



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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January 9, 2007

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

Dear Supervisors:

**APPROVAL OF SUCCESSOR MEMORANDA OF UNDERSTANDING
AND SALARIES FOR VARIOUS REPRESENTED
AND NON-REPRESENTED EMPLOYEES
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the accompanying successor MOUs for a three-year term ending on September 30, 2009, with the following ten (10) bargaining units represented by various certified employee organizations:

• **California Association of Professional Employees (CAPE):**

- (Unit 131) – Appraisers
- (Unit 132) – Supervising Appraisers
- (Unit 501) – Professional Engineers
- (Unit 502) – Supervising Professional Engineers
- (Unit 511) – Engineering Technicians
- (Unit 512) – Supervising Engineering Technicians

• **Union of American Physicians and Dentists (UAPD):**

- (Unit 325) - Mental Health Psychiatrists/Dental Professionals

- **Los Angeles County Association of Environmental Health Specialists (LACOA-EHS):**
 - (Unit 331) – Health Investigative and Support Services
- **Los Angeles County Building and Construction Trades Council (BCTC):**
 - (Unit 411) - Building Trades and Skilled Craftsmen
- **The Joint Council of Los Angeles County Building and Construction Trades Council and International Union of Operating Engineers (BCTC & IUOE):**
 - (Unit 412) - Supervisory Building and Construction Trades and Operating Engineers

The substance of these agreements is summarized in Attachment A.

2. Approve related salary changes for designated non-represented employees and other technical changes and corrections as shown in Attachment B.
3. Approve an increase in maximum permissible expenditures of not more than \$310,000 through December 31, 2008 under the existing contract with Affiliated Computer Services, Inc (ACS) and Buck Consultants, LLC for additional administrative and record keeping services related to the County's various cafeteria and other fringe benefit plans; instruct the County Counsel to prepare the necessary amendment to the contract with ACS and Buck Consultants; and instruct the Chair to sign the amendment.
4. Approve the accompanying ordinance amending Titles 5 (Personnel) and 6 (Salaries) of the Los Angeles County Code to implement the changes recommended herein.
5. Instruct the Auditor-Controller to make payroll system changes necessary to implement the recommendations contained herein.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

We recommend that you approve, for a three-year term ending on September 30, 2009, general salary increases for the above referenced bargaining units as follows:

- 4% (16 levels) effective October 1, 2006
- 3% (12 levels) effective January 1, 2008
- 3% (12 levels) effective January 1, 2009

Employees compensated by salary schedule in the Appraisers, Supervising Appraisers, Health Investigative and Support Services, Mental Health Psychiatrists/Dental Professionals, Building Trades and Skilled Craftsmen, and Supervisory Building and Construction Trades and Operating Engineers bargaining units will receive compensation adjustments (half-steps) of 2.75% (11 levels) beginning July 1, 2007 and an additional 2.75% (11 levels) beginning July 1, 2008 provided that they have been on the top step of the salary range for one year or more on or after July 1, 2007 and July 1, 2008, respectively.

Employees on flat rated classifications will receive similar adjustments of 2.75% and 2.75% on July 1, 2007 and July 1, 2008, respectively.

Various market-based "inequity" adjustments were negotiated and bonuses were approved to enhance recruitment and retention efforts for designated critical job classifications in various bargaining units (Attachment A).

Other Salary Recommendations

In light of these agreements, we are recommending additional salary adjustments for three (3) non-represented classes in the Department of Public Works where further adjustment is necessary to maintain appropriate internal pay differentials with subordinate represented staff. Other recommendations regarding non-represented employees and other technical changes/corrections in various pay provisions in the County Code are summarized in Attachment B.

Contract Amendment for Employee Benefit Plan Administration

Recently negotiated Board-approved changes for County sponsored fringe benefits will require systems and record keeping support beyond what is currently provided by contract with ACS and Buck Consultants. These changes include life insurance benefits, health insurance for part-time employees working 20 or more hours per week, health insurance for Long-Term Disability Plan beneficiaries, and the establishment of a County contribution toward dependent/child care expenses beginning in 2008.

The requested increase in expenditure is attributable to systems changes and, in certain instances, increased day-to-day benefit administration. For example, the administration of dependent/child care spending account claims is currently performed by Buck Consultants. That work will increase significantly with the increased participation in this benefit that is expected to result from the negotiated changes. An increase in the volume of activity is also expected from other negotiated benefit changes.

The contract with ACS and Buck Consultants is managed by the Director of Personnel who is requesting authority to increase the maximum expenditure cap provided for in the contract by \$310,000 through December 31, 2008 when the current contract expires. This support is critical to the proper administration of these benefits and, therefore, it would be appropriate to approve the additional expenditure authority at this time.

Implementation of Strategic Plan Goals

The actions recommended in this letter promote workforce excellence by resolving workplace issues while maintaining fiscal integrity and financial responsibility.

FISCAL IMPACT/FINANCING

These recommendations are within the parameters established by your Board. The County's pension actuary, Buck Consultants, has advised that the proposed salary adjustments exceed LACERA's current assumptions regarding salary inflation and will result in an increase in actuarial liability. However, the salary adjustments granted to these and other County employees over the last three years were below LACERA's actuarial assumptions by amounts that more than offset the impact of these proposed adjustments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The MOUs have been ratified by the respective employee organizations and/or associations. The agreements and the accompanying ordinance have been reviewed and approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES

None.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:JA:DLW
MP:mj

Attachments (2)

c: County Counsel
Auditor-Controller
Director of Personnel

ATTACHMENT A

CHANGES RESULTING FROM UNIT TABLE BARGAINING

- Effective April 1, 2007, provide a 3.5% (14 level) salary adjustment to the class of Supervising Appraiser (BU 132) to establish an appropriate differential over subordinate staff.
- Effective July 1, 2007, increase the Advanced State Certification Bonus from \$55 to \$65 per pay period (BU 131/132).
- Effective July 1, 2007, increase County reimbursement for Professional Association Dues from \$60 to \$80 annually (BU 131/132).
- Effective July 1, 2007, provide a 5.5% (22 level) salary inequity adjustment to classes in BU 325.
- Effective July 1, 2008, provide a 4.5% (18 level) salary inequity adjustment to the class of Mental Health Psychiatrist (BU 325).
- Effective April 1, 2007, provide a 5.5% (22 level) salary inequity adjustment to the classes of Industrial Hygienist, Senior Radiation Protection Specialist, and Radiation Protection Specialist (BU 331).
- Effective October 1, 2006, incorporate a previously approved Manpower Shortage Range salary adjustment of 11% into the flat rated salary for Elevator Mechanic classes (BU 411/412). The Auditor will concurrently stop payment of the existing bonus.
- Effective April 1, 2007, provide a 5.5% (22 level) salary inequity adjustment to classes in the Professional Engineers, Supervising Professional Engineers, Engineering Technicians, and Supervising Engineering Technicians bargaining units (BU 501/502/511/512).
- Effective April 1, 2007, establish a 5.5% (22 level) bonus for classes in the Structural Engineering Series based upon a dual professional registration requirement (BU 501/502).
- Effective April 1, 2007, provide a 5.5% (22 level) salary inequity adjustment to classes in the Geologist series to restore internal relationships to classes in the Professional Engineering Series (BU 501/502).

ATTACHMENT A (continued)

- Effective April 1, 2007, provide a 5.5% (22 level) salary adjustment to classes in the Architect Group and the Landscape Architecture Group to restore parity with the Professional Engineering Series (BU 501/502).
- Effective April 1, 2007, provide a 5.5% (22 level) salary inequity adjustment to classes in the Waste Control Engineer Inspector Group to establish a salary position competitive with local employers (BU 511/512).
- Effective April 1, 2007, provide a 2.75% (11 level) salary adjustment to the classes of Building Inspector I and II to establish parity with the Building Engineering Inspector and Senior Building Engineering Inspector classes (BU 511/512).
- Effective April 1, 2007, provide a 5.5% (22 level) salary adjustment to the classes of Road Maintenance Supervisor, Road Maintenance Superintendent, Head Construction Superintendent, Construction Superintendent, and Regional Sewer Maintenance Superintendent to maintain vertical salary relationships (BU 511/512).
- Effective April 1, 2007, establish a 5.5% (22 level) bonus for employees in the Civil Engineering Group who obtain a State of California Structural Engineer license and are assigned by management to perform duties requiring a Structural Engineer license (BU 501/502).
- Effective April 1, 2007, establish a 5.5% (22 level) bonus for employees in the classifications of Supervising Cadastral Engineer I, II, or III, Supervising Survey Mapping Technician, Associate Civil Engineer, Civil Engineer, or Senior Civil Engineer who obtain a State of California Land Surveyor License and are assigned work requiring the use of that license (BU 501/502/511/512).
- Effective April 1, 2007, establish a 2.75% (11 level) bonus for employees in the classifications of Highway Engineering Specialist, Supervising Highway Engineering Specialist I and II, Civil Engineering Assistant, Supervising Civil Engineering Assistant, and Principal Civil Engineering Assistant who obtain a State of California Traffic Engineer License and are assigned work requiring the use of that license (BU 501/502/511/512).

ADDITIONAL RECOMMENDATIONS

- Effective October 1, 2006, establish a 5.5% (22 level) bonus for the person employed on a full-time basis as an Animal Control Manager (Item No. 3004) and assigned to serve as the Board liaison for the unincorporated areas of the County of Los Angeles.
- Effective October 1, 2006, extend the \$55 per pay period (\$110 per month) Advanced Appraiser Certification Bonus currently applicable to represented personnel in the Department of Assessor to non-represented Assessor staff. In addition, adjust the bonus amount to \$65 per pay period (\$130 per month) effective July 1, 2007 when the same adjustment takes effect for represented employees.
- Effective October 1, 2006, extend an existing 5.5% (22 level) bonus applicable to Auditor-Controller employees possessing licensure as a Certified Public Accountant, Certified Internal Auditor, or Certified Information Systems Auditor to all such employees in the Department of Auditor-Controller performing applicable financial, systems, or accounting functions.
- Effective October 1, 2006, extend a 5.5% (22 level) Antelope Valley assignment bonus to employees in the following Child Support Services Department and County Counsel classes who are assigned to work full-time in the Antelope Valley area and who reside more than 30 miles from the courthouse from which they work:

Item Number	Title
9202	Associate County Counsel
9204	Senior Associate County Counsel
9206	Deputy County Counsel
9207	Senior Deputy County Counsel
9286	Attorney III, Child Support Services
9287	Attorney IV, Child Support Services
9288	Head Attorney, Child Support Services

Also, clarify that the same bonus previously approved by your Board on November 21, 2006 for District Attorney, Public Defender, and Alternate Public Defender employees shall only apply to employees assigned to Antelope Valley on a full-time basis.

ATTACHMENT B (continued)

- Effective October 1, 2006, extend the same advance step placement provisions currently applicable to designated full-time attorney positions in the District Attorney and Public Defender Antelope Valley offices to persons employed in the following classes in the Alternate Public Defender and Child Support Services Department who are assigned to work in the Antelope Valley area:

Item Number	Title
9284	Deputy Public Defender II
9285	Attorney II, Child Support Services

- Effective April 1, 2007, provide a 2.75% (11 level) adjustment for the following three non-represented classes in the Department of Public Works to maintain appropriate internal pay differentials over subordinate staff, in addition to a 5.0% (20 level) adjustment to two of those classes to provide parity with Principal Engineer. The three classes will otherwise receive the same salary adjustments as related represented classes:

Item Number	Title
1032	Assistant Chief, Mapping & Property Management, Public Works
3438	Principal Engineer
4375	Supervising Engineering Geologist IV

- Effective October 1, 2006, establish a 5.5% (22 level) bonus for persons employed in the Department of Public Works as a Principal Engineer (Item No. 3438) or Assistant Deputy Director, Public Works (Item No. 3310) who are either: 1) assigned to the Survey Division and Mapping and Property Management Division, licensed as a land surveyor, and assigned work requiring the use of that license, or 2) assigned to the Traffic and Lighting Division, licensed as a Registered Traffic Engineer, and assigned work requiring the use of that license.
- Effective October 1, 2006, extend to employees in the classes listed below an existing 5.5% (22 level) bonus currently paid to designated Department of Public Works employees engaged on a full-time basis in sewer maintenance activities:

Item Number	Title
6349	Helper, Electro Mechanic
6490	Assistant Electro Mechanic
6492	Electro Mechanic
6495	Electro Mechanic Working Supervisor
6498	Electro Mechanic Supervisor

ATTACHMENT B (continued)

- Make various technical changes/corrections to the County Code related to the following:
 - Correct inadvertent errors relating to 1) the hourly pay rates applicable to the classes of Mental Health Consultant, MD and Consulting Specialist, MD, 2) the monthly fifth step rate for Schedule 128E on the “Standardized Salary Schedule,” 3) the maximum rates on Table M of the Management Appraisal and Performance Plan for “R” Ranges 1 and 2, and 4) salaries and corresponding effective dates from January 1, 2005 to January 1, 2009 for the Mental Health Psychiatrist Salary Table as indicated in the accompanying ordinance.
 - Add inadvertently omitted language to the County Code relating to existing uniform allowances for persons employed in the classes of Deputy Marshal Matron and Deputy Clerk, Custody Officer.
 - Establish Notes MY and NY to provide an extended step salary range of 12 and 11 steps respectively for the class of Appraiser.
 - Delete various obsolete provisions.