


## **ANALYSIS**

This ordinance amends Title 2 – Administration, Division 2 – Officers and Title 5 – Personnel, Appendix 1 by:

- Amending Chapter 2.08 (Department of Chief Administrative Officer) and Chapter 2.09 (Department of Human Resources); and
- Amending Civil Service Rule 3 (Administration) and Civil Service Rule 5 (Classification).

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Received: 5/21/18  
Revised: 6/15/18

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 2 – Administration and Title 5 – Personnel of the Los Angeles County Code relating to the reassignment of the Classification and Salary Division from the Department of Human Resources to the Chief Executive Office.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Chapter 2.08 is hereby amended to add the following:

**2.08.171 Recommendations on Creation and Allocation of Positions.**

It shall be the duty of the Chief Executive Officer to tabulate the proposed allocation of positions by classification and department in time for submission of annual budget recommendations as required by Section 2.08.090 of this code. Upon approval of the final budget, it shall be the duty of the Chief Executive Officer to report the allocation to any of the departments, services, institutions, or districts under its supervision, as provided in Section 2.08.100 of this code, of such positions as the Board of Supervisors has provided or authorized by its adoption of the current fiscal year budget.

**SECTION 2.** Section 2.09.040 is hereby deleted in its entirety:

~~**2.09.040 – Recommendations on creation and allocation of positions.**~~

~~It shall be the duty of the director of personnel to report to the chief administrative officer in time for submission of annual budget recommendations by the chief administrative officer as required by Section 2.08.090 of this code, a tabulation of the proposed allocation of positions by classification and department. Upon approval of the final budget it shall be the duty of the director of personnel to report to the chief~~

~~administrative officer the allocation to any of the departments, services, institutions or districts under the supervision of the chief administrative officer as provided in Section 2.08.100 of this code of such positions as the board of supervisors has provided or authorized by its adoption of the current fiscal year budget.~~

**SECTION 3.** Rule 3 is hereby amended to read as follows:

**Rule 3        ADMINISTRATION**

**3.01    Director of pPersonnel.**

The ~~d~~Director of pPersonnel shall:

...

~~G. Classify all positions in the classified service, maintain schematic list of all classes in the classification plan, and prepare and maintain specifications for each class;~~

HG.    Order, prepare, and conduct all examinations; the Director shall:

1.    Determine the examinations to be conducted,
2.    Determine the minimum qualifications of all applicants, the subjects to be covered in each examination, methods of testing, and the relative weights,
3.    Prepare and post bulletins announcing examinations,
4.    Prepare the content of questions to be used in each examination, together with the standards or key answers,
5.    Make arrangements for and supervise the conduct of the examinations, appointing such experts, special examiners, and other persons as deemed necessary,

6. Grade the examination papers and evaluate the qualifications of applicants,

7. Pass upon all questions relating to the eligibility of applicants, the admissibility of applicants to the examination, extensions of time, and all questions arising during the course of an examination, subject to appeal to the commission as provided in these Rules,

8. Prepare a complete report of each examination together with a report on all appeals from rulings or appeals from any part of the examination;

H. Ascertain and report performance ratings;

J. Certify payrolls or accounts in accordance with Section 36 of the Charter;

K. Perform all other functions necessary for the proper carrying out of these Rules and the provisions of the Charter relating to the civil service system, and such additional duties as may be assigned from time to time by the Board of Supervisors;

L. Use publicity, paid advertising, or other public-relations means to interest people in becoming employees of the County of Los Angeles.

### **3.03 Delegation to ~~o~~Other ~~d~~Departments.**

A. Except where the authority is restricted to the ~~d~~Director of ~~p~~Personnel by the Charter, the ~~d~~Director of ~~p~~Personnel may delegate his or her authority in operational activities, such as, but not limited to ~~classification~~, recruitment and selection, and employee development, to the other department or district heads. Delegation of authority by the Director of Personnel shall be in writing.

**SECTION 4.** Rule 5 is hereby amended to read as follows:

## **Rule 5 CLASSIFICATION**

### **5.01 Standards for the eClassification of positions.**

~~A. The director of personnel shall develop and maintain a class specification for each class in the classified service of the county as necessary to meet the needs of the service for the allocation of new positions and the reallocation of existing positions.~~

~~A class is a position or a number of positions with duties sufficiently similar that:~~

~~1. The same descriptive title may be used to designate each position in the class;~~

~~2. The same level of education, experience, knowledge, ability, and other qualifications may be required of incumbents;~~

~~3. Similar tests of fitness may be used to select incumbents;~~

~~4. The same schedule of compensation will apply with equity under substantially the same employment conditions.~~

A. The Chief Executive Officer shall classify all positions in the classified and unclassified service of the County, maintain a schematic list of all classes in the classification plan, and prepare and maintain specifications for each class.

~~B. A new class shall be established when it has been determined that the duties and responsibilities of a position or positions, assigned by competent authority, are unique in terms of character, difficulty and responsibility and do not meet the specifications for an existing class.~~

B. The Chief Executive Officer shall develop and maintain a class specification for each class in the classified service of the County as necessary to meet the needs of

the service for the allocation of new positions and the reallocation of existing positions.

A class is a position or a number of positions with duties sufficiently similar that:

1. The same descriptive title may be used to designate each position in the class;

2. The same level of education, experience, knowledge, ability, or other qualifications may be required of incumbents;

3. Similar tests of fitness may be used to select incumbents; and

4. The same schedule of compensation will apply with equity under substantially the same employment conditions.

~~C. All classes involving the same character of work but differing as to level of difficulty and responsibility shall be assembled into the same series. All series within the same broad occupational field shall be assembled into the same service.~~

C. A new class shall be established when it has been determined that the duties and responsibilities of a position or positions, assigned by competent authority, are unique in terms of character, difficulty, and responsibility and do not meet the specifications for an existing class.

D. All classes involving the same character of work but differing as to level of difficulty and responsibility shall be assembled into the same series. All series within the same broad occupational field shall be assembled into the same service.

## **5.02 Classification ~~s~~Schedules.**

A. A schematic outline of the classes in the ~~e~~County service and in the service of the districts which have adopted the County Civil Service System, arranged by series and services, shall be maintained by the ~~director of personnel~~Chief Executive Officer

and shall be known as "Classification Schedule A." The specifications for each class contained in Schedule A shall be maintained by the ~~director of personnel~~Chief Executive Officer, and shall be known as Schedule B. Such specifications, in addition to defining the class sufficiently to provide the standard for allocation, shall give examples of the more significant and typical duties assigned to positions in the class, the minimum requirements for applicants for positions in the class, and any unusual physical requirements. The specifications shall be descriptive of the classes, and shall not be considered as a restriction on the assignment of duties not specifically listed.

B. The ~~director of personnel~~Chief Executive Officer shall make such changes in Schedules A and B as are necessary to meet the needs of the service. Both schedules, or true copies thereof, shall be open to public inspection.

### **5.03 Administration of ~~p~~Position ~~e~~Classification.**

A. Each position in the classified service shall be allocated by the ~~director of personnel~~Chief Executive Officer to the appropriate class in conformance with specifications for that class as established under this Rule. The ~~director of personnel~~Chief Executive Officer shall make position-classification studies of individual positions or groups of positions whenever the duties or responsibilities of existing positions have undergone significant changes, or whenever new positions are to be created. Upon request of the ~~director of personnel~~Chief Executive Officer, the appointing power shall furnish detailed information relative to the duties, responsibilities or work assignments of positions under its jurisdiction. In addition to information requested by the ~~director of personnel~~Chief Executive Officer, written material bearing

on the study may be submitted by the appointing power or the employee occupying the position or by the certified employee organization(s) representing the class(es).

B. The appointing power shall initiate requests to the ~~director of personnel~~Chief Executive Officer for classification studies of positions under its jurisdiction whenever they have significantly changed in duties, responsibilities, or work assignments.

C. Request for a classification study of his/her position by an employee shall be directed in writing to the appointing power. Such request shall specify why the duties and responsibilities of the position no longer conform to those of the class to which the position is allocated. If the appointing power cannot support the request, it shall be returned to the employee within 30 days with reasons for its denial. ~~If the employee judges that the request is still merited, the employee may resubmit the request to the appointing power, who shall in turn direct it to the director of personnel, who shall then conduct a study as provided in 5.03A.~~

D. When the ~~director of personnel~~Chief Executive Officer has completed the classification study, the ~~director~~Chief Executive Officer shall report the findings to the appointing power concerned, and those requiring change in the Salary Ordinance (Title 6 of the Los Angeles County Code) to the ~~h~~Board of ~~s~~Supervisors. The appointing power shall promptly inform the employee(s) concerned of the classification action.

#### **~~5.04 – Reviews and appeals.~~**

~~Any employee or appointing power adversely affected by any classification action may request the director of personnel to review such action. Such request for review by the director of personnel shall be made in writing within 30 days of notification of such action, and shall specify the basis for the request. The director of personnel shall either~~



~~amend the classification action or provide the employee with reasons for affecting no change. Except as otherwise provided in these Rules, the decision of the director is final, subject to such judicial review as provided by decisions of local administrative agencies.~~

**5.04 Delegation to Other Departments.**

A. Except where the authority is restricted to the Chief Executive Officer by the Charter, the Chief Executive Officer may delegate his or her authority in classification operational activities to department or district heads. Delegation of authority by the Chief Executive Officer shall be in writing.

B. Delegation is subject to audit by the Chief Executive Officer to ensure compliance with the Charter, Civil Service Rules, and policy guidelines.

C. Delegation may be revoked by the Chief Executive Officer, in writing, at any time.

**~~5.05 Effect of classification changes on incumbent.~~**

~~A. Whenever a position is reclassified from one class to a higher class, or from one series to another series, the incumbent shall not continue in the position, except temporarily, unless the incumbent gains eligibility for the new class and receives an appointment thereto in accordance with these Rules.~~

~~B. Whenever a position is reclassified from one class to a lower class, the incumbent may elect to retain the position in the lower class. If the incumbent declines to retain the position in the lower class, a layoff list shall be created and the position filled by demotion in lieu of layoff in accordance with the provisions of Rule 19. Any~~

~~person demoted involuntarily to fill a position reclassified downward shall be placed on a reemployment list in accordance with the provisions of Rule 19.~~

~~C. Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall have the same status in the new class as was held in the old class.~~

#### **5.05 Reviews and Appeals.**

Any employee or appointing power adversely affected by any classification action may request the Director of Personnel to review such action. Such request for review by the Director of Personnel shall be made in writing within 30 days of notification of such action, and shall specify the basis for the request. The Director of Personnel shall either amend the classification action or provide the employee with reasons for affecting no change. Except as otherwise provided in these Rules, the decision of the Director is final, subject to such judicial review as provided by decisions of local administrative agencies.

#### **5.06 Effect of Classification Changes on Incumbent.**

A. Whenever a position is reclassified from one class to a higher class, or from one series to another series, the incumbent shall not continue in the position, except temporarily, unless the incumbent gains eligibility for the new class and receives an appointment thereto in accordance with these Rules.

B. Whenever a position is reclassified from one class to a lower class, the incumbent may elect to retain the position in the lower class. If the incumbent declines to retain the position in the lower class, a layoff list shall be created and the position filled by demotion in lieu of layoff in accordance with the provisions of Rule 19. Any

person demoted involuntarily to fill a position reclassified downward shall be placed on a reemployment list in accordance with the provisions of Rule 19.

C. Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall have the same status in the new class as was held in the old class.

**SECTION 5.** Pursuant to Government Code section 25123, this ordinance shall become effective 30 days from the date of final passage.

[CIVILSERVICERULESKPCEO]