County of Los Angeles
CHIEF EXECUTIVE OFFICE
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

February 11, 2009

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

Attached are the quarterly reports for the period of January 1, 2009 through March 31, 2009, regarding departments' requests and reasons for their overtime. The reports classify overtime hours 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; 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 the number of overtime shifts relating to exempt positions (each shift is equal to eight hours of compensatory time-off).

Responses were received from 37 departments. A total of 1,666,324 hours and a total of 11,016 shifts were requested.

The categories will be discussed below:

Workload/Caseload Increases

The primary reason most departments gave for requiring overtime for both shifts and hours was for workload and/or caseload increases. Approximately 70 percent of the total hours requested and approximately 82 percent of the total shifts requested were required for this reason. (Exceptions include Sheriff and the Office of Public Safety, which requested more hours primarily due to vacancies.)

Vacancies

Approximately 25 percent of overtime hours and approximately eight percent of shifts were requested by departments for this reason.

Implementation of New Programs

Approximately four percent of overtime hours, as well as approximately 10 percent of shifts were requested primarily for this reason.

Recruitment, Hiring Delays and Hiring Freeze

Less than one percent of overtime hours and overtime shifts were requested for recruitment and hiring delays. No department requested overtime hours or shifts due to the hiring freeze.

The departments' request 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. Chief Executive Office staff will continue to monitor all future requests for overtime on a quarterly basis, and the specific circumstances behind the requests.

If you have any questions, please call me or your staff may contact Ed Corser at (213) 974-2291.

WTF:SRH:DL
SK:EC:CL:yjf

Attachments

c: All Department Heads (via electronic mail)

Quarterly.OT.Report.08-09.m

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

January 2009 - March 2009

Department	Total Overtime Hours Requested for Positions Coded c or n	Department Percent of Total Hours	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	75	0.00%	0	75	0	0	0	75
Agricultural Commissioner/Weights & Measures	9,156	0.55%	300	5,796	1,718	1,342	0	9,156
Alternate Public Defender	688	0.04%	0	688	0	0	0	688
Animal Care & Control	4,146	0.25%	0	226	3,874	46	0	4,146
Assessor	22,987	1.38%	5,945	13,208	0	3,834	0	22,987
Auditor Controller	2,412	0.14%	0	2,412	0	0	0	2,412
Beaches and Harbors	566	0.03%	0	494	72	0	0	566
Board of Supervisors	950	0.06%	0	950	0	0	0	950
Chief Executive Office	2,231	0.13%	0	2,231	0	0	0	2,231
Chief Information Office	32	0.00%	0	32	0	0	0	32
Children & Family Services	54,901	3.29%	7,196	46,009	1,688	8	0	54,901
Child Support Services	5,912	0.35%	3,128	2,784	0	0	0	5,912
Community & Senior Services	3,345	0.20%	0	2,558	787	0	0	3,345
Consumer Affairs	216	0.01%	0	216	0	0	0	216
Coroner	3,210	0.19%	0	2,371	419	420	0	3,210
County Counsel	284	0.02%	0	284	0	0	0	284
District Attorney	2,866	0.17%	0	2,866	0	0	0	2,866
Fire	578,465	34.72%	0	578,465	0	0	0	578,465
Human Resources	1,067	0.06%	196	871	0	0	0	1,067
Internal Services Department	27,290	1.64%	0	23,065	4,225	0	0	27,290
Mental Health	44,827	2.69%	11,884	24,492	6,055	2,396	0	44,827
Military & Veterans Affairs	132	0.01%	0	132	0	0	0	132
Museum of Art	504	0.03%	0	504	0	0	0	504
Museum of Natural History	727	0.04%	727	0	0	0	0	727
Office of Public Safety	51,153	3.07%	0	20,393	30,345	415	0	51,153
Ombudsman	0	0.00%	No Overtime Hours Requested					
Parks & Recreation	3,060	0.18%	787	2,066	207	0	0	3,060
Probation	81,372	4.88%	0	81,018	248	106	0	81,372
Public Defender	690	0.04%	64	626	0	0	0	690
Public Health	25,640	1.54%	2,714	18,828	3,191	907	0	25,640
Public Social Services	31,296	1.88%	0	31,296	0	0	0	31,296
Public Works	74,505	4.47%	2,748	68,527	1,210	2,020	0	74,505
Public Library	8,488	0.51%	453	7,444	471	120	0	8,488
Registrar-Recorder	7,156	0.43%	1,795	5,311	50	0	0	7,156
Regional Planning	1,060	0.06%	0	1,044	16	0	0	1,060
Sheriff	612,266	36.74%	30,534	223,720	358,012	0	0	612,266
Treasurer & Tax Collector	2,649	0.16%	668	1,736	245	0	0	2,649
TOTAL HOURS	**1,666,324**	**100.00%** *	**69,139**	**1,172,738**	**412,833**	**11,614**	**0**	**1,666,324**
	37		4.15%	70.38%	24.78%	0.70%	0.00%	100.00% *

* Totals may not add up to exactly 100% due to rounding.

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

January 2009 - March 2009

Department	Total Overtime Shifts Requested for Positions Coded x	Department Percent of Total Shifts	Reason for Overtime: # of Overtime Shifts Requested due to Implementation of New Programs	# 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	31	0.28%	0	30	1	0	0	31
Alternate Public Defender	9	0.08%	0	9	0	0	0	9
Animal Care & Control	62	0.56%	0	45	17	0	0	62
Assessor	50	0.45%	0	50	0	0	0	50
Auditor Controller	535	4.86%	0	535	0	0	0	535
Beaches and Harbors	5	0.05%	0	5	0	0	0	5
Board of Supervisors	63	0.57%	0	63	0	0	0	63
Chief Executive Office	1,266	11.49%	0	1,266	0	0	0	1,266
Chief Information Office	16	0.15%	0	16	0	0	0	16
Children & Family Services	1,499	13.61%	207	1,271	16	5	0	1,499
Child Support Services	72	0.65%	36	36	0	0	0	72
Community & Senior Services	247	2.24%	0	199	48	0	0	247
Consumer Affairs	0	0.00%	No Overtime Shifts Requested					
Coroner	15	0.14%	0	15	0	0	0	15
County Counsel	52	0.47%	0	52	0	0	0	52
District Attorney	1,006	9.13%	0	998	0	8	0	1,006
Fire	288	2.61%	0	288	0	0	0	288
Human Resources	695	6.31%	324	369	0	2	0	695
Internal Services Department	123	1.12%	0	89	34	0	0	123
Mental Health	710	6.45%	185	450	75	0	0	710
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	39	0.35%	0	36	3	0	0	39
Ombudsman	0	0.00%	No Overtime Shifts Requested					
Parks & Recreation	292	2.65%	73	216	3	0	0	292
Probation Department	111	1.01%	0	111	0	0	0	111
Public Defender	33	0.30%	0	33	0	0	0	33
Public Health	770	6.99%	93	548	116	13	0	770
Public Social Services	321	2.91%	0	321	0	0	0	321
Public Works	109	0.99%	11	94	2	1	0	108
Public Library	82	0.74%	28	48	6	0	0	82
Regional Planning	16	0.15%	4	12	0	0	0	16
Registrar-Recorder	262	2.38%	37	225	0	0	0	262
Sheriff	2,169	19.69%	0	1,588	581	0	0	2,169
Treasurer & Tax Collector	68	0.62%	48	20	0	0	0	68
TOTAL SHIFTS	**11,016**	**100.00%** *	**1,046**	**9,038**	**902**	**29**	**0**	**11,015**
			9.50%	82.04%	8.19%	0.26%	0.00%	99.99% *

* Totals may not add up to exactly 100% due to rounding.