately two percent of overtime hours and almost four percent of overtime shifts were requested for recruitment issues and hiring delays. No department requested hours or shifts for hiring freeze limitations.

Community and Senior Services, Mental Health and Registrar-Recorder

Community and Senior Services, Mental Health and Registrar-Recorder are identified separately in this report because, although the primary reason they requested overtime hours was for workload and caseload increases (approximately 75 percent), which was consistent with most departments, they differed in their second reason for overtime related to hours. Over 20 percent of the overtime hours for these three departments combined were requested due to recruitment issues and hiring delays. Approximately five percent of their overtime hours were requested for vacancies. No hours were requested for hiring freeze limitations.

Office of Public Safety, Parks and Recreation, Probation and Sheriff's Department

The Office of Public Safety, Parks and Recreation, Probation and Sheriff's Department each shared the primary reason for their overtime requests (with the bulk of the request for hours belonging to the Sheriff's Department.) Approximately 76.5 percent of the requests for hours for these four departments related to vacancies. Approximately 16.5 percent of the hours requested were for workload and caseload increases. Almost seven percent of hours were needed for recruitment issues and hiring delays. Sheriff requested less than one percent of hours and shifts because of the hiring freeze.

Two departments (Health Services and the Fire Department) did not report their overtime information in the new format. The Fire Department had overtime information available, but was unable to provide it in the revised format in time for this quarter's report, but should be able to provide the information in the revised format by the third quarter. CAO staff will continue to work with all departments to ensure that they comply with the new format by the third quarter report, which will be provided to your Board at the end of January 2006.

Each Supervisor
November 28, 2005
Page 3

In the case of Health Services, the Department (DHS) does not currently track overtime information by shifts and hours and had not previously developed this reporting format for purposes of submitting the Quarterly Request for Overtime Authorization for approval by my office. In recent years, we have exempted DHS from this requirement, consistent with the Board's directions to provide them with administrative flexibility, although we have continued to monitor DHS overtime expenditures on a monthly basis. While DHS is now developing a method of capturing overtime information in the required format, they may not be able to complete this process until the fourth quarter report. Although DHS cannot currently provide detail regarding the hours and shifts specifically associated with the overtime categories identified above, information regarding overtime use by DHS facilities is available and shows that the vast majority of the authorized overtime relates to the inability to fill critical, patient care related positions, such as nursing positions.

The departments' requests for overtime represent the maximum possible overtime hours that may be required; and it is possible that all hours requested may not be used during the quarter. CAO staff will continue to monitor all future requests for overtime on a monthly basis, and the specific circumstances behind the requests. Additionally, departments may find the modified format for overtime authorization useful as another tool to ensure that all overtime is necessary and appropriate.

If you have any questions, please call me, or your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:DL
SK:AB:ljp

Attachments

c: All Department Heads

overtime.bm - 11-28-05

Attachment II
COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME SHIFTS REQUESTED BY DEPARTMENT

October 1, 2005 - December 31, 2005

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	Reason for Overtime				Total Shifts Reported in the New Format
			# of Overtime Shifts Requested due to Implementation of New Programs, Workload and/or Caseload Increases	# of Overtime Shifts Requested due to Vacancies	# of Overtime Shifts Requested due to Recruitment Issues or Hiring Delays	# of Overtime Shifts Requested due to Hiring Freeze	
Affirmative Action Compliance	0	0.00%	No shifts Requested				0
Agricultural Commissioner/Weights & Measures	25	0.25%	25				25
Alternate Public Defender	7	0.07%	7				7
Animal Care & Control	0	0.00%	No shifts Requested				0
Assessor	50	0.51%	50				50
Auditor Controller	388	3.94%	384	4			388
Beaches and Harbors	3	0.03%	3				3
Board of Supervisors	132	1.34%	132				132
Chief Administrative Office	507	5.15%	475	24	8		507
Chief Information Office	0	0.00%	No shifts Requested				0
Children & Family Services	311	3.16%	300	11			311
Child Support Services	72	0.73%	72				72
Community & Senior Services	102	1.04%	50	32	20		102
Consumer Affairs	7	0.07%	7				7
Coroner	0	0.00%	No shifts Requested				0
County Counsel	33	0.34%	33				33
District Attorney	104	1.06%	104				104
Human Resources	226	2.30%	226				226
Internal Services Department	477	4.85%	299	178			477
Mental Health	148	1.50%	129	17	2		148
Military & Veterans Affairs	0	0.00%	No shifts Requested				0
Museum of Art	0	0.00%	No shifts Requested				0
Museum of Natural History	0	0.00%	No shifts Requested				0
Office of Public Safety	120	1.22%	110	5	5		120
Ombudsman	0	0.00%	No shifts Requested				0
Parks & Recreation	105	1.07%	3	102			105
Probation Department	70	0.71%	70				70
Public Defender	25	0.25%	25				25
Public Social Services	170	1.73%	170				170
Public Works	142	1.44%	141		1		142
Public Library	67	0.68%	67				67
Regional Planning	9	0.09%	9				9
Registrar-Recorder	497	5.05%	497				497
Sheriff	5,979	60.79%	5,509	115	344	11	5,979
Treasurer & Tax Collector	60	0.61%	51	9			60
TOTAL SHIFTS	9,836	100.00%	8,948	497	380	11	9,836

Department Percent to Total Shifts

90.97%

5.05%

3.86%

0.11%

100.00%