County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
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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

November 13, 2006

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

From: David E. Janssen
Chief Administrative Officer

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

As discussed in the status memo sent to your Board on September 28, 2005, regarding departments' requests and reasons for their overtime, two reports are attached for your information that classify overtime hours and/or shifts for each department into the following specific categories:

- Implementation of new programs
- Workload and/or caseload increases
- Vacancies
- Recruitment issues or hiring delays
- Hiring freeze

In past quarterly reports, a single category included overtime requested for implementation of new programs and workload and/or caseload increases. This category is now broken out to distinguish between the two. We asked departments to submit their overtime information reflecting this additional level of detail for the fourth quarter of fiscal year 2005-06 (Attachment I), and for all future reports (Attachment II reflects information for the first quarter of fiscal year 2006-07).

Each report identifies the number of overtime hours (for FLSA covered positions) and number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off). The first report (Attachment I) identifies hours and shifts for the fourth quarter of fiscal year 2005-06 (from April 1, 2006 to June 30, 2006). The

second report (Attachment II) identifies number of overtime hours and shifts for the first quarter of fiscal year 2006-07 (from July 1, 2006 through September 30, 2006).

Responses were received from 37 departments for the fourth quarter report requesting a total of 2,232,849 hours. The departments of Mental Health and Parks and Recreation did not submit their information in the new format in time for this report, however their information was included in the old format and does not identify hours and shifts requested for implementation of new programs. Responses were received from 35 departments for the first quarter of fiscal year 2006-07 report, requesting a total of 2,204,945 hours. The departments of Mental Health and Parks and Recreation did not respond to our request for overtime information.

The table below compares the percentage of total hours requested by category for both quarters (adjusted for rounding):

Category – Hours Requested	4th Quarter FY 2005-06	1st Quarter FY 2006-07
Implementation of New Programs	1%	2%
Workload/Caseload Increases	61%	65%
Vacancies	35%	31%
Recruitment/Hiring Delays	3%	2%
Hiring Freeze	0%	0%

Departments requested a total of 12,960 shifts for the fourth quarter of fiscal year 2005-06. A total of 14,837 shifts for the first quarter of fiscal year 2006-07 were requested.

The table below compares the percentage of total shifts requested by category for both quarters (adjusted for rounding).

Category – Shifts Requested	4th Quarter FY 2005-06	1st Quarter FY 2006-07
Implementation of New Programs	5%	3%
Workload/Caseload Increases	87%	91%
Vacancies	5%	3%
Recruitment/Hiring Delays	3%	3%
Hiring Freeze	0%	0%

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.

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

DEJ:DL:SK
EC:AB:ljp

Attachments

c: All Department Heads

quarterly overtime reporting 10-31-06

Attachment I
COUNTY OF LOS ANGELES
QUARTERLY REQUEST FOR OVERTIME RECAP
OVERTIME HOURS REQUESTED BY DEPARTMENT

April 1, 2006 - June 30, 2006

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total	(Old Format) # of Overtime Hours Requested due to Implementation of New Programs, Workload and/or Caseload Increases	Reason for Overtime: # of Overtime Requested due to Vacancies	# of Overtime Shifts Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	Total Hours Reported in the New Format
Affirmative Action Compliance	0	0.00%		No Overtime Hours Requested					
Agricultural Commissioner/Weights & Measures	7,769	0.35%		644	5,370	760	995		7,769
Alternate Public Defender	672	0.03%		0	672				672
Animal Care & Control	480	0.02%		0	480				480
Assessor	27,395	1.23%		0	27,395				27,395
Auditor Controller	2,767	0.12%		0	2,767				2,767
Beaches and Harbors	1,998	0.09%		0	1,902	96			1,998
Board of Supervisors	1,015	0.05%		0	1,015				1,015
Chief Administrative Office	1,535	0.07%		0	1,029	482	24		1,535
Chief Information Office	0	0.00%		No Overtime Hours Requested					
Children & Family Services	71,028	3.18%		5,188	54,703	9,412	1,725		71,028
Child Support Services	16,682	0.75%		4,171	4,170	8,341			16,682
Community & Senior Services	2,356	0.11%		0	1,581	365	410		2,356
Consumer Affairs	80	0.00%		0	80				80
Coroner	3,156	0.14%		0	2,209	473	474		3,156
County Counsel	402	0.02%		0	402				402
District Attorney	7,049	0.32%		0	7,049				7,049
Fire	579,956	25.97%		0	579,956				579,956
Human Resources	1,720	0.08%		0	1,720				1,720
Internal Services Department	29,755	1.33%		158	25,980	3,617			29,755
Mental Health	36,474	1.63%	28,291			3,049	5,134		36,474
Military & Veterans Affairs	348	0.02%		0	291	57			348
Museum of Art	1,050	0.05%		0	1,050				1,050
Museum of Natural History	166	0.01%		166					166
Office of Public Safety	72,830	3.26%		2,560	1,885	67,255	1,130		72,830
Ombudsman	0	0.00%		No Overtime Hours Requested					
Parks & Recreation	20,469	0.92%	14,988			2,952	2,529		20,469
Probation	115,937	5.19%		0	98,300	17,455	182		115,937
Public Defender	526	0.02%		0	526				526
Public Health	20,222	0.91%		80	13,135	712	6,295		20,222
Public Social Services	78,783	3.53%		0	78,783				78,783
Public Works	69,399	3.11%		3,008	64,374	1,308	709		69,399
Public Library	15,700	0.70%		0	14,221	1,374	105		15,700
Registrar-Recorder	141,267	6.33%		2,185	101,219	2,619	35,244		141,267
Regional Planning	1,797	0.08%		0	1,113	341	343		1,797
Sheriff	898,269	40.23%		7,049	212,373	666,430	12,233	184	898,269
Treasurer & Tax Collector	3,797	0.17%		0	3,252	529	16		3,797
TOTAL HOURS	**2,232,849**	**100.00%**	**43,279**	**25,209**	**1,309,002**	**787,627**	**67,548**	**184**	**2,232,849**
Department Percent to Total Hours			1.94%	1.13%	58.62%	35.27%	3.03%	0.01%	100.00%

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

April 1, 2006 - June 30, 2006

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	(Old Format) # of Overtime Shifts Requested due to Implementation of New Programs, Workload and/or Caseload Increases	Reason for Overtime: # of Overtime Requested due to Vacancies	# of Overtime Shifts Requested due to 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	Total Shifts Reported in the New Format
Affirmative Action Compliance	0	0.00%		No Overtime Shifts Requested					
Agricultural Commissioner/Weights & Measures	26	0.20%		2	18	0	6		26
Alternate Public Defender	7	0.05%		0	7				7
Animal Care & Control	18	0.14%		0		18			18
Assessor	50	0.39%		0	50				50
Auditor Controller	500	3.86%		0	500				500
Beaches and Harbors	0	0.00%		No Overtime Shifts Requested					
Board of Supervisors	125	0.96%		0	125				125
Chief Administrative Office	798	6.16%		0	773	19	6		798
Chief Information Office	0	0.00%		No Overtime Shifts Requested					
Children & Family Services	908	7.01%		4	904				908
Child Support Services	308	2.38%		77	77	154			308
Community & Senior Services	38	0.29%		0	38				38
Consumer Affairs	0	0.00%		No Overtime Shifts Requested					
Coroner	0	0.00%		No Overtime Shifts Requested					
County Counsel	33	0.25%		0	33				33
District Attorney	25	0.19%		0	25				25
Fire	310	2.39%		0	310				310
Human Resources	441	3.40%		0	441				441
Internal Services Department	557	4.30%		0	478	79			557
Mental Health	638	4.92%	638						638
Military & Veterans Affairs	0	0.00%							0
Museum of Art	0	0.00%		No Overtime Shifts Requested					
Museum of Natural History	0	0.00%		No Overtime Shifts Requested					
Office of Public Safety	120	0.93%		71	27	12	10		120
Ombudsman	0	0.00%		No Overtime Shifts Requested					
Parks & Recreation	246	1.90%	146			30	70		246
Probation Department	104	0.80%		0	104				104
Public Defender	25	0.19%		1	24				25
Public Health	772	5.96%		0	772				772
Public Social Services	312	2.41%		0	312				312
Public Works	102	0.79%		16	80	5	1		102
Public Library	69	0.53%		0	69				69
Regional Planning	7	0.05%		0	7				7
Registrar-Recorder	597	4.61%		438			159		597
Sheriff	5,762	44.46%		0	5,240	306	204	12	5,762
Treasurer & Tax Collector	62	0.48%		0	51	9	2		62
TOTAL SHIFTS	**12,960**	**100.00%**	**784**	**609**	**10,465**	**632**	**458**	**12**	**12,960**
Department Percent to Total Shifts			6.05%	4.70%	80.75%	4.88%	3.53%	0.09%	100.00%

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

July 1, 2006 - September 30, 2006

Department	Total Overtime Hours Requested for Positions Coded c or n	Percent to Total	Reason for Overtime: # of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to Workload and/or Caseload Increases	# of Overtime Hours Requested due to Vacancies	# of Overtime Hours Requested due to Recruitment Issues or Hiring Delays	# of Overtime Hours Requested due to Hiring Freeze	Total Hours Reported in the New Format
Affirmative Action Compliance	0	0.00%	No Overtime Hours Requested					
Agricultural Commissioner/Weights & Measures	6,756	0.31%	644	5,467	645			6,756
Alternate Public Defender	672	0.03%	0	672				672
Animal Care & Control	520	0.02%	0	520				520
Assessor	9,843	0.45%	0	9,843				9,843
Auditor Controller	4,593	0.21%	0	4,559	34			4,593
Beaches and Harbors	1,178	0.05%	0	1,178				1,178
Board of Supervisors	1,280	0.06%	0	1,280				1,280
Chief Administrative Office	1,350	0.06%	0	1,294	56			1,350
Chief Information Office	0	0.00%	No Overtime Hours Requested					
Children & Family Services	59,626	2.70%	4,188	43,653	11,083	702		59,626
Child Support Services	4,031	0.18%		2,015	2,016			4,031
Community & Senior Services	2,844	0.13%	2,151	298	242	153		2,844
Consumer Affairs	96	0.00%	0	96				96
Coroner	3,460	0.16%	0	2,510	464	486		3,460
County Counsel	495	0.02%	0	495				495
District Attorney	7,503	0.34%	0	7,503				7,503
Fire	719,878	32.65%	0	719,878				719,878
Human Resources	632	0.03%	0	632				632
Internal Services Department	28,236	1.28%	167	24,114	3,955			28,236
Mental Health		0.00%	Information Not Submitted Timely					
Military & Veterans Affairs	348	0.02%	0	291	57			348
Museum of Art	800	0.04%	0	800				800
Museum of Natural History	166	0.01%	166					166
Office of Public Safety	64,837	2.94%	20,470	1,990	41,015	1,362		64,837
Ombudsman	20	0.00%	0	20				20
Parks & Recreation		0.00%	Information Not Submitted Timely					
Probation	59,294	2.69%	0	46,441	12,671	182		59,294
Public Defender	666	0.03%	64	602				666
Public Health	17,830	0.81%	10	10,190	1,326	6,304		17,830
Public Social Services	84,046	3.81%	0	84,046				84,046
Public Works	54,754	2.48%	2,866	49,954	1,505	429		54,754
Public Library	15,654	0.71%	0	14,143	1,511			15,654
Registrar-Recorder	72,823	3.30%	10,624	43,072	4,003	15,124		72,823
Regional Planning	1,168	0.05%	0	910	127	131		1,168
Sheriff	976,118	44.27%	6,915	347,158	610,766	11,279		976,118
Treasurer & Tax Collector	3,428	0.16%	20	2,483	882	43		3,428
TOTAL HOURS	**2,204,945**	**100.00%**	**48,285**	**1,428,107**	**692,358**	**36,195**	**0**	**2,204,945**
Department Percent to Total Hours			2.19%	64.77%	31.40%	1.64%	0.00%	100.00%

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

July 1, 2006 - September 30, 2006

Department	Total Overtime Shifts Requested for Positions Coded x	Percent to Total	Reason for Overtime: # of Overtime Hours Requested due to Implementation of New Programs	# of Overtime Hours Requested due to 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	Total Shifts Reported in the New Format
Affirmative Action Compliance	0	0.00%	No Overtime Shifts Requested					
Agricultural Commissioner/Weights & Measures	28	0.19%	2	20		6		28
Alternate Public Defender	9	0.06%	0	9				9
Animal Care & Control	18	0.12%			18			18
Assessor	50	0.34%	0	50				50
Auditor Controller	747	5.03%	0	737	10			747
Beaches and Harbors	0	0.00%	No Overtime Shifts Requested					
Board of Supervisors	142	0.96%	0	142				142
Chief Administrative Office	899	6.06%	0	883	11	5		899
Chief Information Office	0	0.00%	No Overtime Shifts Requested					
Children & Family Services	1,106	7.45%	9	1,097				1,106
Child Support Services	111	0.75%	56	55				111
Community & Senior Services	64	0.43%	0	29	17	8	10	64
Consumer Affairs	0	0.00%	No Overtime Shifts Requested					
Coroner	0	0.00%	No Overtime Shifts Requested					
County Counsel	47	0.32%	0	47				47
District Attorney	35	0.24%	0	35				35
Fire	3,379	22.77%	0	3,379				3,379
Human Resources	369	2.49%	0	369				369
Internal Services Department	495	3.34%	0	495				495
Mental Health		0.00%	Information Not Submitted Timely					
Military & Veterans Affairs	0	0.00%	No Overtime Shifts Requested					
Museum of Art	0	0.00%	No Overtime Shifts Requested					
Museum of Natural History	0	0.00%	No Overtime Shifts Requested					
Office of Public Safety	74	0.50%	52	9	7	6		74
Ombudsman	5	0.03%	0	5				5
Parks & Recreation		0.00%	Information Not Submitted Timely					
Probation Department	89	0.60%	0	89				89
Public Defender	34	0.23%	5	29				34
Public Health	1,100	7.41%	5	1,095				1,100
Public Social Services	435	2.93%	0	435				435
Public Works	100	0.67%	10	83	4	3		100
Public Library	81	0.55%	0	77	4			81
Regional Planning	12	0.08%	0	12				12
Registrar-Recorder	463	3.12%	350			113		463
Sheriff	4,879	32.88%	0	4,258	366	255		4,879
Treasurer & Tax Collector	66	0.44%	0	60	5	1		66
TOTAL SHIFTS	**14,837**	**100.00%**	**489**	**13,499**	**442**	**397**	**10**	**14,837**
Department Percent to Total Shifts			3.30%	90.98%	2.98%	2.68%	0.07%	100.00%