County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

5 July 20, 2010

SACHI A. HAMAI
EXECUTIVE OFFICER

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July 20, 2010

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 table of classes by deleting an unclassified classification, by deleting a non-represented classification, by updating the departmental staffing provisions to reclassify positions in various County departments and to implement a reorganization in the Department of Public Works.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete one (1) unclassified classification and one (1) non-represented classification in the Department of Public Works, to implement results of classification studies in the departments of the Public Library, Public Works, and Sheriff and a reorganization in the Department of Public Works.

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 and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation 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 (Attachments B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. 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 Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - 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 Unclassified and Non-Represented Classifications

We are recommending the deletion of one (1) vacant unclassified position and one (1) non-represented classification in the Department of Public Works (DPW) in conjunction with a departmental reorganization (Attachments A and C). These recommendations are consistent with the County's strategy to reduce the number of duplicative and obsolete classifications. DPW has been informed of and has consented to the deletions.

Reclassifications

Based upon individual position studies conducted at the request of three (3) departments, we recommend that three (3) 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.

REVISED

Departmental Reorganization

The Department of Public Works (DPW) reorganized its Human Resources Division to provide an effective organization structure and staffing levels and reduce the use of department-specific classifications in favor of more generic human resources classifications. As will be discussed further, eight (8) positions are being reclassified to reflect subordinate staff supervised and the scope of work performed (Attachment C).

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for all of the recommended actions is estimated to total $95,410 (all funds). Net County savings is estimated to be $410. The breakdown of these actions is as follows:

Action	Total Budgeted Cost	Net County Cost
Public Library Reclass	$15,532	None
Public Works Reclass	$28,725	$5,245
Sheriff Reclass	($5,655)	($5,655)
Public Works Reorganization	$56,808	~~$10,373~~ None
Total Budgeted Cost	$95,410	~~$9,963~~ ($410)

Cost increases associated with the upward and downward reclassification actions, and the DPW reorganization will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
LR:KP:ra

Attachments

c: Department of Human Resources
Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

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ATTACHMENT A

UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR DELETION

Item No.	Title
3380	Assistant Director, Administration, Public Works (UC)

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR DELETION

Item No.	Title
1878	Head, Personnel Management, Public Works

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Facilities Project Manager II Item No. 4128A 103A Represented	Principal Facilities Project Manager Item No. 4132A 106B Represented

The subject position reports to the Assistant Director, Capital Projects and Facilities Services (UC) and provides technical and administrative supervision to Departmental Facilities Planners assigned to the Capital Projects Section to of the Capital Projects and Facilities Services Division. In addition to planning, assigning and reviewing the work of staff, the position coordinates departmental capital projects through subordinate staff; prepares the annual capital projects budget in conjunction with the Chief Executive Office; and represents the department at Board office meetings.

The assigned duties and responsibilities are consistent with the allocation criteria of the Principal Facilities Project Manager, a classification which provides the first level of technical and administrative supervision for sections engaged in the coordination of all phases of project management including design, construction and occupancy. Therefore, we recommend upward reclassification to Principal Facilities Project Manager.

DEPARTMENT OF PUBLIC WORKS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Assistant Director, Administration, Public Works (UC) Item No. 3380 N23 R17 Non-Represented	Assistant Director, Public Works (UC) Item No. 3382 N23 R19 Non-Represented

Based upon a review of the department's organizational structure and an existing operational need to provide additional support to the Director of Public Works in the overall administration of the department's line operation, we recommend reclassification of the Assistant Director, Administration, Public Works (UC) to Assistant Director, Public Works (UC). Additionally, since the Assistant Director, Administration, Public Works, is a vacant department-specific classification, we recommend that it be deleted from the County Classification Plan.

SHERIFF'S DEPARTMENT – ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Operations Assistant III, Sheriff Item No. 1230A NM 86C Represented	Accountant III Item No. 0648A NM 83F Represented

The subject position is assigned to the Administrative Services Division in the Fiscal Administration Bureau and reports to an Accountant III.

In 2006, based on the Division's need for an Accountant III, this position was frozen against a budgeted Operations Assistant III, Sheriff. Currently, the position is being fully utilized at the level of Accountant III. Specific duties include reviewing grants awarded to the department, ensuring compliance with expenditure and reimbursement claims procedures, maintaining records for modifications, extensions and completed reimbursement claims, and providing administrative and technical supervision to two (2) Accountant II and one (1) Accounting Technician positions.

The Operations Assistant III, Sheriff class is responsible for independently defining, analyzing, and making recommendations of the solution of highly-complex operating budgetary, or organization problems, or supervising a unit of administrative generalists and clerical support staff. In contrast, the position's duties and responsibilities are most consistent with the class concept for Accountant III, a class which performs responsible professional accounting and auditing work, under technical direction. Therefore, we recommend downward reclassification to Accountant III.

ATTACHMENT C

RECOMMENDATIONS FOR OTHER POSITION CHANGES

DEPARTMENT OF PUBLIC WORKS

No. of Positions	Assignment/ Location	Present Classification and Salary	Classification Findings and Salary
1	Administration	Chief, Administrative Operations, Public Works Item No. 1028A N23 S13 Non-Represented	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented
1	Personnel Management Administration	Chief, Personnel Management, Public Works Item No.1858A NM 103K Non-Represented	3 - Administrative Services Manager III Item No. 1004A NM 106B Non-Represented
1	Staffing Administration	Head, Personnel Management, Public Works Item No. 1878A NM 100D Non-Represented	
1	Advocacy	Management Specialist I, Public Works Item No. 0892A NM 96D Non-Represented	

DEPARTMENT OF PUBLIC WORKS (continued)

No. of Positions	Assignment/ Location	Present Classification and Salary	Classification Findings and Salary
1	Classification/ Compensation	Head Departmental Personnel Specialist Item No. 1851A NM 96D Non-Represented	4 - Administrative Services Manager II Item No. 1003A NM 96C Non-Represented
1	Employee Health and Safety	Head Departmental Personnel Specialist Item No. 1851A NM 96D Non-Represented	
1	Recruitment and Selection	Head Departmental Personnel Specialist Item No. 1851A NM 96D Non-Represented	
1	Personnel Services	Head Departmental Personnel Technician Item No. 1850A NM 94D Non-Represented	

The positions noted above are being recommended for reclassification in conjunction with a departmental reorganization to provide a consistent organizational structure with other departments similar in size. As discussed previously, DPW reorganized its Human Resources Division to provide an effective organization structure and staffing levels and reduce the use of department-specific classifications in favor of more generic human resources classifications.

DEPARTMENT OF PUBLIC WORKS (continued)

Reclassification to Departmental Human Resources Manager III

This position is assigned to manage the department's Human Resources Division. By definition, the Departmental Human Resources Manager III classification directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a large size County department. The Departmental Human Resources Manager III class better describes the generic functions being performed versus positions allocated to Chief, Administrative Operations, Public Works, a department-specific class which manages an administrative support function providing administration, budget, fiscal, information systems, human resources, or building and facility services to the Department of Public Works. Therefore, we recommend lateral reclassification to Departmental Human Resources Manager III.

Reclassifications to Administrative Services Manager III

The three (3) positions function as section managers over the following areas: Advocacy, Personnel Management Administration, and Staffing Administration. To provide the appropriate staffing levels for the assigned functions within each unit, we recommend upward reclasses for the Chief, Personnel Management, Public Works, Head Personnel Management, Public Works and Management Specialist I, Public Works positions to Administrative Services Manager III, a class with directs a major segment of a department personnel program for a large County department. Additionally, since the Chief, Personnel Management, Public Works and Head Personnel Management, Public Works are department-specific classifications, we are recommending that once they are vacated, we will proceed to delete these from the County's Classification Plan.

Reclassifications to Administrative Services Manager II

The four (4) positions function as unit managers over the following areas: Classification/Compensation, Employee Health and Safety, Personnel Services, and Recruitment and Selection. We recommend downward reclasses for three (3) Head Departmental Personnel Specialist positions and one (1) upward reclass for the Head Departmental Personnel Technician position to Administrative Services Manager II, respectively, a class which supervises department personnel staff performing classification, recruitment or other departmental personnel services.