



WILLIAM T FUJIOKA  
Chief Executive Officer

# County of Los Angeles CHIEF EXECUTIVE OFFICE

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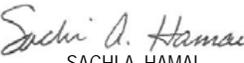
## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

September 18, 2012

21 September 18, 2012

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

  
SACHIA A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
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Third District

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MICHAEL D. ANTONOVICH  
Fifth District

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 adding a new classification, by reclassifying positions in various County departments, and by making technical corrections.

#### IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification for the Department of Beaches and Harbors, to reclassify 31 positions to implement results of classification studies in the departments of Beaches and Harbors, Children and Family Services, Consumer Affairs, Health Services, Mental Health, Parks and Recreation, Public Health, and Sheriff, and to make technical corrections.

## **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 actions 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 of positions based upon the duties and responsibilities assigned to these jobs (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward and downward 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.

### **New Classification**

In conjunction with the reclassification of positions in the Department of Beaches and Harbors, we are establishing the Code Enforcement Officer classification (Attachment A). These positions will enforce local regulations and ordinances pertaining to the beaches owned, controlled, or managed by the County, as well as harbors and other maritime facilities and waterways.

### **Health Services Information Technology/Electronic Health Record Study**

A total of eleven positions are being reclassified within various Health Services IT organizations (Attachment B). These positions have been identified to partially offset the cost of creating a new division which is responsible for a multi-year project that will procure, deploy and sustain a uniform, standardized and fully integrated Electronic Health Record (EHR) system. Although the need for additional positions will be addressed in future requests to your Board, there is an immediate need to have at least 40% of this division in place by October 2012. The reclassification of these identified eleven vacant unrelated positions, plus internal information technology related position transfers, will meet this need.

### Reclassifications

Based upon individual position studies conducted at the request of seven (7) departments, we recommend that 20 positions be reclassified (Attachment C). 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 Department of Health Services Administration and ValleyCare Network staffing provisions to correct posting errors from an earlier reclassification Board letter approved by your Board on May 15, 2012.

### **Implementation of Strategic Plan Goals**

The 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. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual costs for the 31 positions that will be reclassified are estimated to total \$189,964 (all funds). Net County cost is estimated to be \$74,434. 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 notifications have been made to 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.

The Honorable Board of Supervisors  
September 18, 2012  
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**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:BC:EFS  
SJM:AE:KP:ra

Attachments (3)

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

**ATTACHMENT A**

**CLASSIFICATION RECOMMENDED FOR ADDITION**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Horizons/ Options	2741	Code Enforcement Officer	NM 70E

**HEALTH SERVICES INFORMATION TECHNOLOGY  
ELECTRONIC HEALTH RECORD STUDY**

**RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS**

**HEALTH SERVICES - ADMINISTRATION**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Application Developer II Item No. 2521A N2M 92C Represented	1	Senior IT Technical Support Analyst Item No. 2547A NM 91F Represented
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	1	Senior IT Technical Support Analyst Item No. 2547A NM 91F Represented
1	Information Systems Supervisor II Item No. 2596A NM 104B Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
3	Network Systems Administrator II Item No. 2559A NM 93F Represented	2	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
		1	Registered Nurse III Item No. 5135A N21 RN03 Represented
1	Principal Application Developer Item No. 2526A NM 103E Non-Represented	1	Senior Application Developer Item No. 2525A NM 97B Represented

**HEALTH SERVICES - ADMINISTRATION (Continued)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Secretary IV Item No. 2097A NMV 73H Represented	1	Registered Nurse III Item No. 5135A N21 RN03 Represented
1	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented
<b>Total 9</b>			

**HEALTH SERVICES – METROCARE NETWORK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	IT Technical Support Analyst I Item No. 2545A NM 83F Represented	1	Registered Nurse III Item No. 5135A N21 RN03 Represented

**HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Senior Operating Systems Analyst Item No. 2551A NM 100C Represented	1	Senior Information Systems Analyst Item No. 2593A NM 99E Non-Represented

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**BEACHES AND HARBORS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
8	Parking Control Officer Item No. 2742A NM 68E Represented	Code Enforcement Officer (New Classification) Item No. 2741A NM 70E Non-Represented

The positions are assigned to the Parking Section of Administrative Services. Duties include monitoring and enforcing activities requiring permits, such as filming, day camp activities, and organized sporting events. In addition, positions will patrol 33 County parking lots, Marina del Rey properties, a recreational vehicle campground, Dockweiler Youth Center, Burton Chace Park and several miles of coastline to identify potential hazards and take corrective measures to ensure compliance with safety rules and regulations, and to minimize the County's risk of liabilities due to unsafe and/or unpermitted activities.

The scope of duties and responsibilities have increased to ensure vehicle parking, as well as safety rules and regulations are in compliance at County operated beaches and marina lots. Therefore, we recommend upward reclassification to the newly created Code Enforcement Officer to enforce departmental policies, rules regulations and ordinances by issuing verbal and written warnings and citations.

**CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
2	Light Vehicle Driver Item No. 6022A NM 58L Represented	Intermediate Clerk Item No. 1138A NMV 61L Represented

The positions report to a Children Services Administrator II and are assigned to the Bureau of the Executive Deputy Director, Emergency Response Command Post (ERCP). They are responsible for providing clerical support to the ERCP since the ERCP, the Child Abuse Hotline, and the Metro North office relocated to the downtown area, resulting in the discontinuation of the Department's shuttle service. The positions require specialized knowledge of the ERCP to support the out-stationed Children's Social Workers.

The duties and responsibilities assigned to these positions meet the classification standards for Intermediate Clerk. By definition, positions allocated to this class perform highly specialized clerical duties requiring a working knowledge of a particular function. Therefore, we recommend upward reclassification to Intermediate Clerk.

**CONSUMER AFFAIRS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Consumer Affairs Specialist Item No. 1667A NM 95E Non- Represented	Chief Consumer Affairs Representative Item No. 1669A N23 S9 Non-Represented

The position is assigned to the Counseling and Dispute Resolution Section where it serves as a second-level supervisor overseeing the Volunteer and Internship Program. Specific responsibilities include managing the counseling, mediation and investigation of consumer programs and services, as well as developing and implementing new programs.

By definition, the Chief Consumer Affairs Representative classification is responsible for assisting in the administration of the Department of Consumer Affairs with particular responsibility for directing the department's programs. Therefore, we recommend upward reclassification of this position to Chief Consumer Affairs Representative.

**MENTAL HEALTH**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Assistant III Item No. 0889A NM 85K Represented	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented
1	Principal Mental Health Counselor, RN Item No. 5284A N41 RN 11 Non-Represented	Senior Mental Health Counselor, RN Item No. 5280A N21 RN 08 Represented

**Administrative Assistant III**

The subject position is assigned to the Administrative Services Bureau Space Planning Unit to manage Mental Health Services Act (MHSA) funding allocated to finance various capital projects for various County-owned and -leased facilities, to include funding the acquisition of land; acquisition and construction of buildings; allocation and construction of space; and renovation and expansion of existing facilities. Specifically, this position assists the Facilities Section Manager in the forecasting, planning, and design of large and highly-complex building construction and alteration projects; prepares and submits project budget estimates and coordinates requests for competitive bidding; monitors and evaluates the work of County and contracted staff to ensure adherence to project scope and design specifications and resolves related issues and problems; and assists departmental executive management in the development and implementation of long-term facilities-planning programs.

The duties and responsibilities assigned to this position meet the classification standards for Administrative Services Manager I, which works in the central administrative function of a line department to independently perform the full range of difficult to complex assignments within administrative program areas. Therefore, we recommend upward reclassification to Administrative Services Manager I.

## **MENTAL HEALTH (Continued)**

### **Principal Mental Health Counselor, R.N.**

The subject position reports to the clinical program manager and is assigned to the San Fernando Mental Health Center (SFMHC), where it oversees and maintains clinical and administrative team functions related to SFMHC services programs. Specifically, this position supervises a multi-disciplinary team of ten professional and paraprofessional staff engaged in the provision of mental health services, makes nursing assignments; provides technical direction and consultation to staff as appropriate; monitors the administration, effectiveness, and side effects of medications administered; and provides direct patient care as needed. This position also participates as a member of the SFMHC management team in the formulation of policies and implementation of programs; makes recommendations for the allocation of resources and staff; and functions as SFMHC and Department representative in meetings with representatives of other agencies.

The duties and responsibilities assigned to this position meet the classification standards for Senior Mental Health Counselor, R.N., which works under the direction of a clinic program manager to supervise a multidisciplinary team in the provision of mental health nursing and treatment services. Therefore, we recommend downward reclassification to Senior Mental Health Counselor, R.N.

**PARKS AND RECREATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Services Manager I Item No. 1002A NM 93C Non-Represented	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented

The position reports to a Departmental Finance Manager II in the Capital Project/Special Funds Unit. It is responsible for managing revenue to maximize and fully expend available funding, which includes oversight of budget proposals and requests, coordinating the review with Chief Executive Office (CEO), Capital Project Management Division, managing claim revenues, reviewing reimbursement requests, and developing short- and long-term financing plans for major capital projects. In addition, the position plans, assigns, and directs the work of assigned staff.

The above duties and responsibilities are more consistent with the Administrative Services Manager II class concept. By definition, this class typically supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments which impact major departmental programs. Therefore, we recommend upward reclassification to Administrative Services Manager II.

**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Deputy, Public Health Item No. 4548A N23 S15 Non-Represented	Administrative Deputy III (UC) Item No. 1059A N23 R15 Non-Represented
1	Area Administrator, Public Health Item No. 4622A NM 101C Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented
1	Personnel Officer II Item No. 1853A NM 101C Non-Represented	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented

**Administrative Deputy, Public Health**

The subject position reports directly to the Chief Deputy Director, Public Health and directs the department's administrative services and operations including contracts and grants, facilities management, finance, human resources, and materials management.

Based upon the reporting relationship to the Chief Deputy Director, the scope of work assigned, and the organization size, we recommend lateral reclassification to Administrative Deputy III (UC). By definition, this unclassified position directs the planning, implementation, and evaluation of administrative operations and services for a large County Department with the most extensive, diverse, and complex administrative requirement. In addition, since the Administrative Deputy, Public Health is a one position department-specific class, it will be deleted from the County Classification plan in accordance with our continued efforts to remove obsolete and/or duplicative classifications.

## **PUBLIC HEALTH (Continued)**

### **Area Administrator, Public Health**

The subject position reports directly to a Chief Physician III in Community Health Services. The position functions as CHS Deputy Director and oversees the program's administrative services including Finance, Contracts, Operations Compliance and Evaluation, Business Operations, and personnel matters. It directly supervises two Area Administrator, Public Health positions (both filled at the level of Staff Analyst, Health), one Staff Analyst, Health and one Assistant Staff Analyst, Health position.

The duties and responsibilities are consistent with the Senior Staff Analyst, Health class concept. Positions allocable to this class are responsible for supervising professional employees in the research, analysis, and preparation of recommendations regarding the use and deployment of resources and the implementation and improvement of operations and programs having department-wide impact. Therefore, we recommend upward reclassification to Senior Staff Analyst, Health.

### **Personnel Officer II**

The subject position reports directly to the Departmental Human Resources Manager III in Human Resources Administration, and manages five units, which include Examinations and Recruitment, Operations, Payroll, Administrative Support, and HR operations at Antelope Valley Rehabilitation Center (AVRC). The position supervises four subordinate supervisors.

The above duties and responsibilities are more consistent with the Administrative Services Manager III class concept. By definition, this class typically directs a section composed of multiple units responsible for providing administrative services which directly impact the administration of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

**SHERIFF'S DEPARTMENT – GENERAL SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
3	Senior Equipment Maintenance Worker Item No. 6613A N2 79H Represented	Fuel Equipment Technician Item No. 6609A N2 81H Non-Represented

The positions are located within the Facilities Services Bureau/Preventative Maintenance Section. Positions perform inspections of aboveground and underground storage equipment facilities and conduct preventative maintenance, repair, and testing of dispensing systems and devices. In addition, positions respond to equipment malfunctions associated with the operation of the aboveground and underground storage equipment.

The above duties and responsibilities are more consistent with the Fuel Equipment Technician class concept. By definition, this class inspects aboveground and underground storage facilities and maintains and repairs dispensing systems, peripheral equipment, and tools. Therefore, we recommend upward reclassification to Fuel Equipment Technician.