



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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July 31, 2018

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 July 31, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

This letter will update the County of Los Angeles – Code of Ordinances (County Code), Title 2 – Administration, Division 2 – Officers, by amending Chapter 2.08 – Department of Chief Administrative Officer, Chapter 2.09 – Department of Human Resources, and Title 5 – Personnel, Appendix 1 – Civil Service Rules.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 2 – Administration, Division 2 – Officers, by amending the following chapters summarized, as follows:
 - a. Chapter 2.08 – Department of Chief Administrative Officer – Reassign responsibility for recommendations on creation and allocation of positions to the Chief Executive Officer.
 - b. Chapter 2.09 – Department of Human Resources – Remove responsibility for recommendations on creation and allocation of positions from the Director of Personnel.
2. Approve the accompanying ordinance amending Title 5 – Personnel, Appendix 1 – Civil Service Rules, by amending Civil Service Rules 3 and 5 summarized, as follows:
 - a. Civil Service Rule 3 – Administration – (i) Remove responsibility for classifying all positions from the Director of Personnel; and (ii) remove the delegation authority for related classification operational activities from the Director of Personnel.
 - b. Civil Service Rule 5 – Classification – Civil Service Rule 5 – Classification – Reassign the following responsibilities to the Chief Executive Office: (i) classifying all

positions; (ii) class specification maintenance; (iii) County Schedules “A” and Schedule “B”; (iv) conducting, requesting, and initiating position-classification studies; (v) reporting classification findings; and (vi) delegation authority for related classification operational activities.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 7, 2017, our office provided the Board of Supervisors (Board) the status of current efforts to make the County’s Classification System more responsive to evolving organizational needs. As part of these efforts, we have reviewed and identified all Classification-related areas of the County Code to ensure clarity in language and processes.

Effective July 1, 2006, the Classification and Salary Division was reassigned from the Department of Human Resources to the CEO. This Board letter provides the formal changes to the applicable Civil Service Rules necessary to reflect the appropriate classification authority in accordance with the 2006 reassignment.

Amending these areas of the County Code will serve as a basis to provide the authority for the CEO to update corresponding policies, procedures, and guidelines governing Classification determinations.

Implementation of Strategic Plan Goals

The Board’s approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The accompanying ordinance implementing amendments to Title 2, Division 2, Chapters 2.08 and 2.09 and Title 5, Appendix 1, Civil Service Rules 3 and 5 have been approved as to form by County Counsel.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended amendments to the County Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

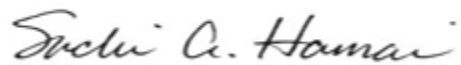
Approval of this recommendation will delineate countywide classification authority, clarify processes, and enhance efficiency for the departments.

The Honorable Board of Supervisors

7/31/2018

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Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:MM:MTK

PAC:IW:IA:KP:mst

Enclosures

c: Executive Office, Board of Supervisors
County Counsel