



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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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

15 July 16, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

July 16, 2019

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:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding five (5) new classifications and one (1) unclassified classification; by deleting three (3) non-represented classifications; by changing the title of two (2) non-represented classifications; by changing the salary of three (3) non-represented classifications; and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add five (5) new classifications in the Departments of the Board of Supervisors and Probation and one (1) unclassified classification in the Department of the Board of Supervisors; to delete three (3) non-represented classifications; to change the titles of two (2) non-represented classifications in the Department of Board of Supervisors; and to change the salary of three (3) non-represented classifications.
2. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 212 positions as part of the implementation of the Countywide Senior Departmental Personnel Technician Study in the Departments of Agricultural Commissioner/Weights and Measures, Alternate Public Defender, Animal Care and Control, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Child Support Services, Children and Family Services, County Counsel, District Attorney, Fire, Health Services, Human Resources, Internal Services, LA County Library, Medical Examiner-Coroner, Mental Health, Parks and Recreation, Probation, Public Defender, Public

Health, Public Social Services, Public Works, Registrar-Recorder/County Clerk, Sheriff, Treasurer and Tax Collector, and Workforce Development, Aging and Community Services.

3. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 79 positions in the Departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Beaches and Harbors, Chief Executive Officer, Child Support Services, District Attorney, Fire, Grand Jury, Health Services, Internal Services, LA County Library, Military and Veterans Affairs, Parks and Recreation, Probation, Public Defender, Public Social Services, Public Works, Registrar-Recorder/County Clerk, Sheriff, and Workforce Development, Aging and Community Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions 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 as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and lateral are consistent with the class concepts of the proposed classifications.

These actions are recommended 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.

New Classifications

Board of Supervisors

We are recommending four (4) new, department-specific, classifications be established exclusively for allocation to the Ford Theatres, to distinguish from their respective counterpart classifications allocated to the new Department of Arts and Culture (Attachment A).

Probation Department

We are recommending the Deputy Probation Officer III (Item No. 8611) be established to consult with department management regarding cases, training, and policy and perform lead work including the most complex, difficult, and high-priority probation cases with minimum supervision (Attachment A). The allocation of this level will be dependent upon the needs of each Probation facility and will be subject to the Department's request of such positions during the budget process.

New Unclassified Classification

We are recommending the Executive Director, Coliseum Commission (UC) (Item No. 9965) be established to oversee all administrative matters of the Coliseum Commission and serve as Chief Administrative Officer of the Commission under the Joint Power Authority agreement between the City of Los Angeles, the County of Los Angeles, and the State of California (Attachment A).

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) department-specific, non-represented classifications from the Classification Plan (Attachment A). The affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Title Changes

We are recommending title changes of two (2) non-represented classifications allocated to the Ford Theatres, Executive Office, Board of Supervisors to correspond with the current theatre name and to distinguish the classifications from similar classifications assigned to the new Department of Arts and Culture (Attachment A).

Salary Changes

We are recommending a change to the salary schedules for three (3) non-represented classifications, Health Program Analyst I (Item No. 4727) from 97K to 98K, Health Program Analyst II (Item No. 4729) from 101K to 102K, and Health Program Analyst III (Item No. 4731) from 107J to 109L. The series performs and supervises health program planning and development, administration and evaluation for the Departments of Board of Supervisors, Mental Health and Public Health. The recommended compensation change will bring parity with positions that perform the same type of work, in some cases side-by-side, with program staff within the Staff Analyst, Health series in the Department of Health Services. The recommended salary changes will resolve recruitment and equity issues between departments.

Countywide Senior Departmental Personnel Technician Study (Item No. 1849)

We are implementing the final phase of the Countywide Senior Departmental Personnel Technician classification study, which focused on positions performing technical personnel work at the senior-level or positions providing first-level supervision in the area of human resources in each department (Attachment B). The goal of the study was to determine if the subject class should be maintained, a new classification should be established, or an existing administrative classification should be utilized.

Data was collected from each County department through a classification review survey form developed specifically for this study. We collected data through a survey of the organizational structure and functional areas of responsibility for senior-level and first-level supervisory positions responsible for each department's technical personnel work, which included, but is not limited to, functions related to classification, compensation, exams and recruitment, training and development, employee relations, return-to-work, and civil rights and affirmative action.

Reclassifications

There are 79 positions in 19 departments and the Grand Jury being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III. 3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from these recommended actions is estimated to total \$3,358,000 (all funds). Net County cost is estimated to be \$1,169,000. Cost increases associated with compensation changes and upward reclassification actions will be absorbed within the 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)

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

7/16/2019

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sachi A. Hamai", followed by the word "for" written in a smaller, cursive script.

SACHI A. HAMAI

Chief Executive Officer

SAH:FAD:MM:MTK

PAC:IW:KP:mmg

Enclosures

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

**CLASSIFICATIONS RECOMMENDED FOR
ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Horizons/ Choices	8611	Deputy Probation Officer III	NW	97G
Savings/ Megaflex	8825	Manager, Ford Theatres	NM	103K
Savings/ Megaflex	8822	Program Assistant, Ford Theatres	NM	88G
Savings/ Megaflex	8823	Program Associate, Ford Theatres	NM	92G
Savings/ Megaflex	8824	Senior Program Associate, Ford Theatres	NM	97G

**UNCLASSIFIED CLASSIFICATION RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Megaflex	9965	Executive Director, Coliseum Commission (UC)	N23	R12

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN**

Item No.	Title
8370	Assessor's Librarian
8482	Chief, Art Museum Education
8415	Head, Art Museum Technical Services

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR
TITLE CHANGE IN THE CLASSIFICATION PLAN**

Item No.	Current Title	Recommended New Title
8803	Manager, Performing Arts, Arts and Culture	Performing Arts Manager, Ford Theatres
8806	Managing Director, John Anson Ford Theatres	Managing Director, Ford Theatres

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR
SALARY CHANGE TO THE CLASSIFICATION PLAN**

Item No.	Title	Current Salary Schedule & Level		Recommended Salary Schedule and Level	
4727	Health Program Analyst I	NM	97K	NM	98K
4729	Health Program Analyst II	NM	101K	NM	102K
4731	Health Program Analyst III	NM	107J	NM	109L

COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Agricultural Commissioner/ Weights and Measures	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Alternate Public Defender	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Animal Care and Control	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Assessor	4	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	4	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Auditor-Controller	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Auditor-Controller	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Payroll Specialist III, Auditor-Controller Item No. 1344A NM 89F Non-Represented
Beaches and Harbors	3	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	3	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

**COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Board of Supervisors	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Child Support Services	4	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	4	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Children and Family Services	11	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	11	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Children and Family Services	4	Senior Departmental Personnel Technician Item No. 1849N NM 96K Non-Represented	4	Administrative Services Manager I Item No. 1002N NM 99J Non-Represented
County Counsel	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
District Attorney	4	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	4	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
District Attorney	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

**COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Fire - Administrative	7	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	7	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Fire - Administrative	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Management Analyst Item No. 1848A NM 92K Non-Represented
Fire - Leadership and Professional Standards	3	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	3	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Health Services - Administration	40	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	40	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Health Services - Administration	1	Senior Departmental Personnel Technician Item No. 1849N NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002N Non-Represented
Health Services - Administration	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Principal Departmental Personnel Assistant Item No. 1845A NM 92K Non-Represented
Health Services - Administration	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Departmental Employee Relations Representative Item No. 1907A N2M 96J Non-Represented

**COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Health Services - Administration	9	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	9	Departmental Civil Service Representative Item No. 1881A NM 100K Non-Represented
Human Resources	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Internal Services	10	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	10	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
LA County Library	3	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	3	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Medical Examiner-Coroner	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Mental Health	16	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	16	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Parks and Recreation	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

**COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Probation	17	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	17	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Probation	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Program Analyst, Probation Item No. 8638A NM 97D Represented
Public Defender	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Public Health	14	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	14	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Public Health	2	Senior Departmental Personnel Technician Item No. 1849N NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002N NM 99J Non-Represented
Public Health	1	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	1	Departmental Employee Relations Representative Item No. 1907A N2M 96J Non-Represented
Public Social Services	8	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	8	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

**COUNTYWIDE SENIOR DEPARTMENTAL
PERSONNEL TECHNICIAN STUDY**

Department	No of Pos.	Present Classification	No of Pos.	Classification Findings
Public Works	5	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	5	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Registrar-Recorder/ County Clerk	5	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	5	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Sheriff - Administration	13	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	13	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Treasurer and Tax Collector	2	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
Workforce Development, Aging and Community Services	3	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	3	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Personnel Assistant Item No. 1842A NM 76D Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented
1	Management Analyst Item No. 1848A NM 92K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
1	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Departmental Personnel Assistant position provides administrative support to the Leave Management Unit. Duties include assisting with processing ePARs, terminations, new hires, and promotions; proctoring the State of California Department of Food and Agriculture Licensing exams; and coordinating Interactive Process meetings. As part of the Countywide Senior Departmental Personnel Technician Study, the subject position will also serve as the NeoGov List Manager and handle personnel operations and employee benefits. The duties and responsibilities are within the scope of the Senior Departmental Personnel Assistant classification, a class that assists technical human resources staff in carrying out the personnel program of a County department. Therefore, we recommend upward reclassification to Senior Departmental Personnel Assistant.

The subject Management Analyst position is primarily responsible for recruitment, exams, classification and compensation, as well as providing technical guidance to one (1) Senior Departmental Personnel Assistant position. The duties and responsibilities performed by the subject position are more consistent with the Administrative Services Manager I, a class responsible for independently carrying out difficult to complex analytical assignments within administrative functional areas such as human resources, contracts, budget, finance, and other closely-related, sensitive and confidential administrative functional areas using sound professional judgment. Therefore, we recommend upward reclassification to Administrative Services Manager I.

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES (Continued)

The subject Senior Departmental Personnel Assistant position is responsible for administering NeoGov recruitment and exams; processing employment applications; conducting job analyses; developing exam bulletins and rating from standards; and administering the State of California Department of Food and Agriculture Licensing exams. As a result of the Countywide Senior Departmental Personnel Technician Study, the subject position will handle eAppeals and shared services liaison functions. The duties of the subject position are within the scope of a Management Analyst, a class responsible for carrying out a variety of routine to moderately complex analytical and technical assignments within the areas of human resources, contract development and administration, and health programs. Their assignments require the use of discretion and when handling sensitive and confidential information, as well as professionalism when interacting with internal and external higher-level staff and management in planning and coordinating events. Therefore, we recommend upward reclassification to Management Analyst.

ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Personnel Assistant Item No. 1842A NM 76D Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented
1	Management Analyst Item No. 1848A NM 92K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Departmental Personnel Assistant position performs specialized clerical functions in the Human Resources Division and has responsibility for assisting technical staff in the functional areas of classification, payroll, and operations. Duties include assistance with payroll and benefits, processing of new hires, transfers, bonuses, mileage reimbursement, the department's Wellness Program, and general clerical support. The scope of duties and responsibilities meet the classification standards for Senior Departmental Personnel Assistant, a class responsible for performing work in the personnel office of a County department analyzing personnel problems of varying levels of difficulty under general supervision. Therefore, we recommend upward reclassification to Senior Departmental Personnel Assistant.

ANIMAL CARE AND CONTROL (Continued)

The subject Management Analyst position serves as lead in the department's Human Resources Division in the functional areas of classification, payroll, and operations. Specifically, the subject position is responsible for tracking, issuing, and maintaining the department's officer shields; analyzing and processing bonus requests; serving as the primary payroll and benefits liaison, Performance Net administrator, employee mileage and reimbursement administrator, eHR security coordinator, and Wellness Program coordinator. The duties and responsibilities meet the classification standards for Administrative Services Manager I, a class responsible for independently carrying out difficult to complex analytical assignments within administrative functional areas such as human resources, contracts, budget, finance, and other closely-related, sensitive and confidential administrative functional areas using sound professional judgment. Therefore, we recommend upward reclassification to Administrative Services Manager I.

BEACHES AND HARBORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Automotive Equipment Coordinator Item No. 6042A NM 89H Represented	1	Automotive Equipment Coordinator Item No. 6043A NM 94H Represented
1	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject Assistant Automotive Equipment Coordinator position reports to a Division Chief, Beaches and Harbors. The subject position has responsibility for supervising Power Equipment Technicians and for providing centralization of fleet operations within the Department to remedy existing fleet management challenges and improve operations to its expanding fleet inventory. Duties include coordinating the procurement, inspection, assignment, maintenance, repair, and disposal of a fleet of automotive and heavy construction equipment, including a fleet of boats of various sizes. The scope of duties and supervisory responsibilities meet the allocation criteria for Automotive Equipment Coordinator, a class defined by coordinating the procurement, inspection, assignment, maintenance, repair and disposal of a fleet of automotive and heavy construction equipment for a County department. Therefore, we recommend upward reclassification to Automotive Equipment Coordinator.

BEACHES AND HARBORS (Continued)

The subject Senior Departmental Personnel Assistant position is responsible for handling classification matters that includes special pay practice analyses, class studies, and analyses of ordinance position authority requirements. The subject position also provides personnel operations support functions that include providing employee orientation, processing bonus transactions, responding to human resources inquiries, and acting as the payroll liaison with the Auditor-Controller's Shared Services. The duties of the subject position were reviewed as part of the Countywide Senior Departmental Personnel Technician Study, which meets the classification standards for Management Analyst, a class responsible for carrying out a variety of routine to moderately complex analytical and technical assignments within the areas of human resources, contract development and administration, and health programs. Their assignments require the use of discretion and in handling sensitive and confidential information, as well as professionalism in interacting with internal and external higher-level staff and management in planning and coordinating events. Therefore, we recommend upward reclassification to Management Analyst.

CHIEF EXECUTIVE OFFICE (CEO)

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Analyst, CEO Item No. 0827A N35M 98K Non-Represented	2	Senior Analyst, CEO Item No. 0829A N35M 106K Non-Represented
1	Program Specialist III, CEO Item No. 0817A NM 102K Non-Represented	1	Supervising Emergency Management Coordinator, CEO Item No. 0836A N35M 114K Non-Represented
2	Senior Analyst, CEO Item No. 0829A N35M 106K Non-Represented	2	Principal Analyst, CEO Item No. 0830A N35M 114K Non-Represented
1	Senior Manager, CEO Item No. 0846A N23 S17 Non-Represented	1	Senior Manager, CEO (UC) Item No. 0847A N23 R17 Non-Represented
1	Special Services Assistant III Item No. 0852A N23 S12 Non-Represented	1	Manager, CEO Item No. 0845A N23 S15 Non-Represented

CHIEF EXECUTIVE OFFICE (Continued)

The two (2) subject Analyst, CEO positions are assigned to the Compensation Section of the Budget and Operations Management Branch. Duties include analyzing and making recommendations on critical compensation issues related to special pay practices; serving as a subject matter expert in areas of compensation related to specialized professions; analyzing and developing recommendations at negotiation tables with complex bargaining units and departmental executive management; performing complex compensation cost analyses; and developing various costing scenarios using the Oracle Comp System to formulate legal salary articles for Memorandums of Understanding and salary ordinances. The scope of duties and responsibilities of the subject positions meet the allocation criteria for Senior Analyst, CEO. Therefore, we recommend upward reclassification of these positions to Senior Analyst, CEO.

The subject Program Specialist III, CEO position is assigned to the Office of Homelessness within the Strategic Integration Branch. The subject position is responsible for developing and implementing strategies to reduce or eliminate the disparate impact placed on people experiencing homelessness due to emergencies and disasters. Duties include analyzing risks and threats related to emergency management; overseeing the Emergency Management's units responsible for the Augmented Winter Shelter Program and the Mobile Shower Trailer Program; developing and leading Operational Area work groups and task forces focused on the homeless population as a result of natural or manmade disasters; and providing reports to the Board Offices related to planning initiatives, emergency incidents and recovery processes. The scope of duties and responsibilities meet the allocation criteria for Supervising Emergency Management Coordinator, CEO. Therefore, we recommend upward reclassification to Supervising Emergency Management Coordinator, CEO.

The first of the two (2) subject Senior Analyst, CEO positions are assigned to the Health and Mental Health Services Budget Section of the Budget and Operations Management Branch. The subject position will be responsible for addressing high-priority budget needs for the Departments of Health Services, Mental Health, and Public Health. Duties include overseeing the budgetary and integrated programmatic oversight efforts related to Measure H and AB 109; reconciling and tracking outstanding financial obligations to the County; overseeing the Health Agency Integration efforts; and serving as the CEO representative to the Advisory Board in efforts related to carrying out the Agency's seven Strategic Priorities. The second subject Senior Analyst, CEO position is assigned to the Compensation Section of the Budget and Operations Management Branch. Duties include analyzing and making recommendations related to salary and employee benefit bargaining proposals for the largest and/or most complex unions to determine financial impact to the County budget; functions as the countywide subject matter expert in compensation policies; develops and maintains the County's compensation pay plans; and reviews countywide Special Pay requests. The scope of duties and responsibilities of the subject positions meet the allocation criteria for Principal Analyst, CEO. Therefore, we recommend upward reclassification of these positions to Principal Analyst, CEO.

CHIEF EXECUTIVE OFFICE (Continued)

The subject Senior Manager, CEO position is assigned to the Economic Development and Affordable Housing Division of the Executive Branch and reports directly to the Chief Deputy, CEO. The subject position is responsible for administering comprehensive economic development programs including operations, policy development, and program supervision; leading affordable housing programs to support the construction and preservation of housing units; securing additional revenue for the County in support of economic development and affordable housing programs; leading workforce development by promoting career paths for individuals with barriers to employment; and advising the CEO, the Board, and other partners on economic issues confronting the County. The position is being removed from the classified service and is being designated as unclassified based on the department's organizational structure. Therefore, we recommend lateral reclassification of the subject position to Senior Manager, CEO (UC).

The subject Special Services Assistant III position is assigned to the Capital Programs Division within the Asset Management Branch, where it is responsible for supervising staff comprised of Senior and Principal Analysts, CEO. Duties include planning, organizing, directing and evaluating complex and high-profile capital projects performed by County departments or outside agencies, directing the forecasting and planning of the strategic management of the Countywide Deferred Maintenance Program; and managing project budget requests and making recommendations to CEO Senior Management. The scope of duties and responsibilities of the subject position meets the allocation criteria for Manager, CEO. Therefore, we recommend upward reclassification to Manager, CEO.

CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Child Support Officer II Item No. 1614A NM 81K Represented	1	Senior Public Information Assistant Item No. 1599A NM 87E Non-Represented

The subject position reports to the Executive Assistant and is located in the Office of Innovation and Community Engagement Division, where it functions as the department's public information spokesperson. The primary responsibilities are managing outreach and engagement, developing educational and informative communication materials in a variety of media, and proposing new initiatives to increase accessibility to departmental services and support. The subject position ensures outreach and communication efforts are inclusive, diverse, and culturally appropriate.

CHILD SUPPORT SERVICES (Continued)

Based on the duties of the subject position, the work performed is more consistent with the Senior Public Information Assistant, a class responsible for public information programs and provides awareness and education for departmental services, programs, support functions, and engagement activities. Therefore, we recommend upward reclassification to Senior Public Information Assistant.

DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Employee Relations Representative Item No. 1907A N2M 96J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented	1	Supervising Typist-Clerk Item No. 2219A NMV 73K Represented
1	Supervising Administrative Assistant II Item No. 0897A NM 100J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Departmental Employee Relations Representative position is assigned to the Employee Relations Division. The position reports to a Head Deputy District Attorney, Employee Relations (UC) and manages medical accommodation cases including reviewing and evaluating medical restrictions, conducting interactive process meetings (IPM), preparing correspondence that documents the IPM process, and recommending options for reasonable accommodations. The subject position provides advice to upper management; interprets various laws, rules and regulations; and handles the more complex leave management cases. In addition, the position assists with County Equity Oversight Program (CEOP) compliance, labor relations, and employee relations functions. The duties and responsibilities meet the class standards for Administrative Services Manager I. Positions allocable to this journey-level analyst class are located in central administrative departments or the central administrative office of a line department, receive general supervision from a higher-level supervisor or manager, and are responsible for independently carrying out a full range of difficult to complex analytical

DISTRICT ATTORNEY (Continued)

assignments within one or more administrative functional areas. Therefore, we recommend upward reclassification of the subject position to Administrative Services Manager I.

The subject Intermediate Typist-Clerk position is assigned to the Human Resources Division's Records & Employee Benefits Unit and reports to a Senior Departmental Personnel Technician that is being proposed for reclass to an Administrative Services Manager II. The position will supervise lower-level clerical staff and will be responsible for assigning, prioritizing, reviewing, and evaluating the work of staff; participating in the hiring process; training; maintaining a system of discipline; reviewing and approving time-off-requests; preparing, typing, and processing various documents; conducting research; and acting as coordinator for County programs such as Charitable Giving and March of Dimes. The duties and responsibilities meet the class standards for Supervising Typist-Clerk. Positions allocable to this class supervises and performs a wide variety of general and specialized office clerical work and does skilled typing work. Therefore, we recommend upward reclassification of the subject position to Supervising Typist-Clerk.

The subject Supervising Administrative Assistant II position is assigned to the Human Resources Division's Personnel Processing Unit and reports to an Administrative Services Manager II. The position supervises staff responsible for processing all personnel transactions including new hires, transfers, retirements, change of status, etc. The duties and responsibilities are consistent with the class concept for Administrative Services Manager I. Positions allocable to this journey-level analyst class are typically located in central administrative departments or the central administrative office of a line department, receive general supervision from a higher-level supervisor or manager, and are responsible for independently carrying out a full range of difficult to complex analytical assignments within one or more administrative functional areas. Incumbents in this class may supervise lower-level analysts performing less complex analytical assignments. As such, we recommend downward reclassification of the subject position to Administrative Services Manager I.

FIRE DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
Personnel Unit			
1	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented	1	Departmental Personnel Assistant Item No. 1842A NM 76D Represented
2	Senior Typist-Clerk Item No. 2216A NMV 73K Represented	2	Departmental Personnel Assistant Item No. 1842A NM 76D Represented
Personnel Services Section			
3	Senior Typist-Clerk Item No. 2216A NMV 73K Represented	3	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Intermediate Typist-Clerk and Senior Typist-Clerk positions referenced in the above table are assigned to the Human Resources Division's Personnel Unit. The subject positions are responsible for handling specialized clerical functions, such as the filing, logging, tracking, and maintaining personnel records as well as badge and identification card processing, maintenance, and reconciliation. The scope of duties and responsibilities meet the classification criteria for Departmental Personnel Assistant, a class defined by performing a variety of specialized clerical duties in the personnel office of a County department. Therefore, we recommend upward reclassification of these positions to Departmental Personnel Assistant.

The remaining three (3) subject Senior Typist-Clerk positions provide personnel support in the Human Resources Division's Personnel Services Section. Specifically, the subject positions are responsible for assisting the Senior Departmental Personnel Technicians with performance evaluations, promotional ceremonies, temporary contracts, service awards, vacancy announcements, coordination with the Los Angeles County Employees Retirement Association, and maintenance of personnel records. The scope of duties and responsibilities meet the classification standards for Senior Departmental Personnel Assistant, a class responsible for performing work in the personnel office of a County department analyzing personnel problems of varying levels of difficulty under general supervision. Therefore, we recommend upward reclassification of these positions to Senior Departmental Personnel Assistant.

GRAND JURY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrator I, Superior Court Item No. 9666A 105G Non-Represented	1	Court Operations Manager, Superior Court Item No. 9832A Note X 101G Non-Represented
1	Court Reporter, Superior Court Item No. 9727A Note 3/Z 102A Represented	1	Court Reporter-Realtime, Superior Court Item No. 9757A Note 3/Z 104A Non-Represented

The subject Administrator I, Superior Court position is responsible for developing and implementing recruitment project initiatives for the Criminal and Civil Grand Juries; maintaining the Civil Grand Jury Manual to reflect changes in policies and procedures; producing the Annual Report for the Civil Grand Jury; preparing and submitting proposed annual budgets for the Civil and Criminal Grand Juries; reviewing and approving procurement requests for supplies and services for Grand Juries and the Grand Jury staff. The duties and responsibilities are consistent with the class concept of the Court Operations Manager, Superior Court, a classification that plans, organizes, manages, oversees and assists with the non-judicial operations and administrative functions of one or more litigation, administrative or operational divisions or units. Therefore, we recommend upward reclassification to Court Operations Manager, Superior Court.

The subject Court Reporter, Superior Court position reports to a Managing Court Reporter and is assigned in the Court's Grand Jury courtroom. The subject position creates verbatim reports of Grand Jury proceedings using computer-aided transcription equipment and software; provides real-time transcription of proceedings for use by the Grand Jury Legal Advisors, Grand Jurors, Prosecuting Attorneys, and other courtroom participants; receives and processes transcripts requests and estimates cost of production according to applicable codes sections, Rules of Court, and statutes applicable to the requesting parties; and archives electronic notes on a court electronic storage system. The duties and responsibilities are consistent with the class concept of the Court Reporter-Realtime, Superior Court, a classification that provides accurate verbatim reporting of proceedings in all required or requested court hearings in courtrooms which include civil, criminal, juvenile and grand jury, where the use of real-time transcription equipment and software is required. Therefore, we recommend upward reclassification to Court Reporter-Real Time, Superior Court.

DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 102J Non-Represented
1	Departmental Civil Service Representative Item No. 1881A NM 100K Non-Represented	2	Head Departmental Civil Service Representative Item No. 1882A NM 107J Non-Represented
1	Personnel Officer II Item No. 1853A NM 107J Non-Represented		
3	Senior Clinical Social Worker Item No. 9019N NM 97E Represented	3	Clinical Social Work Supervisor I Item No. 9014N N3M 99B Represented

The subject Administrative Services Manager I position supervises staff providing personnel support to LAC+USC Medical Center employees. Specifically, it supervises two Senior Departmental Personnel Technicians who supervise a group of Management Analysts and Departmental Personnel Assistants assisting site employees and managers with personnel transactions, grievances, employee performance issues, and interpreting relevant guidelines and policies. The duties and responsibilities of the subject position were reviewed as part of the Countywide Senior Departmental Personnel Technician Study. Based on the first-level supervisory duties, the subject position meets the allocation criteria for Administrative Services Manager II. Therefore, we recommend the upward reclassification to Administrative Services Manager II.

The subject Departmental Civil Service Representative and Personnel Officer II positions supervise Senior Departmental Personnel Technicians and Departmental Civil Service Representatives in the Performance Management Section, that investigates and prepares cases involving all departmental actions that may be appealed to the Civil Service Commission. The subject Departmental Civil Service Representative position was reviewed as part of the Countywide Senior Departmental Personnel Technician Study. Because the Departmental Civil Service Representative is not a supervisory class and the Personnel Officer II position administers a comprehensive personnel program in a medium-sized department, we recommend the upward reclassification of the subject

DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION (Continued)

Departmental Civil Service Representative and lateral reclassification of the Personnel Officer II to Head Departmental Civil Service Representative, a classification that supervises staff who investigate and prepare Civil Service related cases, including the recommendation for discipline, suspension, and discharge.

The three (3) subject Senior Clinical Social Worker positions report to Clinical Social Work Supervisor IIs and have responsibility for supervising the daily operations and management of the Substance Abuse Prevention and Control Substance Use and Disorder Program within Whole Person Care. Specifically, the subject positions have responsibility for providing first-level supervision to Clinical Social Workers, Community Health Workers, and Medical Case Workers within the eight service planning areas and re-entry programs. The duties and supervisory responsibilities meet the allocation standards for Clinical Social Work Supervisor I, a class defined by supervising the work of a small group of professional social work and support staff in providing clinical social work services for ambulatory patients and their families in a community ambulatory health care setting. Therefore, we recommend upward reclassification of these positions to Clinical Social Work Supervisor I.

HEALTH SERVICES – HARBOR CARE SOUTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Medical Secretary Item No. 2135A N3MV 79C Represented	1	Staff Assistant I Item No. 0907A NM 79L Represented

The subject position reports to a Senior Physician and provides administrative support to 60 positions in the Department of Anesthesiology by analyzing and making recommendations on administrative, operational, record keeping, and financial matters, and participating in the implementation of solutions; assisting with residency and fellowship programs; maintaining personnel/academic files; monitoring multiple contracts and preparing annual reports; liaising between management and other facility departments, vendors, and various agencies; and assisting with purchasing supplies and equipment and participating in the annual budget meeting. The scope of duties and responsibilities meet the allocation criteria for Staff Assistant I, a class assigned to work for a manager of a line organization with responsibility for housekeeping and record keeping functions and for conducting administrative studies of internal operations and procedures. This reclass constitutes a downward reclassification due to the compensation provision associated with the Medical Secretary on an eight-step salary range. Therefore, we recommend downward reclassification to Staff Assistant I.

INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Management Secretary III Item No. 2109A NM 90E Non-Represented	1	Management Secretary IV Item No. 2110A NM 92E Non-Represented

The subject position is located in the Information Technology Service (ITS) and reports to an Administrative Manager XVII, ISD (UC). The position provides full-time secretarial support to the ITS manager and leads and delegates work to the branch secretaries. The scope of responsibilities of the subject position are more consistent with the classification of Management Secretary IV due to the level of the manager the position supports, the extremely large size of ITS, the central agency support functions of the Internal Services Department for the County, and the major countywide information technology support services provided by ITS. Given the major countywide functions and size of the ITS Bureau, and the level of the ITS manager, we recommend an upward reclassification to Management Secretary IV.

LA COUNTY LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented	1	Departmental Civil Service Representative Item No. 1881A NM 100K Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented	1	Departmental Personnel Assistant Item No. 1842A NM 76D Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Administrative Services Manager I position is assigned to the Employee Relations and Performance Management Unit. It has primary responsibility for performing complex analytical work in the areas of employee relations and performance management. Additionally, the subject position will serve a lead capacity by providing technical guidance to a Senior Departmental Personnel Technician that is being recommended for reclassification to Administrative Services Manager I. The subject position possesses a thorough knowledge of departmental and County policies and procedures related to

LA COUNTY LIBRARY (Continued)

discipline, relevant case law involving disciplinary actions and discrimination matters, and the procedures of civil service hearings sufficient to serve as a departmental advocate. The duties and responsibilities are within the scope of a Departmental Civil Service Representative, a class responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission; reviewing and approving proposed departmental disciplinary actions to ensure such actions are appropriate, are in compliance with departmental and County policies relating to discipline, and have sufficient basis for defense in the event the action is appealed to the Civil Service Commission. Therefore, we recommend upward reclassification to Departmental Civil Service Representative.

The subject Intermediate Typist-Clerk position is assigned to the Leave Management Unit, where it provides administrative support to a Senior Departmental Personnel Technician functioning as the Return-to-Work and Leave Management Coordinator. The scope of clerical personnel work performed is consistent with the Departmental Personnel Assistant, a class defined by having immediate responsibility for the performance of a variety of specialized clerical duties in the personnel office of a County department. Therefore, we recommend upward reclassification to Departmental Personnel Assistant.

MILITARY AND VETERANS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervisor, Patriotic Hall Item No. 8139A NM 91D Non-Represented	1	Supervising Administrative Assistant I Item No. 0896A NM 92E Represented

The subject position reports to the Director, Military and Veterans Affairs and is responsible for the management of various facilities and historical military artifacts within Patriotic Hall. Over the years, the scope of work and accountability of the position has increased beyond the oversight of fundamental day-to-day building operations. The position has assumed responsibility for the implementation of various segments of countywide initiatives under the department's purview which includes items such as the development of sustainability plans; emergency preparedness; risk management; immigration task force outreach and relief efforts; and the military banner program.

Based on the duties of the subject position, the work performed is more consistent with the classification standards for Supervising Administrative Assistant I. Positions allocable to this class assume responsibility for performing specialized duties related to the overall management of the Department and handling a comprehensive range of administrative obligations including program planning and control, budget preparation, and procedures analysis. Therefore, we recommend upward reclassification to Supervising Administrative Assistant I.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented	2	Departmental Civil Service Representative Item No. 1881A NM 100K Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject positions referenced in the above table were reviewed and reclassified in conjunction with the Countywide Senior Departmental Personnel Technician Study.

The subject Administrative Services Manager I positions are responsible for developing investigation plans to prepare for presenting cases at Civil Service Hearings by conducting witness interviews, assembling relevant evidence, analyzing the information, and developing a strategy of presentation for all cases; reviewing proposed disciplinary actions and due process letters to ensure such letters are consistent with all applicable regulations, including departmental and County policies and procedures, as well as State and federal laws; and preparing or advising in the preparation of disciplinary letters, including letters of Discharge, Reduction, and Suspension. The duties and responsibilities are consistent with the Departmental Civil Service Representative, a class responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission. Therefore, we recommend upward reclassification of these positions to Departmental Civil Service Representative.

The subject Intermediate Typist-Clerk position manages return-to-work cases; reviews, analyzes and makes recommendations regarding workers' compensation cases and personal leave cases; and conducts interactive process meetings with employees and management to analyze and determine appropriate reasonable accommodations in accordance with the Americans with Disabilities Act, Fair Employment and Housing Act, California Family Rights Act, Family and Medical Leave Act, and departmental policies. The duties and responsibilities are within the scope of the Management Analyst classification. Incumbents in this classification are responsible for carrying out a variety of routine to moderately complex analytical and technical assignments within the areas of human resources, contract development and administration, and health programs. Therefore, we recommend upward reclassification to Management Analyst.

PROBATION DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
Juvenile Institutions Services			
1	Senior Secretary III Item No. 2102A NM 86E Non-Represented	2	Management Secretary IV Item No. 2110A NM 92E Non-Represented
Support Services			
1	Secretary III Item No. 2096A NMV 78C Represented		
2	Principal Application Developer Item No. 2526A NM 109L Non-Represented	2	Principal Information Systems Analyst Item No. 2594A NM 110C Non-Represented
2	Senior Application Developer Item No. 2525A NM 103H Represented	2	Senior Information Systems Analyst Item No. 2593A NM 105L Non-Represented
1	Senior Departmental Employee Relations Representative Item No. 1908A NM 107J Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 102J Non-Represented

The above referenced secretarial positions are being reclassified to support recently allocated Deputy Director, Probation (UC) positions. The subject Secretary III position will be assigned to Administration, Executive Office, Support Services and the subject Senior Secretary III position will be assigned to Administration, Juvenile Institutions Services. Based upon the level of the respective supervisors to which these positions report to and their overall scope of responsibilities, the positions meet the criteria for allocation to Management Secretary IV. By definition, the Management Secretary IV provides secretarial support to a deputy director in a very large and complex County department. Therefore, we recommend the upward reclassification of these positions to Management Secretary IV.

PROBATION DEPARTMENT (Continued)

In conjunction with permanent position transfers, the above referenced subject Principal Application Developer and Senior Application Developer positions will be transferred to the Information Systems Bureau/Chief Information Office/Project Management Office (PMO). The PMO manages the Department's Information Technology (IT) project portfolio and staffs and supports the IT governance function. The PMO establishes and supports methodologies and standards for project management; maintains up-to-date information on project status; and provides guidance to leadership across the Department in initiating and managing the IT elements of program initiatives. In addition, the PMO assigns IT project managers to provide leadership for the Department's highest priority and most complex IT projects.

The two (2) Principal Application Developer positions will be responsible for planning, managing and implementing large scale, complex and strategic IT projects; managing and directing activities in developing systems specifications; collaborating with management and staff in developing project charters and milestones, and risk management plans; overseeing the tracking of project issues, risk and decisions; and overseeing the development of change management documents and processes to ensure successful implementation of complex enterprise systems. The two (2) Senior Application Developer positions will be responsible for developing project management tools and templates that will facilitate project execution and ensure adherence to project management processes; facilitating the completion of complex and strategic IT projects; leading the activities of a multidisciplinary team of IT personnel, program leadership, staff, and vendors in accomplishing project goals and objectives within schedule, budget, scope and quality; and coordinating and ensuring project tasks are completed to the quality and standards per project plans and contracts. The duties and scope of responsibilities assigned to the subject Principal Application Developer and Senior Application Developer positions are consistent with the classification concept of the Principal Information Systems Analyst and Senior Information Systems Analyst, respectively and we recommend the upward reclassifications of these positions.

The subject Senior Departmental Employee Relations Representative position is responsible for supervising the Payroll/Special Operations Section within the Human Resources Division with duties that include overseeing payroll operations and ensuring the accuracy and validity of workers' compensation and leave benefits for departmental employees. The duties and responsibilities of the subject position were reviewed as part of the Countywide Senior Departmental Personnel Technician Study and meets the classification standards for Administrative Services Manager II, a class that supervises a unit responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature. Therefore, we recommend downward reclassification to Administrative Services Manager II.

PUBLIC DEFENDER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Chief Information Officer I Item No. 2575A N23 S13 Non-Represented	1	Departmental Chief Information Officer I (UC) Item No. 2579A N23 R13 Non-Represented
1	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject Departmental Chief Information Officer (DCIO) I position is being reclassified solely to reflect a change in the classified/unclassified status. The position is being removed from the classified service and is being designated as unclassified based on its reporting relationship to the Chief Deputy Public Defender (UC). Therefore, we recommend lateral reclassification of the subject position to DCIO I (UC).

The subject Senior Departmental Personnel Assistant is assigned to the Human Resources Division's Leave Management Unit and reports to a Senior Departmental Personnel Technician that is being recommended for reclassification to Administrative Services Manager I. The subject position is responsible for coordinating disability leave activities including processing requests for long and short-term disability benefits and reconciling disability reports; coordinating Family and Medical Leave Act requests, keeping employees informed of their current status in writing, notifying all impacted divisions, tracking employee hours, and taking appropriate actions as defined by departmental policy; coordinating and conducting Interactive Process Meetings; and maintaining employee return-to-work files and activity logs. The duties and responsibilities of the subject position were reviewed as part of the Countywide Senior Departmental Personnel Technician Study, which meets the classification standards for Management Analyst, a class responsible for carrying out a variety of analytical and technical assignments. Incumbents in this class review, analyze, and make recommendations regarding workers' compensation cases and/or employee benefits issues. As such, we recommend upward reclassification to Management Analyst.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented	1	Assistant Director of Public Social Services (UC) Item No. 8013A N23 R15 Non-Represented
1	Eligibility Computation Clerk I Item No. 1302A NMV 69J Represented	2	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented
1	Eligibility Computation Clerk II Item No. 1303A NMV 71J Represented		
1	Human Services Administrator I Item No. 8021A NM 99J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

As a result of the new structure, the Human Resources Division will be reorganized as a Bureau reporting to the Chief Deputy Director of Public Social Services (UC). The subject Departmental Human Resources Manager III position will direct two human resources branches, the Human Capital Management Branch and the Human Relations Branch. Based on the scope of duties and responsibilities of the subject position, we recommend upward reclassification to Assistant Director of Public Social Services (UC).

The two (2) subject Eligibility Computation Clerk I and Eligibility Computation Clerk II positions will be performing skilled typing and specialized clerical work. The work includes duties such as processing documents for the section, reviewing documents for accuracy and completeness, maintaining records and files for the section, and typing documents and correspondence for the section. The duties and responsibilities of the two subject positions are consistent with the class standards for an Intermediate Typist-Clerk, a class responsible for performing skilled typing work and specialized clerical duties requiring a working knowledge of specialized subject matter with specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits. Therefore, we recommend downward reclassification of these positions to Intermediate Typist-Clerk.

PUBLIC SOCIAL SERVICES (Continued)

The subject Human Services Administrator I position is responsible for assisting in the administration of an income maintenance or social services program. In contrast, Administrative Services Manager I positions are responsible for carrying out complex assignments or providing supervision to analysts within one or more administrative functional areas located in a central administrative office such as human resources. The duties and responsibilities of the subject position are consistent with the class standards for Administrative Services Manager I, a class defined by performing a full range of difficult to complex analytical assignments and making recommendations on complex issues that directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature. Therefore, we recommend lateral reclassification to Administrative Services Manager I.

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Intermediate Clerk Item No. 1138A NMV 68F Represented	17	Senior Typist-Clerk Item No. 2216A NMV 73K Represented
12	Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented		
3	Senior Clerk Item No. 1140A NMV 72L Represented		
1	Supervising Typist-Clerk Item No. 2219A NMV 73K Represented	1	Intermediate Supervising Typist-Clerk Item No. 2221A NMV 77H Represented
1	Systems Programmer, Public Works Item No. 2555A NM 109A Non-Represented	1	Principal Operating Systems Analyst Item No. 2552A NM 111C Non-Represented

PUBLIC WORKS (Continued)

The subject Intermediate Clerk, Intermediate Typist-Clerk, and Senior Clerk positions are located in the Waterworks Division, North County Water Resources Management and Business Operations Unit. The subject positions provide responsive and professional customer service while ensuring fair and accurate billing to customers of the Los Angeles County Waterworks Districts (LACWD), which supplies water and related services to approximately 240,000 customers. The duties performed are highly-specialized and require a strong understanding of the rules and regulations governing the LACWD and the Marina Del Rey Water System, and knowledge of customer service best practices. The duties and responsibilities meet the allocation criteria for Senior Typist-Clerk, a class that performs skilled typing work and highly-specialized clerical duties requiring a highly-specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend upward reclassification of these classes to Senior Typist-Clerk.

The subject Supervising Typist-Clerk position is responsible for providing supervision of the billing office of Waterworks Division, North County Water Resources Management and Business Operations Unit. Duties include researching delinquent accounts to collect monies owed and responding accordingly; serving as the administrator for various specialized infrastructure and billing systems such as the online account management and chat system, customer information and billing system, interactive voice response system, and property assessment information system; and reviewing, analyzing, and compiling statistical data for report preparation, tracking of operational changes, evaluation of performance, and forecasting operational needs. The scope of duties and responsibilities meet the classification standards for Intermediate Supervising Typist-Clerk, a class responsible for supervising positions performing more diversified and difficult duties in addition to using computers and other keyboarding equipment to perform skilled typing and keyboarding work. Therefore, we recommend upward reclassification to Intermediate Supervising Typist-Clerk.

The subject Systems Programmer, Public Works position is located in the Server Support Unit and is responsible for managing and providing administrative and technical direction in the daily operations of the Server Support Team. Duties include serving as an expert-level project lead in evaluating, recommending, and implementing server equipment, services, management solutions, and configuration changes; managing the operational availability and security of network infrastructure using management utilities, administrative software, and monitoring tools; and monitoring and analyzing server performance and evaluation. The duties and responsibilities meet the classification standards for Principal Operating Systems Analyst, a class that provides technical leadership or supervision of work involving complex operating systems and associated software, hardware and servers, including midrange or mainframes hosting critical applications in a high-availability environment. Therefore, we recommend upward reclassification to Principal Operating Systems Analyst.

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Microfilm Technician Item No. 7055A NM 74K Represented	1	Senior Typist-Clerk Item No. 2216A NMV 73K Represented
1	Program Analyst Item No. 1624A NM 99E Non-Represented	1	Election Programs Coordinator Item No. 1126A NM 99J Non-Represented

The subject Microfilm Technician position reports directly to an Election/Recorder Services Supervisor and is located in the Election Operations Bureau, Voter Records and Vote By Mail Division, Data Entry and Signature Verification Section. The primary duties include researching sensitive and highly-specialized requests; preparing correspondence related to voter inquiries and complaints; updating and recording confidential voter registration information; tracking, analyzing, and developing statistical voter information reports; reviewing information for accuracy and compliance with State regulations; and requiring highly-specialized knowledge of related laws, policies, and procedures. The duties and responsibilities meet the classification criteria for the Senior Typist-Clerk, a class that performs skilled typing work and highly-specialized clerical duties, requiring a highly-specialized knowledge of a particular function. This reclass constitutes a lateral reclassification due to the compensation provision associated with the Senior Typist-Clerk on an eight-step salary range. Therefore, we recommend the lateral reclassification to a Senior Typist-Clerk.

The subject Program Analyst position reports directly to a Division Manager, Registrar-Recorder/County Clerk, and is located in the Election Operations Bureau, Election Information and Preparation Division, where it is responsible for assisting with the planning and coordination of election program activities. Duties include supervising the operational functions of Proposition B, which include monitoring financial filing obligations, reviewing campaign disclosure statements, and ensuring contributions and/or expenditures are in compliance with State and County laws. In addition, the position is responsible for maintaining, developing, and implementing campaign finance disclosure procedures pursuant to *County Code 2.190*. Lastly, the position monitors and analyzes legislative summaries to ensure departmental compliance with State and County mandates. The duties and responsibilities of the subject position meet the classification criteria for the Election Programs Coordinator, a class that supervises activities in an election programs division by developing and implementing systems and procedures to comply with new program mandates. Therefore, we recommend upward reclassification to an Election Programs Coordinator.

SHERIFF - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager III Item No. 1004A NM 112H Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 102J Non-Represented
1	Head Departmental Personnel Technician Item No. 1850A NM 100K Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

The subject Administrative Services Manager III position reports to an Assistant Director, Bureau Operations, Sheriff and is responsible for the administration and management of the Department's position control, and the monitoring and tracking of over 18,000 budgeted sworn and civilian staff positions and employees, through subordinate supervisors and technical staff. The subject position provides management-level review of position activities including position movements, additions, deletions, acting assignments, division reorganizations, new hires, and rehires; reviews staffing and position allocation requests as they appear on the Department's budget requests, and oversees the preparation and distribution of various position reports to other offices and divisions within the Department, as well as to the Chief Executive Office. The duties and responsibilities are more consistent with the allocation criteria for Administrative Services Manager II, a class that is responsible for supervising a unit of analysts performing a full range of difficult to complex analytical assignments within functional areas such as human resources, contracts, budget, finance and other closely related administrative functional areas. Therefore, we recommend downward reclassification to Administrative Services Manager II.

The subject Head Departmental Personnel Technician position is located in the Personnel Administration Bureau/Sworn Staffing, reporting to an Administrative Services Manager III. The subject position supervises staff engaged in the promotion, transfer, and hiring of sworn personnel. The departmental process involves meeting with higher-level executive sworn classifications to obtain their participation for sworn personnel movement. The assigned responsibilities require the use of discretion and care in the handling of confidential and sensitive information used by management, as well as professionalism and tact in dealing with the assigned subject matter. The duties and responsibilities are more consistent with the allocation criteria for Administrative Services Manager I, a class defined by performing a full range of difficult to complex analytical assignments and makes recommendations on complex issues that directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature. Therefore, we recommend downward reclassification to Administrative Services Manager I.

WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Management Analyst Item No. 1848N NM 92K Non-Represented	1	Community Services Analyst II Item No. 8190N NM 93A Represented
2	Student Worker Item No. 8242F N1 Hourly Flat Rate Represented	2	Student Professional Worker II Item No. 8258F Hourly Flat Rate Represented

The subject Management Analyst position provides support to the supervisory team responsible for various workforce programs including but not limited to Adult, Dislocated Worker, Rapid Response, and various Re-Entry and other specialized workforce programs. Duties include performing staff work for departmental programs and are more consistent with the allocation criteria for Community Services Analyst II, a class responsible for conducting the more complex staff work in connection with identification and analysis of problem areas, planning, administration and evaluation of community and senior services and economic utilization programs. Therefore, we recommend upward reclassification to Community Services Analyst II.

The two (2) subject Student Worker positions are responsible for assisting with programs such as the America's Job Center of California and the Workforce Development Board. With new program requirements and increasing complexities within these programs, the Department requires a higher-level of education and training in workforce-related fields. The scope of duties and responsibilities meet the classification standards for Student Professional Worker II, a class responsible for performing sub-professional duties in a specific occupational field or service area while enrolled as a student in a Master's or Doctorate degree program at an accredited college or university. Therefore, we recommend upward reclassification of these positions to Student Professional Worker II.