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County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

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September 03, 2013

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

14 September 3, 2013

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**COUNTYWIDE CLASSIFICATION ACTIONS
TO CHANGE THE NAME OF THE DEPARTMENT OF CORONER AND
IMPLEMENT THE FISCAL YEAR 2013-2014 FINAL BUDGET
(ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

SUBJECT

This letter and accompanying ordinance will change the name of the Department of Coroner and will update the tables of classes of positions and the departmental staffing provisions by changing the title and salary of one unclassified Management Appraisal and Performance Plan (MAPP) classification, by deleting one MAPP classification, by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2013-2014 Final Budget, by deleting one and adding two budget units, and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 2, Administration, of the County Code to reflect a department name change from "Department of Coroner" to "Department of Medical Examiner-Coroner," and to expand the role of the Chief Medical Examiner-Coroner.
2. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the title and salary of one unclassified MAPP classification and to delete one MAPP classification in the Department of Coroner; to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2013-2014 Final Budget; to delete one and add two budget units in the Sheriff Department; and to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The majority of actions recommended in this letter were approved - in concept - by the Board of Supervisors (Board) as part of the FY 2013-2014 Final Budget on June 24, 2013. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate level and classification of new positions. This letter implements these specific changes to the departmental staffing provisions.

The Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2013-2014 Final Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

Department Name Change

We are amending Title 2 of the County Code to reflect the name change for the Department of Coroner to the Department of Medical Examiner-Coroner, to more accurately reflect the role of forensic pathology in the performance of the department's duties and responsibilities. In addition, we are expanding the role of the Chief Medical Examiner-Coroner to reflect the position's responsibility for all functions of the Department.

Title and Salary Change

We are recommending to change the title and salary range for Chief Deputy, Department of Coroner (UC) (Attachment A). Specifically, we are recommending to change the title to Chief Deputy Director, Medical Examiner-Coroner (UC) and to change the salary range from R13 to R15, to reflect the revised executive management structure and the expanding role of the chief deputy in the Department. The R15 compensation level is equivalent to the level of the former Director, Department of Coroner, which is being deleted in this letter as well.

Deleted Classifications

In conjunction with the expanded role of other executive management positions in the Department of Coroner, we are recommending the deletion of Director, Department of Coroner classification (Attachment A). Also, three vacant represented classifications have been approved for deletion by the Employee Relations Commission (ERCOM) to reduce the number of obsolete classes. The affected departments have consented to these class deletions.

Sheriff Department

On March 26, 2013, the Board approved a joint Chief Executive Office and Auditor-Controller recommendation to replace the Sheriff Patrol Budget Unit and to create the following two new budget units in order to enhance fiscal accountability and improve transparency: Patrol Clearing Account and Medical Services Bureau. Accordingly, we are deleting County Code Section 6.120.015 (Sheriff – Patrol) and amending the Sheriff's staffing provision to reflect the new budget units, Sections 6.120.017 (Sheriff – Medical services bureau) and 6.120.018 (Sheriff – Patrol clearing account).

Technical Adjustments and Corrections

In addition to classification actions directly related to the FY 2013-2014 approved budget, other

technical and routine adjustments and corrections are being made to the staffing provisions of various County departments to reflect earlier Board-approved budget and classification actions. These adjustments include position curtailments and adjusting entries from previous classification actions such as classification studies, reorganizations, and midyear allocations. The detailed list of adjustments was distributed to your offices, and your Board Deputies were briefed at an Operations Cluster meeting on August 15, 2013.

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.

FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2013-2014 Final Budget. There is no cost associated with any other actions in this ordinance.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons to be employed from time to time in the several offices and institutions of the County, and for their compensation and the times at which they shall be appointed." The County Charter also 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.

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 recommendations will enhance the operational effectiveness of the Department of Coroner and enable departments to effect personnel actions associated with the FY 2013-2014 Final Budget. Ultimately, this will enhance the quality of services provided to the public.

The Honorable Board of Supervisors

9/3/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:BC:JA

AE:KP:ra

Enclosures

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

ATTACHMENT A

**UNCLASSIFIED MAPP CLASSIFICATION RECOMMENDED
FOR TITLE AND SALARY CHANGE**

Item No.	Current Title	Current Salary Schedule & Level		Recommended Title Change	Recommended Salary Schedule & Level	
		N23	R13		N23	R15
1008	Chief Deputy, Department of Coroner (UC)	N23	R13	Chief Deputy Director, Medical Examiner-Coroner (UC)	N23	R15

**MAPP CLASSIFICATION
RECOMMENDED FOR DELETION**

Item No.	Title
1009	Director, Department of Coroner

**REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
6058	Institutional Transportation Worker
7108	Reproduction Unit Supervisor III
3964	Senior Contract Administrator