COUNTY OF LOS ANGELES
OFFICE OF AFFIRMATIVE ACTION COMPLIANCE

KENNETH HAHN HALL OF ADMINISTRATION
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MEMBERS OF THE BOARD
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DON KNABE
MICHAEL D. ANTONOVICH

DENNIS A. TAFOYA
DIRECTOR

February 3, 2009

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:

APPROVE APPROPRIATION ADJUSTMENT TO CONDUCT EMPLOYMENT DISCRIMINATION INVESTIGATIONS FOR SEVEN MONITORED DEPARTMENTS (ALL DISTRICTS – 3 VOTES)

SUBJECT

This request is for approval of the attached appropriation adjustment for Fiscal Year (FY) 2008-09 Adopted Budget for the Office of Affirmative Action Compliance (OAAC) to begin implementing the Chief Executive Officer's (CEO) recommendations to improve departments' compliance with the County Employment Discrimination Complaint Process (EDCP), approved by the Board on September 23, 2008.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve an appropriation adjustment for FY 2008-09 Adopted Budget in the amount of $443,000 reflecting an increase in Intrafund Transfers (IFT) to enable OAAC to begin implementing the CEO recommendations to improve compliance with the County EDCP for seven County departments.

2. Approve interim ordinance authority for the OAAC pursuant to *County Code Section 6.06.020* for one Senior Deputy Affirmative Action Compliance Officer, five Deputy Affirmative Action Compliance Officers and one Staff Assistant II to enable OAAC to begin the improvement of compliance with the County EDCP for seven County departments and authorize OAAC to fill these positions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

On May 13, 2008, on motion of Supervisor Molina, the Board instructed the CEO to report back on: 1) the OAAC recommendations to improve monitored departments' compliance with the County EDCP; and 2) identify the costs, opportunities for cost-savings, such as the reallocation of resources from the involved departments, and the efficacy of centralizing the investigative responsibilities of identified departments within the OAAC.

On September 10, 2008, the CEO issued its report on Los Angeles County's employment discrimination complaint process. The report included several recommendations including having the OAAC assume responsibility for employment discrimination investigations for seven additional departments.

The Board's approval of the appropriation adjustment request will make it possible for the OAAC to begin implementing the following actions as recommended by the CEO and approved by the Board of September 23, 2008, effective after the date of Board approval:

1. Assume responsibility for employment discrimination investigations for monitored departments, focusing initially on the following departments: Department of Children and Family Services (DCFS), Internal Services Department (ISD), Department of Mental Health (DMH), Parks and Recreation, Probation Department, Registrar-Recorder/County Clerk (RR/CC), and the Office of Public Safety (OPS);

2. Address staffing and budget issues, including a transition plan identifying work strategies to eliminate any backlogs;

3. Identify additional funding sources necessary to implement the Shared Services Model and reallocate existing staff upon transition to the new model;

4. Enhance the current case management reporting procedure and provide the Board of Supervisors, the CEO and Department Heads with a quarterly report on outstanding investigations;

5. Provide the Board and CEO with an annual evaluation report on the progress of each monitored department's compliance with the County's Employment Discrimination Complaint Process; and

6. Develop, in conjunction with the Department of Human Resources (DHR), an Employment Discrimination Investigation Training Program for County investigators through the DHR Learning Academy, to enhance skills and develop new investigator candidates.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions support Countywide Strategic Plan Goal #3: *Organizational Effectiveness*: Ensure that service delivery systems are efficient, effective and goal oriented.

FISCAL IMPACT/FINANCING

Under a centralized Shared Services Model, OAAC's annual cost to investigate these complaints within the targeted 90-business days is approximately $1.8 million. A total of 12 positions are needed to implement the proposed Shared Services Model process, of which five will be absorbed through existing budgeted positions that are included in the Department's FY 2008-09 Adopted Budget.

The appropriation adjustment in the amount of $443,000 is requested to reflect funds that are necessary to fund the additional seven positions needed to initiate the first five months of the transition to the Shared Services Model process, that are not included in OAAC's FY 2008-09 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

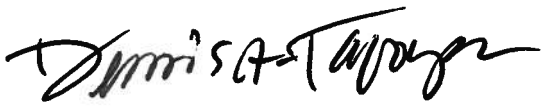
Effective the day after Board approval, the OAAC will assume the responsibility for investigating all new employment discrimination complaints for DCFS, ISD, DMH, Parks and Recreation, Probation, RR/CC, and OPS. These departments will be responsible for completing current outstanding investigations with OAAC's assistance and supervision.

It should be noted that the OAAC met with all seven County departments to discuss the new Shared Services Model, and all departments concurred with the new Model.

IMPACT ON CURRENT SERVICES

Assuming the responsibility for investigating employment discrimination complaints by OAAC will improve the investigation process, ensure compliance with OAAC risk management protocols, and lead to long-term cost savings. The end result is greater accountability and opportunity to minimize risk and liability to the County.

Respectfully submitted,



Dennis A. Tafoya
Director

DAT:mcb

Attachment

c: Chief Executive Officer
Executive Officer, Board of Supervisors
Auditor-Controller
Department of Children and Family Services
Department of Mental Health
Department of Parks and Recreation
Internal Services Department
Office of Public Safety
Probation Department
Registrar-Recorder/County Clerk

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BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 063

DEPARTMENT OF **Office of Affirmative Action Compliance** 01/09/ 2009

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2009

3 - VOTES

SOURCES	USES
Office of Affirmative Action Compliance Intrafund Transfers A01-AA-11155-6800 $443,000	Office of Affirmative Action Compliance Salaries & Employee Benefits A01-AA-11155-1000 $326,000 Office of Affirmative Action Compliance Services & Supplies A01-AA-11155-2000 $117,000

JUSTIFICATION

Appropriation Adjustment for FY 2008-09 Adopted Budget in the amount of $443,000, reflecting an increase in Intrafund Transfers (IFT) to enable OAAC to begin implementing the Chief Executive Office's recommendations to improve compliance with the County Employment Discrimination Complaint Process for seven County departments.

Lorraine Navarro

Lorraine Navarro, Administrative Deputy

CHIEF EXECUTIVE OFFICER'S REPORT

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#26 MAR 03 2009

Sachi A. Hamai

SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR – ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY Karen Shikuma

NO. 156 Jan 20 20 09

APPROVED AS REQUESTED ✓ AS REVISED

Jan 21 20 09

CHIEF EXECUTIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 20

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER