



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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November 19, 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:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

8 December 10, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

### **COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2019-2020 FINAL ADOPTED BUDGET AND OTHER CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the departmental staffing provisions by implementing classification actions related to the approval of Fiscal Year (FY) 2019-2020 Final Adopted Budget. It will implement other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions. In addition, this letter and accompanying ordinance will update the departmental staffing provisions by deleting one (1) non-represented classification and three (3) represented classifications.

#### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2019-2020 Final Adopted Budget to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.
2. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete one (1) non-represented classification.
3. Approve in the Classification Plan the deletion of three (3) vacant represented classifications. The deletions have been approved by the Employee Relations Commission (ERCOM).

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The following outlines the purpose/justification of the recommended actions:

### **FY 2019-2020 Final Adopted Budget**

The subject budget phase was approved, in concept, by your Board of Supervisors (Board) on October 1, 2019. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This letter implements these specific changes to the departmental staffing provisions.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2019-2020 Final Adopted Budget, delete positions no longer needed, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

### **Routine Adjustments and Corrections**

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

### **Deleted Classifications**

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) non-represented classification and three (3) represented classifications from the County Classification Plan (Attachment A). The represented classifications have been approved for deletion by ERCOM, and 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.

## **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal I – Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

## **FISCAL IMPACT/FINANCING**

The cost of and financing for the new position recommendations have been included in the FY 2019-2020 Final Adopted Budget. There is no cost associated with any other actions in this ordinance.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County." The County Charter also authorizes the

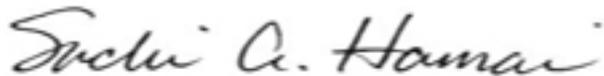
establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

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 recommendations will enable departments to effect personnel actions associated with the FY 2019-2020 Final Adopted Budget and other classification actions. Ultimately, this will help to enhance the quality of services provided to the public.

Respectfully submitted,



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

**ATTACHMENT A**

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

<b>Item No.</b>	<b>Title</b>
2555	Systems Programmer, Public Works

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

<b>Item No.</b>	<b>Title</b>
5097	Nursing Attendant Trainee
1282	Senior Mortuary Aid
1753	Supervising Statistical Analyst