COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

March 7, 2006

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
(ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and 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 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 upward are consistent with the class concepts of the proposed classifications. 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

There is a nominal net County cost associated with the recommended action. Generally, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. The cost increase associated with this upward reclassification action will be absorbed within the Board's adopted budget for the affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes

Two (2) new classes are being created in the County's classification system in conjunction with restructuring within the Department of Health Services to better serve departmental needs and to provide timely response to Board inquiries (Attachment A).

Reclassification

There is one (1) position in one (1) department being recommended for reclassification (Attachment B). The duties and responsibilities assigned to this position have changed since the original allocation was made. The position would be more appropriately classified to the recommended class.

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.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- 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
SM:vmh

Attachments (2)

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

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level	
Savings	4625	Deputy, Management Programs, Health Services (UC)	N23	R14
Savings	4626	Manager, Board Relations, Health Services	N23	R12

ATTACHMENT B

RECOMMENDATION FOR POSITION RECLASSIFICATION

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Computer Operator Specialist 71B Represented	Senior Systems Aid 73K Represented

The subject position is assigned to the Energy Management Division where it performs basic installation, maintenance, configuration, and troubleshooting of the vendor-supported Enterprise Energy Management Information System. The scope, level, and variety of work assigned is consistent with the definition and allocation standards for the Senior Systems Aid class which assists in the planning, adaptation, and implementation of manual and electronic data processing systems. Therefore, we recommend that the position be reclassified upward to a Senior Systems Aid.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for two (2) employee classifications;
- Changing certain classifications and numbers of ordinance positions in the department of Internal Services.

RAYMOND G. FORTNER, JR.
County Counsel

By: _____
LESTER J. TOLNAI
Principal Deputy County Counsel
Labor & Employment Division

LJT:vmh
(Requested 02/03/06)
(Revised 02/10/06)

2/14/2006 11:31 AM

ORDINANCE NO. 2006-0020

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition and changing of certain classifications, salary schedules, and number of ordinance positions as a result of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
4625	DEPUTY,MANAGEMENT PROGRAMS,HS(UC)	03/28/2006*	N23	R14
4626	MANAGER,BOARD RELATIONS,HS	03/28/2006*	N23	R12

SECTION 2. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2492A	~~25~~	24	COMPUTER OPERATOR SPECIALIST
2585A	~~20~~	21	SENIOR SYSTEMS AID

SECTION 3. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[Reclass0306KPDHR]

SECTION 4. This ordinance shall be published in Metropolitan News Enterprise a newspaper printed and published in the County of Los Angeles.

Mike Antonovich
Mayor

ATTEST:

Joanne Sturges
Acting Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

I hereby certify that at its meeting of March 28, 2006 the foregoing ordinance was adopted by the Board of Supervisors of said County of Los Angeles by the following vote, to wit:

	Ayes		Noes
Supervisors	Gloria Molina	Supervisors	Michael D. Antonovich
	Yvonne B. Burke		
	Zev Yaroslavsky		
	Don Knabe		

Effective Date: March 28, 2006

~~Operative Date:~~

Joanne Sturges
Acting Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

ereby certify that pursuant to
ction 25103 of the Government Code,
livery of this document has been made.

JOANNE STURGES
Acting Executive Officer
Clerk of the Board of Supervisors

By Deputy

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By
Donovan M. Main
Chief Deputy County Counsel

S:\Ordinances\County Counsel\2006\2006-0020