



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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Chief Executive Officer

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November 3, 2010

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 SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by changing the title of a non-represented classification, by changing the salaries of non-represented classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the title of one (1) non-represented classification, to change the salaries of two (2) non-represented classifications in the Sheriff's Department, and to implement results of classification studies in the departments of the Assessor, Fire, Health Services, Public Health, and Public Library.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Title Change

We are recommending a title change to the current department-specific classification of Program Implementation Director, Health Services (Attachment A). The proposed new title – Program Implementation Manager, Health Services more accurately reflects the level of work and scope of responsibilities assigned and will better serve departmental needs.

Salary Changes

We are recommending salary changes for two (2) non-represented Management Appraisal and Performance Plan (MAPP) Sheriff Department classifications - the Crime Laboratory Director, Sheriff and the Crime Laboratory Assistant Director, Sheriff (Attachment A). These changes resulted from a comprehensive external salary analysis of various classifications that perform similar Crime Laboratory Director / Crime Laboratory Assistant Director functions in other major California jurisdictions. This recommendation also establishes a salary structure within the classification group that will allow for a more appropriate salary differential between the higher-level management items and immediate subordinate staff.

The single-position Crime Laboratory Director, Sheriff and the five (5) Crime Laboratory Assistant Director, Sheriff positions direct the overall operations of the Scientific Services Bureau, which is one of the largest, full-service crime laboratories in the United States. These six (6) positions oversee 200 crime laboratory staff which provide forensic science support, including scientific analysis of evidence, crime scene response, and courtroom testimony to all Los Angeles County law enforcement agencies excluding the City of Los Angeles Police Department.

Reclassifications

Based upon individual position studies conducted at the request of five (5) departments, we recommend that nine (9) positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for all of the recommended actions is estimated to total \$88,065 (all funds). Net County cost is estimated to be \$59,795. The breakdown of these costs is as follows:

| Action | No. of Pos. | Total Budgeted Cost | Net County Cost |
|---|-------------|---------------------|-----------------|
| Crime Laboratory Director, Sheriff and Crime Laboratory Assistant Director, Sheriff Range Changes | 6 | \$58,094 | \$58,094 |
| Other individual reclassifications | 9 | \$29,971 | \$1,701 |
| Total | 15 | \$88,065 | \$59,795 |

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Cost increases associated with the upward reclassification actions and range changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. 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 the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
AE:LR:KP:ra

Attachments (2)

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

| Item No. | Current Title | New Title |
|-----------------|---|--|
| 4629 | Program Implementation Director, Health Services | Program Implementation Manager, Health Services |

NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE

| Item No. | Title | Current Salary Schedule and Level | | Recommended Salary Schedule and Level | |
|-----------------|---|--|-----|--|-----|
| 4341 | Crime Laboratory Assistant Director, Sheriff | N23 | S10 | N23 | S11 |
| 4343 | Crime Laboratory Director, Sheriff | N23 | S12 | N23 | S13 |

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

OFFICE OF THE ASSESSOR

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|--|--|
| 3 | Senior Clerk Item No. 1140A NMV 66E Represented | Equipment Maintenance Helper Item No. 6607A 68J Represented |

The subject positions report to an Administrative Assistant II and are assigned to the Administrative Services Branch, Management Services Division of the Facilities and General Services Section. These positions perform routine and manual tasks related to site delivery of office furniture and equipment (e.g., boxes, file cabinets, copy machines, and refrigerators), as well as installing, assembling, dismantling and repairing office furniture and equipment, such as cubicle walls, desks, chairs, keyboard trays, and bulletin boards.

By definition, the Equipment Maintenance Helper assists in the maintenance and repair of various types of equipment and tools or independently services simpler types of equipment and tools and is more consistent with the aforementioned duties. Therefore, we recommend that these positions be reclassified to Equipment Maintenance Helper. Due to the compensation provision associated with the Senior Clerk (Note MV refers to the eight-step salary range for this class), these recommended changes constitute a downward reclassification.

FIRE DEPARTMENT – EXECUTIVE BUDGET

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 1 | Senior Departmental Employee Relations Representative Item No. 1908A NM 101C Non-Represented | Head Departmental Civil Service Representative Item No. 1882A NM 101C Non-Represented |

The subject position reports to a Personnel Officer III and is assigned to the Employee Relations Division where it provides supervision to five (5) Departmental Civil Service Representatives. Specifically, the position oversees the preparation and presentation of cases involving all departmental actions which may be appealed to the Civil Service Commission.

Positions allocable to Senior Departmental Employee Relations Representative are responsible for leading or administering the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues. In contrast, the responsibilities assigned to the subject position are more consistent with the classification definition for Head Departmental Civil Service Representative, a class which supervises staff responsible for serving as departmental advocates before the Civil Service Commission. Therefore, we recommend lateral reclassification to Head Departmental Civil Service Representative.

DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 1 | Secretary III Item No. 2096A NMV 71H Represented | Senior Secretary II Item No. 2101A NM 77K Non-Represented |

The subject position is assigned to the Human Resources Recruitment and Exams Division and provides full-time secretarial support to the Administrative Services Manager III (106B). Positions at the level of Administrative Services Manager III within Human Resources are typically assigned a senior level secretary position. Therefore, we are recommending upward reclassification to Senior Secretary II.

DEPARTMENT OF HEALTH SERVICES – METROCARE NETWORK

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 1 | Management Secretary III Item No. 2109A NM 83K Non-Represented | Management Secretary IV Item No. 2110A NM 85K Non-Represented |

The subject position provides full-time secretarial support to the Executive Director, Healthcare Network (UC) (R20), a class commensurate to deputy director positions within the department. In FY 2009-10, a merger between the Coastal and Southwest Clusters formed the MetroCare Network, which includes Harbor-UCLA Medical Center, Martin Luther King Multi-Service Ambulatory Care Center, two ambulatory Comprehensive Health Centers, and several Health Centers. As a result of the merger, the Executive Director, Healthcare Network (UC) class was allocated to recognize the direct operational and clinical management of the MetroCare regional executive leadership.

Secretarial allocations throughout the County are based primarily upon the level of manager to which the secretary is assigned as well as department size. Based upon the level of the manager served and the overall scope of responsibility, this position meets the criteria for allocation to the Management Secretary IV, a class which provides secretarial support to a deputy director in a very large and complex County department. Therefore, we recommend upward reclassification to Management Secretary IV.

DEPARTMENT OF HEALTH SERVICES – VALLEYCARE NETWORK
HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|---------------------|---|---|
| 1 | Cardiac Electrodiagnostic Technician I Item No. 5545A NM 63J Represented | Cardiac Electrodiagnostic Technician III Item No. 5547A NM 71J Represented |

The subject position is assigned to the High Desert Multi-Service Ambulatory Care Center where it conducts dynamic electrodiagnostic examinations, compares irregularities appearing on the scan to the patient's written chronological record, and prepares the interpretive report for the physician.

The above duties are most consistent with the class concept of the Cardiac Electrodiagnostic Technician III, a class which performs the full range of non-invasive electrodiagnostic examinations in wards, clinics, heart stations and exercise stress laboratories, and prepares interpretive analytical reports for physicians. Therefore, we recommend upward reclassification to Cardiac Electrodiagnostic Technician III.

PUBLIC HEALTH – PUBLIC HEALTH SERVICES ADMINISTRATION

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|---|
| 1 | Administrative Assistant III Item No. 0889A NM 85K Represented | Contract Program Auditor Item No. 4614A NM 88K Non-Represented |

The subject position is assigned to the Children’s Health Outreach Initiative and reports to a Senior Staff Analyst, Health Services. The position oversees assigned contracts with agencies that assist children and families without medical insurance. Specific duties include auditing contractor performance and monitoring expenditures to ensure compliance with contract terms, as well as providing outreach and enrollment services training to contracted staff managers.

The aforementioned duties assigned to this position meet the definition and allocation standards of the Contract Program Auditor, a class which conducts program evaluation audits of hospitals, daycare centers, and related health facilities to ensure that appropriate quality of care is maintained by private agencies with County contracts. Therefore, we recommend upward reclassification to Contract Program Auditor.

PUBLIC LIBRARY

| Number of Positions | Present Classification and Salary | Classification Findings and Salary |
|----------------------------|---|--|
| 1 | Secretary III Item No. 2096A NMV 71H Represented | Senior Secretary II Item No. 2101A NM 77K Non-Represented |

The subject position is assigned to the Support Services Division and provides full-time secretarial support for the Head, Support Services, Library (S10), a position which oversees the Staff Services and Countywide Programs and Contract Management and Procurement Sections, which constitutes a major division within the department.

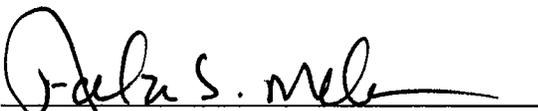
Positions at the Senior Secretary II level typically provide full-time secretarial assistance to the head of a major division in a medium-sized County department. Therefore, we recommend upward reclassification of this position to Senior Secretary II.

ANALYSIS

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

- Changing the salaries of two (2) non-represented classifications;
- Changing the title of one (1) non-represented classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Assessor, Fire, Health Services, Public Health, and Public Library.

ANDREA SHERIDAN ORDIN
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:pk
Requested 09-22-10
Revised 09-23-10

ORDINANCE NO. _____

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 findings 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 change only the salaries of the following classes:

| ITEM NO. | TITLE | EFFECTIVE DATE | SALARY OR SALARY SCHEDULE AND LEVEL | |
|-----------------|---------------------------------------|-----------------------|--|------------|
| 4341 | CRIME LABORATORY ASST DIR, SHERIFF | 10/01/2006 | N23 | R10 |
| | | 04/01/2007 | N23 | S10 |
| | | 07/01/2007 | N23 | S10 |
| | | 01/01/2008 | N23 | S10 |
| | | 01/01/2009 | N23 | S10 |
| | | _____* | <u>N23</u> | <u>S11</u> |
| 4343 | CRIME LABORATORY DIRECTOR, SHERIFF | 10/01/2006 | N23 | R12 |
| | | 04/01/2007 | N23 | S12 |
| | | 07/01/2007 | N23 | S12 |
| | | 01/01/2008 | N23 | S12 |
| | | 01/01/2009 | N23 | S12 |
| | | _____* | <u>N23</u> | <u>S13</u> |

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

| ITEM NO. | TITLE |
|-----------------|---|
| 4629 | <u>PROGRAM IMPLEMENTATION DIRECTOR, HS</u> <u>PROGRAM IMPLEMENTATION MANAGER, HS</u> |

SECTION 3. Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|-------------------------------------|
| <u>6607A</u> | <u>3</u> | <u>EQUIPMENT MAINTENANCE HELPER</u> |

SECTION 4. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following class:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|--------------|
| 1140A | 206 <u>203</u> | SENIOR CLERK |

SECTION 5. Section 6.76.010 (Fire Department – Executive) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|--|
| <u>1882A</u> | <u>1</u> | <u>HEAD DEPARTMENTAL CIVIL SERVICE REP</u> |

SECTION 6. Section 6.76.010 (Fire Department – Executive) is hereby amended to change the number of ordinance positions for the following class:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|-------------------------------------|
| 1908A | 2 <u>1</u> | SENIOR DEPTL EMPLOYEE RELATIONS REP |

SECTION 7. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|------------------------------|
| 0889A | 9 <u>8</u> | ADMINISTRATIVE ASSISTANT III |
| 4614A | 8 <u>9</u> | CONTRACT PROGRAM AUDITOR |

SECTION 8. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|---------------------|
| 2096A | 9 <u>8</u> | SECRETARY III |
| 2101A | 17 <u>18</u> | SENIOR SECRETARY II |

SECTION 9. Section 6.78.010 (Department of Health Services – Administration

is hereby amended to change the title for the following class:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|---|
| 4629A | 2 | PROGRAM IMPLEMENTATION DIRECTOR, HS <u>PROGRAM IMPLEMENTATION MANAGER, HS</u> |

SECTION 10. Section 6.78.055 (Department of Health Services – Coastal cluster) is hereby amended to delete the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|-------------------------------------|
| 2109A | 4 | MANAGEMENT SECRETARY III |

SECTION 11. Section 6.78.055 (Department of Health Services – Coastal cluster) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|--------------------------------|
| <u>2110A</u> | <u>1</u> | <u>MANAGEMENT SECRETARY IV</u> |

SECTION 12. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|------------------------------------|
| 5545A | 2 <u>1</u> | CARDIAC ELECTRODIAGNOSTIC TECH I |
| 5547A | 4 <u>2</u> | CARDIAC ELECTRODIAGNOSTIC TECH III |

SECTION 13. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|---------------------|
| 2096A | 2 <u>1</u> | SECRETARY III |
| 2101A | 6 <u>7</u> | SENIOR SECRETARY II |

SECTION 14. 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 compensation changes made to Section 6.28.050 of the County Code.

[RECLASSOCT192010KPCEO]