COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles
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September 12, 2006

Honorable Board of Commissioners
Community Development Commission of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

AMEND POSITION CLASSIFICATIONS AND MONTHLY SALARY SCHEDULE OF THE COMMUNITY DEVELOPMENT COMMISSION (ALL DISTRICTS)
(3 Vote)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve amendment of the Community Development Commission's Position Classifications and Monthly Salary Schedule to incorporate the following, effective on the date of Board approval, a new Executive Assistant Classification, Level II to the Resident Manager Classification, and Level V to the Information Systems Specialist Classification, as described herein.

2. Approve the two-phase implementation of salary range adjustments, as specified in the attached Monthly Salary Schedule, to be effective on January 1, 2007 and July 1, 2007.

3. Approve salary adjustments for approximately 278 employees to offset a five-year period during which compensation ranges remained unchanged, to be implemented in two phases, on January 1, 2007 and July 1, 2007.

4. Authorize the Executive Director to use funds contained in the approved Fiscal Year 2006-2007 budget to implement salary and benefit adjustments, in the total estimated amount of $140,000, including $124,000 for salaries and $16,000 for benefits; and authorize the Executive Director to annually review and adjust future salary ranges to conform to corresponding changes for County employees, following consultation with the Chief Administrative Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to amend the Commission's Position Classifications and Monthly Salary Schedule to incorporate classification and level changes and adjust salary ranges.

The Monthly Salary Schedule has not changed for five years, which has resulted in the Commission's salaries lagging behind comparable public sector agencies. The Commission is proposing salary range adjustments in order to bring compensation for each position into line with comparable positions outside the agency.

The adjustment amounts have been determined based on a comprehensive compensation study completed by the Chief Administrative Office. The percentage of salary range adjustments will vary from class to class, as dictated by the findings of the compensation study.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The proposed changes for January 1, 2007, will be paid for with funds included in the Commission's approved 2006-2007 Fiscal Year budget. The total estimated cost of $140,000 includes $124,000 for salaries and $16,000 for benefits.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Board last approved amendment of the Commission's Position Classifications and Monthly Salary Schedule on April 3, 2001. This document consists of two sections. The first section describes the duties and responsibilities of each position classification. The second section sets compensation ranges according to the position classifications.

Proposed Changes to Position Classifications

The Commission is proposing the following changes to the Position Classifications on January 1, 2007: the addition of a new Executive Assistant Classification to provide appropriate administrative support at the Division Director and Executive Office levels; the addition of Level II to the Resident Manager Classification to appropriately compensate Resident Managers responsible for large residential sites that require greater technical skills; and the addition of Level V to the Information Systems Specialist Classification in order to appropriately compensate highly technical expertise in specialized areas.

Position descriptions are provided as Attachments A, B and C, respectively.

Monthly Salary Schedule

The Commission has a performance-based compensation plan that allows employees

to receive annual percentage increases based on the quality of job performance. Employees do not receive cost-of-living or step increases.

Compensation ranges have not changed for five years, resulting in the Commission's salaries lagging behind comparable public sector agencies. Adjustments to the current salary ranges will bring compensation for each position into line with comparable positions. The adjustment amounts are based on a compensation study completed by the Chief Administrative Office at the request of the Commission.

The Commission currently has 630 employees. Salary adjustments are being proposed for approximately 278 employees whose current salaries will be below the proposed new ranges. In order to reduce the fiscal impact to the Commission, the adjustments will be implemented in two phases, in January 2007 and July 2007. In addition, it is being requested that the Executive Director be authorized to annually review and adjust future salary ranges to conform to corresponding changes for County employees, following consultation with the Chief Administrative Office.

Adjustments will not apply to employees currently on a Needs Improvement Plan, until they have satisfactorily completed the plan requirements, after which they will be eligible for a salary adjustment.

Phase I will occur on January 1, 2007, as outlined in Attachment D-1. Phase II will occur on July 1, 2007, resulting in the final changes to the Monthly Salary Schedule, as outlined in Attachment D-2.

On September 6, 2006, the Housing Commission recommended approval of the proposed changes. County Counsel has reviewed this letter.

IMPACT ON CURRENT PROGRAMS:

The recommended modifications to the Position Classifications and Monthly Salary Schedule will implement changes to help recruit and retain employees with the strong specialized skills needed for program administration and continuity.

Respectfully submitted,

Bobbette A Glover

for CARLOS JACKSON
Executive Director

Attachments: 5

EXECUTIVE ASSISTANT

DEFINITION:

Under the supervision of director level staff, performs a wide range of staff support services on the more complex departmental management issues and operational needs. Incumbents must possess a thorough knowledge of departmental operations sufficient to analyze, evaluate and develop procedures and methods affecting the commitment of departmental resources; effective written and oral communication skills; and the ability to deal effectively with various officials of other agencies and Board Offices who work with the department.

LEVEL DEFINING CHARACTERISTICS:

Directors may make assignments in the class of Executive Assistant at the first and second levels. Appointments in the Executive Office may begin at level three.

Level I

Under supervision, performs complex and specialized clerical and administrative tasks.

Level II

Under supervision, performs complex and specialized clerical and administrative tasks. May supervise and coordinate clerical work.

Level III

Under direction, performs or coordinates the performance of highly specialized administrative and clerical duties. May supervise and coordinate clerical work.

Level IV (reserved for the Executive Office)

Under limited direction, performs or coordinates the performance of highly specialized administrative assignments and official correspondence and Board matters for the Executive Officers. May supervise and coordinate clerical work.

DESIRABLE QUALIFICATIONS:

Education and training equivalent to three years experience in a highly responsible staff, advisory or administrative capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel. Bachelors degree preferred.

One additional year of such experience may be substituted for each year of college, to a maximum of four years.

Level III - IV

Supervisory experience and/or demonstrated supervisory skills.

KNOWLEDGE AND ABILITIES:

Acts as coordinator and liaison for the director within the department and between various commissions, boards, committees and public and private entities. Knowledge of modern office practices and procedures, business correspondence, business automation skills, proper English usage, spelling, grammar and punctuation. Ability to operate appropriate office equipment and establish and maintain cooperative working relations with others.

PROFICIENCY SKILLS:

Specific software skills may be required for some positions.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California driver's license, satisfactory driving record and a reliable, insured vehicle.

RESIDENT MANAGER

DEFINITION:

Under the direction of the property supervisor the Resident Manager lives on-site and manages the daily operations of each housing complex, interacts with tenants and Commission support staff and management. Performs clerical functions and keeps records. Shows units to prospective tenants. Conducts periodic apartment inspections. Participates in the re-certification process and calculates rent changes. Counsels tenants as needed; monitors outside vendors and performs light maintenance and janitorial duties as needed. Responds to emergency situations as needed and performs other related duties as assigned.

LEVEL DEFINING CHARACTERISTICS:

Employees in this class will have regular contact with the public, answering a variety of procedural questions, or giving out factual information. Work is normally reviewed only upon completion and to ensure overall results.

Level I

Under direction, performs primarily light maintenance, janitorial tasks and semi-skilled administrative functions. Adequate performance at this level requires knowledge of departmental procedures and precedents, and the ability to choose among alternatives in solving problems.

Level II

Under direction and within a framework of established procedures, incumbents are expected to perform a wide variety of duties with only occasional instruction or assistance. Adequate performance at this level requires performing more difficult and complex assignments and administrative function requiring the use of independent judgment and problem solving techniques. Employees assigned to the Resident Manager II classification also assume responsibility for skilled administrative functions. This is the journey level.

DESIRABLE QUALIFICATIONS:

Graduation from an accredited High School or possession of the GED equivalency certification and two years experience in the management of rental units and a basic understanding of property maintenance.

KNOWLEDGE AND SKILLS:

Must be able to effectively interact with persons at all levels as well as with people from varied backgrounds. Must be able to read, write and speak English. Proficiency in basic math and possession of basic computer literacy are also required. Proficiency in a language other than English may be required based on site demographics.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California drivers license, satisfactory driving record and a reliable, insured vehicle.

A check of criminal history will be required prior to appointment.

INFORMATION SYSTEMS SPECIALIST

DEFINITION:

Performs a variety of tasks in the development, implementation, maintenance and support of electronic data processing systems. Performs related duties as assigned.

LEVEL DEFINING CHARACTERISTICS:

Assignments in the class of Information Systems Specialist may be made to any of the following levels:

Level I

Under direct supervision, performs assignments in the implementation and maintenance of computer systems.

Level II

Under general supervision, performs difficult and complex assignments in the analysis and design of applications; analyzes user requirements, and may be responsible for the full support of one or more major computer systems.

Level III

Under general supervision, performs the more difficult and complex assignments requiring the use of independent judgment and problem solving techniques. Employees at this level have considerable knowledge and are expected to work with little or no supervision. In addition, employees at this level may be required to assist in the training of lower level staff.

Level IV

Under general direction, manages a major project or several small projects or a major activity in systems development. May work on highly specialized and complex projects or develop methods for the implementation of new programs. Employees at this level may be required to supervise or assist in the training of lower level staff.

Level V

Under general direction, assists management in establishing and implementing goals and objectives. Employees at this level may be required to supervise or assist in the training of lower level staff.

DESIRABLE QUALIFICATIONS:

Education and training equivalent to graduation from an accredited four-year college or university with a major in Computer Science or related field and two years progressively responsible experience performing computer programming, network development or systems analysis.

KNOWLEDGE AND ABILITIES:

Knowledge of principles, practices and equipment utilized in electronic data processing; principles and techniques of systems analysis and programming. Ability to perform systems analysis and to interface with users, and software vendors. Familiarity with data processing equipment

SPECIAL REQUIREMENTS:

Possession of a valid Class C California driver's license, satisfactory driving record and a reliable, insured vehicle.

COMMUNITY DEVELOPMENT COMMISSION

MONTHLY SALARY SCHEDULE

EFFECTIVE JANUARY 1, 2007

CLASSIFICATION	LEVEL I		LEVEL II		LEVEL III		LEVEL IV		LEVEL V		LEVEL VI	
MAINTENANCE WORKER	2306	3083	2661	3701	3267	4634	3595	5098	3955	5608	4703	6925
DEVELOPMENT SPECIALIST	3124	4260	3472	5111	4166	6136	5146	7578	5460	8341		
INFORMATION SYSTEMS SPECIALIST	3220	4187	3530	4589	4225	6760	5374	7640	6243	8513		
PROGRAM SPECIALIST	2591	3465	2880	4160	3456	4991	3998	5989				
ARCHITECT/ENG. SPECIALIST	3784	5159	4204	6190	5044	7428	5837	8915				
ACCOUNTANT	3443	4303	3826	5164	4591	6197	5216	7303				
ANALYST	3492	4668	3880	5603	4656	6723	5290	7924				
EXECUTIVE ASSISTANT	3430	4631	3670	4955	3927	5301	4202	5672				
ACCOUNTING TECHNICIAN	2239	2799	2488	3360	2879	4030						
OFFICE ASSISTANT	1832	2290	2024	2732	2489	3484						
ADMINISTRATIVE ASSISTANT	2659	3640	2996	3895	3206	4328						
TRAINEE	1260	1733	1328	2167	1511	2427						
CONSULTANT	5110	7802	5416	8584								
MANAGER	6211	8808	6920	10568								
RESIDENT MANAGER	1287	2529	1544	2782								
DIRECTOR	7944	12133										
ASSISTANT EXECUTIVE DIR.	8740	13350										

Ranges will be adjusted to conform with minimum wage as required by Federal or State law.

COMMUNITY DEVELOPMENT COMMISSION

MONTHLY SALARY SCHEDULE

EFFECTIVE JULY 1, 2007

CLASSIFICATION	LEVEL I		LEVEL II		LEVEL III		LEVEL IV		LEVEL V		LEVEL VI	
MAINTENANCE WORKER	2467	3083	2846	3701	3564	4634	3922	5098	4314	5608	5130	6925
DEVELOPMENT SPECIALIST	3408	4260	3787	5111	4544	6136	5614	7578	5957	8341		
INFORMATION SYSTEMS SPECIALIST	3220	4187	3530	4589	4225	6760	6370	7640	6810	8513		
PROGRAM SPECIALIST	2772	3465	3081	4160	3697	4991	4277	5989				
ARCHITECT/ENG. SPECIALIST	4128	5159	4586	6190	5502	7428	6367	8915				
ACCOUNTANT	3443	4303	3826	5164	4591	6197	5216	7303				
ANALYST	3735	4668	4150	5603	4981	6723	5659	7924				
EXECUTIVE ASSISTANT	3430	4631	3670	4955	3927	5301	4202	5672				
ACCOUNTING TECHNICIAN	2239	2799	2488	3360	2879	4030						
OFFICE ASSISTANT	1832	2290	2024	2732	2489	3484						
ADMINISTRATIVE ASSISTANT	2800	3640	2996	3895	3206	4328						
TRAINEE	1350	1733	1485	2167	1635	2427						
CONSULTANT	5574	7802	5908	8584								
MANAGER	6775	8808	7549	10568								
RESIDENT MANAGER	1404	2529	1544	2782								
DIRECTOR	8666	12133										
ASSISTANT EXECUTIVE DIR.	9534	13350										

Ranges will be adjusted to conform with minimum wage as required by Federal or State law.