COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

April 18, 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 add two (2) new classes, to change the title of one (1) MAPP class, to change the salary of one (1) unclassified position, and to implement classification study recommendations.

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 compensation and classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational 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 and downward 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).

District Attorney Classes

The new class of Assistant Administrative Deputy, District Attorney will report directly to the existing Administrative Deputy, DA (UC) to provide critical leadership in directing administrative services in the Department. The recommended salary recognizes the direct reporting relationship of the subordinate Data Processing Manager position (R12) to this new class. A salary change is also being recommended to the Administrative Deputy, District Attorney (UC) class to provide a superior/subordinate salary differential between the two classes.

With the establishment of the Assistant Administrative Deputy, DA, a title change is recommended to the generic Assistant Administrative Deputy class currently being shared by the District Attorney and Child Support Services. This will provide an Assistant Administrative Deputy class specific to the Child Support Services Department.

The new class of Personnel Officer, District Attorney will provide critical leadership in directing human resources specific to the Office of the District Attorney. The recommended salary for the new class recognizes the scope of responsibility, level of complexity, and extent of independent decision making required to perform human resources work within the Department.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is $21,051 annually based upon salaries as of January 1, 2006. With the exception of upward reclassifications involving MAPP classes, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes/Title Changes

Two (2) new classes are being created and one (1) title change of a MAPP class is being recommended in the County's classification system to better serve departmental needs (Attachment A).

Salary Change

As discussed earlier, one (1) position in the unclassified service is being recommended for salary change to provide a superior/subordinate salary differential (Attachment A).

Reclassifications

There are three (3) positions in two (2) 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 to 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 and compensation 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

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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	1014	Assistant Administrative Deputy, District Attorney	N23 R13
Savings	1897	Personnel Officer, District Attorney	N23 R11

NON-REPRESENTED CLASS RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
9956	Administrative Deputy, DA (UC)	N23 R13	N23 R15

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
1015	Assistant Administrative Deputy	Assistant Administrative Deputy, Child Support Services

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF CORONER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Management Secretary III 80C Non-Represented	Management Secretary II 78C Non-Represented

The subject position performs the full range of secretarial duties for the Deputy Director over the Administrative Bureau. Established allocation criteria for secretarial classes considers department size, whether the department head is an elected official or appointed position, and the complexity, role and sensitivity of the position. Based on the above, the subject position fully meets the allocation criteria for Management Secretary II and is, therefore, recommended for downward reclassification.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Assistant Administrative Deputy R11 Non-Represented	Assistant Administrative Deputy, District Attorney (NEW) R13 Non-Represented
1	Personnel Officer III R10 Non-Represented	Personnel Officer, District Attorney (NEW) R11 Non-Represented

The Assistant Administrative Deputy reports directly to the Administrative Deputy, DA (UC) and is responsible for assisting in directing administrative operations in the areas of human resources, staff services, budget and fiscal services, and information systems. As discussed earlier, the new class of Assistant Administrative Deputy, DA is being created to provide critical leadership in directing administrative services and to establish a classification that reflects the level of work associated with programs, policies, and procedures specific to the Department. The existing Assistant Administrative Deputy classification is currently designated for use both by the District Attorney and Child Support Services. Therefore, upward reclassification is recommended to the new class of Assistant Administrative Deputy, District Attorney.

The Personnel Officer III is responsible for developing and for administering a comprehensive integrated human resources program for the District Attorney's Office to effectively meet departmental service and operations needs. The new department-specific class more accurately reflects the scope of responsibility, the level of complexity, and the impact of decisions made in the performance of the work within the Department. Therefore, upward reclassification is recommended to the new class of Personnel Officer, District Attorney.

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 the salary of one (1) non-represented employee classification in the unclassified service;
- Changing the title of one (1) non-represented employee classification; and
- Changing certain classifications and numbers of ordinance positions in the departments of Child Support Services, Coroner, and District Attorney.

RAYMOND G. FORTNER, JR.
County Counsel

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

LJT:vmh
4/5/2006 11:16 AM
(requested 03/22/06)
(revised 03/29/06)

ORDINANCE NO. 2006-0028

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the results 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	
1014	ASSISTANT ADMINISTRATIVE DEPUTY,DA	05/02/2006*	N23	R13
1897	PERSONNEL OFFICER,DA	05/02/2006*	N23	R11

SECTION 2. Section 6.28.050 is hereby amended to change the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
9956	ADMINISTRATIVE DEPUTY,DA(UC)	10/01/2002	N23	R13
		01/01/2005	N23	R13
		01/01/2006	N23	R13
		05/02/2006*	N23	R15

SECTION 3. Section 6.28.050 is hereby amended to change only the title of the following class:

ITEM NO.	TITLE
1015	~~ASSISTANT ADMINISTRATIVE DEPUTY~~ ASST ADMIN DEP,CHILD SUPPORT SERVS

SECTION 4. Section 6.52.010 (Department of Coroner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2109A~~	~~1~~	~~MANAGEMENT SECRETARY III~~

SECTION 5. Section 6.52.010 (Department of Coroner) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2108A	~~1~~	2	MANAGEMENT SECRETARY II

SECTION 6. Section 6.55.010 (Child Support Services Department) is hereby amended to change only the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1015A	1	~~ASSISTANT ADMINISTRATIVE DEPUTY~~ ASST ADMIN DEP,CHILD SUPPORT SERVS

SECTION 7. Section 6.70.010 (District Attorney) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1015A~~	~~1~~	~~ASSISTANT ADMINISTRATIVE DEPUTY~~
~~1854A~~	~~1~~	~~PERSONNEL OFFICER III~~

SECTION 8. Section 6.70.010 (District Attorney) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1014A	1	ASSISTANT ADMINISTRATIVE DEPUTY,DA
1897A	1	PERSONNEL OFFICER,DA

SECTION 9. 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 and the compensation change made to Section 6.28.050 of the County Code.

[RECLASS041806KPCC]

SECTION 10. This ordinance shall be published in Metropolitan News Enterprise a newspaper printed and published in the County of Los Angeles.

Mayor

ATTEST:

Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

I hereby certify that at its meeting of May 2, 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	None
	Zev Yaroslavsky		
	Don Knabe		
	Michael D. Antonovich		

Effective Date: May 2, 2006

~~Operative Date:~~

Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

hereby certify that pursuant to
section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
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

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