County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 November 24, 2009

SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 17, 2009

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:

COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by deleting a non-represented classification, by reclassifying positions in various County departments, and by making a technical correction.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete one (1) non-represented classification, to implement results of classification studies in various departments, and to make a technical correction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification 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 (Attachment B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. 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.

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance will further the County Strategic Plan Goal of 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.

Deleted Class

We are recommending the deletion of the vacant Medical Director, Public Health Programs classification from the County's Classification Plan (Attachment A). This reflects the continuing implementation of Measure A which removes deputies, chief deputies, and assistants or deputies next in line of authority to the chief deputies from the Civil Service system. As part of the implementation, an unclassified counterpart was established for this classification on January 13, 2004.

The deletion of this vacant class is consistent with the County's strategy to reduce the number of obsolete County classes maintained in the Classification Plan. The affected department has been informed of and has consented to the deletion.

Reclassifications

Based upon individual position studies conducted at the request of four (4) County departments, we recommend that 19 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Correction

We are amending the District Attorney staffing provision to correct a posting error made in our Fiscal Year 2009-10 Final Budget Board ordinance as adopted by your Board on September 29, 2009.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 19 positions that will be reclassified are estimated to total $139,331 (all funds). Net County cost is estimated to be $53,359. Cost increases associated with the upward reclassification actions will be absorbed within the Board's 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 consultations have been conducted with 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)

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:LS:WGL
VMH:KP:mst

Attachments (2)

c: Interim Director of Personnel
Executive Officer, Board of Supervisors
Acting County Counsel
Auditor-Controller
Affected Departments

N:\BOARD LETTERS AND ORDINANCES\2009\Word Chron\11-17-09 Reclass Board Ltr.doc

ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
4565	Medical Director, Public Health Programs

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Typist-Clerk NMV 62K Represented	Staff Assistant I NM 73E Represented

The subject position reports to a Children Services Administrator III (CSA III) and is assigned to the Group Home/Foster Family Agency Performance Management Section in the Out-of-Home Care Management Division. This section is responsible for monitoring, evaluating, and providing support to group homes and foster family agencies to better ensure positive outcomes in their assigned cases.

Currently, the department is working to develop a centralized database with performance indicators and outcome measures for the group homes and foster family agencies. The eventual goal is to have a system that will enable the department to more readily evaluate the respective facility's level of compliance with respect to the performance standards as established by the department. The subject position's primary responsibility in this setting is to serve as the gatekeeper for this data, and to assist with the development of performance indicators and outcome measures for the centralized database. Specifically, the position develops reports for review by the Performance Management Task Group which are used to generate performance monitoring scorecards; participates in and/or co-chairs meetings with department staff and out-of–home care providers to evaluate methods of data collection; modifies performance outcome measures to incorporate revised performance measurements; makes systems enhancement recommendations to Bureau of Information Services (BIS) personnel; and serves as departmental administrator for the web-based Special Incident Reporting System.

The scope of the assigned duties and responsibilities meets the Staff Assistant I allocation criteria. In addition to reporting to a line manager, the Staff Assistant I performs various coordination and liaison activities and administrative studies of internal operations and procedures related to the program or unit to which it is assigned. Therefore, we recommend upward reclassification to Staff Assistant I.

COMMUNITY AND SENIOR SERVICES

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
4	Secretary II NMV 69H Represented	1 1 2	Secretary I NMV 67H Represented Secretary III NMV 71H Represented Senior Secretary III NM 79K Non-Represented
6	Secretary II – "N" NMV 69H Represented	3 1 2	Secretary I – "N" NMV 67H Represented Secretary III – "N" NMV 71H Represented Senior Secretary III – "N" NM 79K Non-Represented
1	Secretary III NMV 71H Represented	1	Senior Secretary III NM 79K Non-Represented
2	Senior Secretary II NM 77K Non-Represented	2	Senior Secretary III NM 79K Non-Represented
1	Senior Typist-Clerk NMV 67D Represented	1	Senior Secretary III NM 79K Non-Represented
1	Staff Assistant I –"N" NM 73E Represented	1	Senior Secretary III – "N" NM 79K Non-Represented
15			

We are working with the department on a major organizational study of all its positions. Department management has prioritized the various functions to be studied and we will be reporting out to your Board on a flow basis. The above classification actions relate to the allocation of the department's secretarial positions.

Secretarial allocations throughout the County are based primarily upon the level of manager to which the secretary is assigned as well as department size. Currently, the department has inconsistent levels of secretaries relative to the level of manager supported. At the request of the department, we reviewed all their secretarial positions (23 total) and concluded that 15 of them warranted reallocation at a different level.

The subject positions report to the respective heads of programs in the Department of Community and Senior Services (DCSS). Therefore, we recommend upward and downward reclassifications as noted in the preceding table to Secretary I, Secretary III, and Senior Secretary III to correct those inconsistencies.

DISTRICT ATTORNEY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Printer I NM 67G Represented	Printer II N3M 72E Represented

The subject positions are assigned to the Reproduction Section in the Management and Budget Bureau's Property Management and Support Division where they function as commercial printers. Their primary assignment is to produce printed materials and reproduce documents used to support the prosecution of crimes, assist with training programs, and provide public information regarding programs offered by the District Attorney's Office. In addition, these positions produce intricate long production run projects such as the Victim's Bill of Rights Act of 2008, the Marsy's Law brochure, and the Abolish Chronic Truancy Program flyers by utilizing a broad understanding of printing technology and independently operating complex printing equipment.

The above duties and responsibilities are more consistent with the allocation criteria for Printer II, a class which produces long runs of high quality printed material requiring the printing of multiple colors, large solids, continuous tones, half tones, and line work with visually perfect registration and ink distribution. Therefore, we recommend upward reclassification of these positions to Printer II.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Library Assistant I NM 71E Represented	Senior Information Technology Aide NM 77F Represented

The subject position reports to a Head, Staff Development Specialist and is assigned to the Integrated Library System (ILS) Operations Section, Support and Training Unit. It provides first-level help desk support to departmental users and library customers. Specific duties include remotely troubleshooting personal computers; analyzing and diagnosing systems malfunctions; interpreting Information Technology (IT) policies and procedures; and clarifying instructions for ILS users and the Internet Management Systems.

The Library Assistant I is primarily responsible for performing general paraprofessional library tasks related to circulation, acquisition, cataloging, and the physical upkeep of library and inventory materials. In contrast, the position's duties and responsibilities are most consistent with the class concept for Senior Information Technology Aide, a class which provides basic help desk support to departmental users and customers either in field offices or in a centralized IT organization. Therefore, we recommend upward reclassification to Senior Information Technology Aide.