Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed for each item.

1. Call to order / Introductions – Mark Baucum/Gevork Simdjian

2. Public Comment
   (2 minutes each speaker)

3. INFORMATIONAL ITEM(S):
   (5 minutes total) [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices]:

   A) Board Letter:
      COUNTYWIDE CLASSIFICATION ACTIONS- TO IMPLEMENT CLASSIFICATION AND COMPENSATION RECOMMENDATIONS
      CEO – Irish Wong, Classification Analyst

   B) Board Letter:
      ANNUAL LAC – CAL BOND ANTICIPATION NOTES BOARD LETTER (FY 2018-19)
      CEO – Lilly Qi, Administrative Services Manager III

   C) Board Letter:
      APPROVAL OF CONTRACT ACTIONS RELATED TO AGREEMENT NUMBER H-705957 WITH VIZIENT INC. AND APPROVAL OF A NEW AGREEMENT WITH DATIX (USA) INC. FOR A SAFETY INTELLIGENCE SOFTWARE PLATFORM
      DHS – Nancy Lefcourt, Assistant Nursing Director and Kathy K. Hanks, C.P.M., Director

   D) Board Letter:
      DELEGATED AUTHORITY TO ACCEPT STATE FUNDS FOR THE MODERNIZATION AND REPLACEMENT OF THE VOTING SYSTEM
      RR/CC – Aaron Nevarez, Division Manager
4. **PRESENTATION/DISCUSSION ITEMS:**
   
   A) HIRING TIMELINE IMPROVEMENTS AND HIRING METRICS UPDATE  
   (20 minutes)  
   DHR – Lisa Garrett, Director of Personnel  

5. **Adjournment**

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**FUTURE AGENDA TOPICS**

**CALENDAR LOOKAHEAD:**  
(5 minutes)

   A. CEO VIDEO PRODUCTION MASTER SERVICES AGREEMENT  
   QUARTERLY UPDATES  
   CEO – Lennie LaGuire, Public Information Officer  

   B. Board Letter:  
   APPROVAL OF THE CALSAWS JOINT POWERS AUTORITY  
   AGREEMENT AND MEMORANDUM OF UNDERSTANDING  
   DPSS – Michael Sylvester, Assistant Director
# BOARD LETTER/MEMO – FACT SHEET
## OPERATIONS CLUSTER

<table>
<thead>
<tr>
<th>OPS CLUSTER AGENDA REVIEW DATE</th>
<th>3/14/2019</th>
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<tbody>
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<td>SUPERVISORIAL DISTRICT AFFECTED</td>
<td>ALL DISTRICTS</td>
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<td>DEPARTMENT</td>
<td>CHIEF EXECUTIVE OFFICE</td>
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<tr>
<td>SUBJECT</td>
<td>COUNTYWIDE CLASSIFICATION ACTIONS</td>
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### PROGRAM

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<tr>
<th>SOLE SOURCE CONTRACT</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>If Yes, please explain why:</td>
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### DEADLINES/ TIME CONSTRAINTS

<table>
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<tr>
<th>COST &amp; FUNDING</th>
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<tbody>
<tr>
<td></td>
<td>$ 356,000 (ALL FUNDS)</td>
</tr>
<tr>
<td></td>
<td>$ 141,000 NCC</td>
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</table>

| TERMS (if applicable): | |

| Explanation: | |

### PURPOSE OF REQUEST

IMPLEMENT CLASSIFICATION AND COMPENSATION RECOMMENDATIONS

### BACKGROUND (include internal/external issues that may exist)

Add 10 new classifications; change titles of department heads and certain employee classifications; delete two (2) represented classifications; reclassify 22 positions in the Department of Health Services as a result of the Emergency Medical Services Agency’s reorganization; reclassify 32 positions in the Departments of Auditor-Controller, Chief Executive Office, Children and Family Services, Consumer and Business Affairs, Fire, Health Services, Internal Services, Mental Health, Military and Veterans Affairs, Parks and Recreation, Public Works, and Sheriff; amend Title 2 to change the Department of Regional Planning’s department head title to reflect the department name.

### DEPARTMENTAL AND OTHER CONTACTS

<table>
<thead>
<tr>
<th>Name, Title, Phone # &amp; Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO Classification:</td>
</tr>
<tr>
<td>Irish Wong, CEO Classification Analyst (213) 893-7818, <a href="mailto:iwong@ceo.lacounty.gov">iwong@ceo.lacounty.gov</a></td>
</tr>
<tr>
<td>Elisabeth Dugan, CEO Classification Analyst (213) 974-0396 <a href="mailto:edugan@ceo.lacounty.gov">edugan@ceo.lacounty.gov</a></td>
</tr>
<tr>
<td>Bany Rojas, CEO Classification Analyst (213) 974-1772 <a href="mailto:brojas@ceo.lacounty.gov">brojas@ceo.lacounty.gov</a></td>
</tr>
<tr>
<td>Cecilia Linsao, CEO Classification Analyst (213) 974-2420 <a href="mailto:csurla@ceo.lacounty.gov">csurla@ceo.lacounty.gov</a></td>
</tr>
</tbody>
</table>

| CEO Compensation: |
| Patty Barnard, CEO Compensation Analyst (213) 893-0049 pbarnard@ceo.lacounty.gov |

| DHS: |
| Roel Amara, EMS Assistant Director (562) 347-1598 RAmara@dhs.lacounty.gov |
Contact Information
CEO Classification Contact Information:
Irish Wong (213) 893-7818 iwong@ceo.lacounty.gov
Elisabeth Dugan (213) 974-0396 eduqan@ceo.lacounty.gov
Bany Rojas (213) 974-1772 brojas@ceo.lacounty.gov
Cecilia Linsao (213) 974-2420 csurla@ceo.lacounty.gov

CEO Compensation Contact Information:
Patty Barnard (213) 893-0049 pbarnard@ceo.lacounty.gov

DHS Contact Information:
Roel Amara (562) 347-1598 RAmara@dhs.lacounty.gov

This Board Letter includes:

1. Six (6) new classifications created for the Alternate Public Defender to reflect non-represented status of these classes exclusively for the department:
   - Department of Alternate Public Defender:
     - Deputy Alternate Public Defender I (9254)
       Effective 10/01/18 95B N34M $5,519.73 – $7,239.09
     - Deputy Alternate Public Defender II (9255)
       Effective 10/01/18 106F NMX $7,512.73 – $10,982.45
     - Deputy Alternate Public Defender III (9256)
       Effective 10/01/18 115F NMW $9,589.18 – $13,278.09
     - Deputy Alternate Public Defender IV (9257)
       Effective 10/01/18 119H NMX $10,741.55 – $15,702.82
     - Division Chief, Alternate Public Defender (9261)
       S19, Control Point $20,661.44
     - Head Deputy, Alternate Public Defender (9258)
       S17, Control Point $17,878.71

2. Four (4) new classifications created to ensure Measure A standards are applied consistently within the departments’ organizational reporting relationship:
   - Department of Children and Family Services:
     - Deputy Director, Children & Family Services (9117)
       S14, Control Point $14,391.80
   - Department of Consumer and Business Affairs:
     - Deputy Director, Consumer & Business Affairs (UC) (1673)
       R10, Control Point $10,776.53
   - Internal Services Department:
     - Administrative Manager XVI, ISD (1092)
S16, Control Point $16,631.62
- Sheriff Department:
  - Division Director, Sheriff (1065)
S18, Control Point $19,219.95

3. Title changes to department heads and certain employee classifications to ensure classifications utilized by departments match department names:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Current Title</th>
<th>Recommended New Title</th>
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</thead>
<tbody>
<tr>
<td>8811</td>
<td>Arts Commission Manager</td>
<td>Manager, Arts and Culture</td>
</tr>
<tr>
<td>8803</td>
<td>Arts Commission Manager, Performing Arts</td>
<td>Manager, Performing Arts, Arts and Culture</td>
</tr>
<tr>
<td>8804</td>
<td>Arts Commission Program Assistant</td>
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<td>Arts Commission Senior Program Associate</td>
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<td>8361</td>
<td>Assistant Director, Public Services, Library (UC)</td>
<td>Assistant Director, Library (UC)</td>
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<td>1669</td>
<td>Chief Consumer Affairs Representative</td>
<td>Chief, Consumer &amp; Business Affairs Representative</td>
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<td>Chief Deputy Director, Community &amp; Senior Services (UC)</td>
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<tr>
<td>3366</td>
<td>Chief Deputy Director of Planning (UC)</td>
<td>Chief Deputy Director, Regional Planning (UC)</td>
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<td>Chief I, Arts Commission Programs</td>
<td>Chief I, Arts and Culture</td>
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<td>Chief II, Arts Commission Programs</td>
<td>Chief II, Arts and Culture</td>
</tr>
<tr>
<td>1667</td>
<td>Consumer Affairs Specialist</td>
<td>Consumer &amp; Business Affairs Specialist</td>
</tr>
<tr>
<td>1668</td>
<td>Consumer Affairs Supervisor</td>
<td>Consumer &amp; Business Affairs Supervisor</td>
</tr>
</tbody>
</table>
### Item No. | Current Title | Recommended New Title
---|---|---
8239 | Director of Community & Senior Citizens Services | Director of Workforce Development, Aging and Community Services
1671 | Director of Consumer Affairs | Director of Consumer & Business Affairs
3367 | Director of Planning | Director of Regional Planning
4396 | Head, Occupational Health Services | Head, Industrial Hygienist
8194 | Program Manager, Community & Senior Services | Program Manager, Workforce Development, Aging and Community Services

4. Deletion of two (2) represented classifications
   - Regional Planning Assistant I (4428)
   - Senior Data Control Clerk (2658)

5. Department of Health Services reclassification of 22 positions as a result of Emergency Medical Services Agency’s reorganization

6. Reclasses countywide – total of 32 reclasses in 12 different County Departments:
   - Auditor-Controller
   - Chief Executive Office
   - Children and Family Services
   - Consumer and Business Affairs
   - Fire
   - Health Services
   - Internal Services
   - Mental Health
   - Military and Veterans Affairs
   - Parks and Recreation
   - Public Works
   - Sheriff

7. Amend Title 2 to change the Department of Regional Planning’s department head title to reflect the department name.
April 2, 2019

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:

COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding nine (9) new classifications and one (1) new unclassified classification; by deleting two (2) represented classifications; by changing the title of 19 non-represented classifications; by implementing a reorganization for the Department of Health Services’ Emergency Medical Services Agency; and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add nine (9) new classifications in the Departments of Alternate Public Defender, Children and Family Services, Internal Services, and Sheriff; to add one (1) new unclassified classification in the Department of Consumer and Business Affairs; to change titles of department heads and certain employee classifications in the Departments of Board of Supervisors, Consumer and Business Affairs, LA County Library, Public Health, Regional Planning, and Workforce Development, Aging and Community Services that reflect department names in their classification titles and as a result of classification studies; reclassify 22 positions in the Department of Health Services as a result of the department's reorganization of the Emergency Medical Services Agency; and to reclassify 32 positions in the Departments of Auditor-Controller, Chief Executive Office, Children and Family Services, Consumer and Business Affairs, Fire, Health Services, Internal Services, Mental Health, Military and Veterans Affairs, Parks and Recreation, Public Works, and Sheriff.

“To Enrich Lives Through Effective And Caring Service”
2. Approve in the Classification Plan the deletion of two (2) vacant represented classifications. This action has been approved by the Employee Relations Commission (ERCOM).

3. Approve the accompanying ordinance amending Title 2, Administration, of the County Code to change the department head title in the Department of Regional Planning to reflect the department name.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions 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 as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and lateral are consistent with the class concepts of the proposed classifications.

These actions are recommended 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 Classifications

Alternate Public Defender

We are recommending creation of a new Deputy Alternate Public Defender series exclusively for the Alternate Public Defender (APD) (Attachment A). The APD currently utilizes the same Deputy Public Defender (DPD) classes used by the Public Defender (PD). However, the DPD I, II, III, and IV items in PD recently became represented by the American Federation of State, County & Municipal Employees (AFSCME) while the items in APD remained non-represented. In order to distinguish the represented from the non-represented classifications, and to differentiate the Public Defender classes utilized by the two departments, we are creating separate Deputy Alternate Public Defender I, II, III, and IV classes for APD. The salaries for the new Deputy Alternate Public Defender series are effective October 1, 2018 for payroll purposes, to ensure that incumbents are
The Honorable Board of Supervisors  
04/02/2019  
Page 3

paid in accordance with the Board’s action of November 20, 2018, which provided for a general salary increase of approximately two percent (2%). In addition, we are establishing separate Head Deputy, APD and Division Chief, APD classes to create consistency in titles within the Deputy Alternate Public Defender series.

Department of Children and Family Services

We are recommending the Deputy Director, Children & Family Services (Item No. 9117) be established as the classified counterpart to the existing unclassified Deputy Director, Children & Family Services (UC) (Item No. 9114) classification (Attachment A). The new classification reports to a Senior Deputy Director, Children & Family Services (UC) (Item No. 9109) and has responsibility for directing and managing all aspects of one of the department’s major program bureaus. The existing unclassified Deputy Director, Children & Family Services (UC) classification is also responsible for a major program bureau, but reports to the Chief Deputy Director, Children & Family Services (UC) (Item No. 9112), therefore, will remain in the unclassified service. This new classified classification will be allocated based on its reporting relationship and Charter provisions.

Internal Services Department

We are recommending the Administrative Manager XVI, ISD (Item No. 1092) be established as the classified counterpart to the existing unclassified Administrative Manager XVI, ISD (UC) (Item No. 1090) classification (Attachment A). The new classification reports to an Administrative Manager XVII, ISD (UC) (Item No. 1091) and functions as a branch manager with responsibility for managing one of the major branches within the Internal Services Department’s Information Technology Service organization. The existing unclassified Administrative Manager XVI, ISD (UC) classification manages the Administrative and Finance Service branch and reports to the Chief Deputy Director, ISD (UC) (Item No. 4264), therefore, will remain in the unclassified service. The new classified classification will be allocated based on its reporting relationship and Charter provisions.

Sheriff’s Department

We are recommending the Division Director, Sheriff (Item No. 1065) be established to replace the unclassified Division Director, Sheriff (UC) (Item No. 1069) classification (Attachment A). This classification reports to an Assistant Sheriff, Administration (UC) (Item No. 9972) and directs the operations of either the Administrative Services Division or the Technology and Support Division of the Sheriff’s Department. The new classified classification is reflective of its reporting relationship and Charter provisions.
New Unclassified Classification

Department of Consumer and Business Affairs

We are recommending the Deputy Director, Consumer & Business Affairs (UC) (Item No. 1673) be established to replace the classified Deputy Director, Consumer & Business Affairs (Item No. 1675) classification (Attachment A). The classification reports to the Chief Deputy Director of Consumer Affairs (UC) (1674) and has responsibility for the management and administration of major program areas within the department. Measure A requires that the positions of Chief Deputy and assistants, or positions next-in-line of authority to the Chief Deputy be placed in the unclassified service.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) vacant represented classifications (Attachment A). The represented classes have been approved for deletion by ERCOM, and the affected departments have been informed and concur with this action. This recommendation is consistent with the County’s strategy to reduce the number of obsolete classifications.

Title Changes

We are recommending title changes of non-represented classifications and department heads in the Departments of the Board of Supervisors, Consumer and Business Affairs, Regional Planning, and Workforce Development, Aging and Community Services to correspond with the departments’ current name (Attachment A).

Additionally, we are recommending a title change for the non-represented, department-specific classification assigned to the LA County Library, Assistant Director, Public Services, Library (UC) (Item No. 8361) (Attachment A). Based on the primary duties and responsibilities performed within the Public Services Branch and the newly established Education and Engagement Branch, we recommend a title change to Assistant Director, Library (UC).

We are further recommending a title change for the Head, Occupational Health Services (Item No. 4396) classification assigned to the Department of Public Health (Attachment A). Specifically, we are recommending a title change from Head, Occupational Health Services to Head, Industrial Hygienist. This change is appropriate to ensure consistency with the current nomenclature, standards, and definition of the class.
Department of Health Services – Emergency Medical Services Agency Reorganization

In conjunction with a departmental reorganization, we are recommending reclassification of 22 positions within the Department of Health Services’ Disaster Programs Division, which is part of the Emergency Medical Services (EMS) Agency within Health Services Administration (Attachment B). On May 19, 2015, your Board initially approved the reclassification of various positions within the EMS Agency. Consequently, on October 11, 2016 and January 30, 2018, your Board approved reclassifications of positions within the Administrative Services and Information Technology divisions. With this letter and ordinance, we are completing the organizational review of positions in the EMS Agency by reclassifying budgeted positions within Disaster Programs Division, which has responsibility for disaster response and preparedness programs within Los Angeles County’s jurisdiction.

Reclassifications

There are 32 positions in 12 departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the reclassifications recommended is estimated to total $356,000 (all funds). Net County cost is estimated to be $141,000. Cost increases associated with upward reclassification actions will be absorbed within the 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.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:JJ:MM:MTK
PAC:IW:KP:mmg

Attachments

c: Executive Office, Board of Supervisors
   County Counsel
   Auditor-Controller
   Human Resources
   Affected Departments
## CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

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<th>Proposed Savings/Cafeteria Benefit Plan</th>
<th>Item No.</th>
<th>Title</th>
<th>Recommended Salary Schedule and Level</th>
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<td>Deputy Alternate Public Defender II</td>
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<td>Deputy Alternate Public Defender III</td>
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<td>Savings/Megaflex</td>
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## UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

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<th>Title</th>
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## ATTACHMENT A

### REPRESENTED CLASSIFICATIONS
**RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN**

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<td>2658</td>
<td>Senior Data Control Clerk</td>
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</table>

### NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR
**TITLE CHANGE IN THE CLASSIFICATION PLAN**

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<th>Recommended New Title</th>
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<td>Arts Commission Manager</td>
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<td>Arts Commission Manager, Performing Arts</td>
<td>Manager, Performing Arts, Arts and Culture</td>
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<td>Senior Program Associate, Arts and Culture</td>
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<td>Chief, Consumer &amp; Business Affairs Representative</td>
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<tr>
<td>8232</td>
<td>Chief Deputy Director, Community &amp; Senior Services (UC)</td>
<td>Chief Deputy Director, Workforce Development, Aging and Community Services (UC)</td>
</tr>
<tr>
<td>1674</td>
<td>Chief Deputy Director of Consumer Affairs (UC)</td>
<td>Chief Deputy Director, Consumer &amp; Business Affairs (UC)</td>
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</tbody>
</table>
## NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

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<th>Current Title</th>
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<td>Chief Deputy Director, Regional Planning (UC)</td>
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<td>8809</td>
<td>Chief I, Arts Commission Programs</td>
<td>Chief I, Arts and Culture</td>
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<td>8810</td>
<td>Chief II, Arts Commission Programs</td>
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<td>1667</td>
<td>Consumer Affairs Specialist</td>
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<td>Director of Community &amp; Senior Citizens Services</td>
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<td></td>
<td>Item No. 4600A N23 S13 Non-Represented</td>
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<td>15</td>
<td>Emergency Patient Transfer Coordinator</td>
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<td>1</td>
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<td>1</td>
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<td></td>
<td>Item No. 2214A NMV 69E Represented</td>
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<td>1</td>
<td>Nurse Manager</td>
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<td>Item No. 5286A N41 RN16 Non-Represented</td>
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<td>1</td>
<td>Senior Emergency Medical Systems Program Head</td>
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<td>Item No. 4597A N23 S11 Non-Represented</td>
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<td>1</td>
<td>Senior Emergency Medical Systems Program Head</td>
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<td>Item No. 4597N N23 S11 Non-Represented</td>
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<td>2</td>
<td>Senior Clerk</td>
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<tr>
<td></td>
<td>Item No. 1140A NMV 72L Represented</td>
<td></td>
</tr>
</tbody>
</table>
The 22 subject positions noted above are assigned to the Emergency Medical Services Agency within Disaster Programs Division, which has responsibility for disaster response and preparedness programs within Los Angeles County's jurisdiction. The Disaster Programs Division develops guidelines, standards and protocols for patient treatment and transfer; ensures maintenance and deployment of disaster response assets; and transports patients to and from facilities. Positions work with other County departments, private and public healthcare facilities and government agencies to develop multi-disciplinary and multi-agency approaches for disaster services and preparedness, including educational programs and training exercises for emergency patient care. Therefore, we recommend lateral and upward reclassifications of the positions as listed in the above table.
As part of a structural review and right-sizing exercise requested by the department, we evaluated the two (2) subject positions in the above table. The subject positions are located in the Auditor-Controller (A-C), Countywide Payroll Division. The Chief Accounting Systems Analyst was moved to the Countywide Payroll Division in 2016 to address a staffing need, which was to oversee Accounting and Technical Support and Training for the department. This position movement has since been made permanent, and the position oversees the Accounting Unit, the Departmental Support Unit, and the Technical Support Unit of the department. The second position, a Program Specialist IV, A-C, oversees Payroll Operations for the entire County, and is responsible for processing Wage Assignments, Garnishments, Bankruptcy, and Child Support Orders; and Overpayment Recoveries, Deceased Employee Payments, and Settlement Agreements.

Both positions report to the Division Chief, A-C and oversee a branch of the division and assist in the overall administration of the division. In addition, they are responsible for overseeing communication, training, and technical assistance provided to County departments for each of their respective areas of assignment. The duties and responsibilities meet the classification standards for Program Specialist V, A-C, which serves as technical consultant and advisor to management on technical procedural matters within their specialized area of expertise, and are also responsible for analyzing Countywide departmental organizations, management, and programs to improve operational efficiency and reduce operating expenditures. Therefore, we recommend downward reclassification of the Chief Accounting Systems Analyst and upward reclassification of the Program Specialist IV, A-C to Program Specialist V, A-C.
The subject Program Aid II, CEO position is assigned to the Public Affairs Division of the Countywide Communications Branch and reports to a Chief Program Specialist, CEO. The subject position serves as a bilingual communications specialist and is responsible for the translation and/or oversight of translation of communication materials, including media releases, scripts, website text, and other key communications. The subject position is also responsible for creating and overseeing the development of content, including digital content and videos, to assist with advancing the County’s communications agenda. The duties and responsibilities meet the classification standards for Program Specialist II, CEO, a classification which provides professional services to operating departments regarding administration of specialized Countywide programs. Therefore, we recommend upward reclassification of the subject position to Program Specialist II, CEO.

The subject Analyst, CEO position is assigned to the Office of Homelessness within the Strategic Integration Branch and provides expert level staff support to the Manager, CEO. The subject position serves as a lead analyst on legislation, drafting, reviewing, and making recommendations on legislation at the local, State and federal levels; providing strategic oversight to County departments and agencies responsible for the implementation of Homeless Initiative strategies; responding to Board motions and implementing Board directives in consultation with other County departments and agencies; and leading the efforts on the County’s interaction with other non-governmental agencies on issues related to homelessness and housing. The duties and responsibilities meet the classification standards for Principal Analyst, CEO, a classification which provides expert professional staff support to the CEO in the planning, coordination, direction and control of specialized County functions. Therefore, we recommend upward reclassification of the subject position to Principal Analyst, CEO.

<table>
<thead>
<tr>
<th>No of Pos.</th>
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<th>No of Pos.</th>
<th>Classification Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program Aid II, CEO Item No. 0824A NM 79E Non-Represented</td>
<td>1</td>
<td>Program Specialist II, CEO Item No. 0816A NM 96K Non-Represented</td>
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<td>Analyst, CEO Item No. 0827A N35M 98K Non-Represented</td>
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<td>Principal Analyst, CEO Item No. 0830A N35M 114K Non-Represented</td>
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CHILDREN AND FAMILY SERVICES

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<tbody>
<tr>
<td>2</td>
<td>Deputy Director, Children &amp; Family Services (UC) Item No. 9114A N23 R14 Non-Represented</td>
<td>2</td>
<td>Deputy Director, Children &amp; Family Services Item No. 9117A N23 S14 Non-Represented</td>
</tr>
</tbody>
</table>

The subject positions report to a Senior Deputy Director, Children & Family Services (UC) and are being reclassified solely to reflect a change in the classified/unclassified status. The positions are being removed from the unclassified service and are being designated as classified based on a review of the department’s organizational structure and application of guidelines set forth in the County Charter for classified and unclassified positions. Therefore, we recommend lateral reclassification of the subject positions to the new classification of Deputy Director, Children & Family Services.

CONSUMER AND BUSINESS AFFAIRS

<table>
<thead>
<tr>
<th>No of Pos.</th>
<th>Present Classification</th>
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<th>Classification Findings</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>Deputy Director, Consumer &amp; Business Affairs Item No. 1675A N23 S10 Non-Represented</td>
<td>3</td>
<td>Deputy Director Consumer &amp; Business Affairs (UC) Item No. 1673A N23 R10 Non-Represented</td>
</tr>
</tbody>
</table>

The subject positions report to the Chief Deputy Director of Consumer Affairs (UC) and are being reclassified solely to reflect a change in the classified/unclassified status. The positions are being removed from the classified service and are being designated as unclassified based on a review of the department’s organizational structure and application of guidelines set forth in the County Charter for classified and unclassified positions. Therefore, we recommend lateral reclassification of the subject positions to the new classification of Deputy Director, Consumer & Business Affairs (UC).
The original intent of the subject position was to provide technical direction and administrative supervision to lower-level lifeguard staff located on Catalina Island, as an extension of the Section Chief, Lifeguard Services, Fire. Because the technical and administrative oversight for the Catalina Island staff is being provided by the Section Chief, Lifeguard Services, Fire position, the subject position performs duties at the level of a Rescue Boat Captain.

The subject position is assigned to the Avalon Station, Operations Section within the Lifeguard Division. It has responsibility for the command of an inboard engine boat and supervision of at least one Ocean Lifeguard Specialist during a shift. Additionally, the position is responsible for patrolling an assigned area of the Los Angeles County shoreline, performing land and water rescues, and providing field support such as paramedic services, incident reporting and documentation, and maintenance of equipment and stations. Therefore, we recommend downward reclassification of the subject position to Rescue Boat Captain.

The subject position reports to the Chief Executive Officer (CEO) of Martin Luther King, Jr. Outpatient Center (MLK-OC), an allocated Hospital Administrator I (UC) position, and functions as Chief Operations Officer (COO) with responsibility for the day-to-day operations of the 38-acre medical campus and ancillary medical facilities. The subject position directs, organizes, and coordinates support and ancillary services, including oversight of over 700 positions, through an Assistant Hospital Administrator III and II, and a Senior Public Information Assistant. The position works with central and line personnel, other County departments, and private hospital administrators to ensure operational effectiveness of County-operated facilities.
HEALTH SERVICES – HARBOR CARE SOUTH (Continued)

Primary responsibilities include development of policies and programs; working with the CEO in the development of MLK-OC’s budget; managing support, ancillary services and regulatory requirements; directing personnel, procurement and information technology services; overseeing development and release of public information and social media; negotiating contracts; and running operations in the absence of the administrator. Due to the unique patient services and breadth of managerial responsibilities of this position within the 38-acre medical campus, we recommend upward reclassification to Associate Hospital Administrator I, a class defined by serving as associate administrator of one of the smaller County hospitals, administering programs for financial activities or day-to-day operations of the hospital, and running a medical facility in the administrator's absence.

INTERNAL SERVICES DEPARTMENT

<table>
<thead>
<tr>
<th>No of Pos.</th>
<th>Present Classification</th>
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<tr>
<td>4</td>
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<td>Administrative Manager XVI, ISD</td>
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<td></td>
<td>Item No. 1090A</td>
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<td>N23  R16</td>
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<td>N23  S16</td>
</tr>
<tr>
<td></td>
<td>Non-Represented</td>
<td></td>
<td>Non-Represented</td>
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</tbody>
</table>

The subject positions report to an Administrative Manager XVII, ISD (UC) and are being reclassified solely to reflect a change in the classified/unclassified status. The positions are being removed from the unclassified service and are being designated as classified based on a review of the department’s organizational structure and application of guidelines set forth in the County Charter for classified and unclassified positions. Therefore, we recommend lateral reclassification of the subject positions to the new classification of Administrative Manager XVI, ISD.
# MENTAL HEALTH

<table>
<thead>
<tr>
<th>No of Pos.</th>
<th>Present Classification</th>
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<td>1</td>
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<td>Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented</td>
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<tr>
<td></td>
<td>Contract Management and Monitoring Unit</td>
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<tr>
<td>1</td>
<td>Transcriber Typist Item No. 2201A N2MV 72F Represented</td>
<td>1</td>
<td>Intermediate Typist-Clerk Item No. 2214A NMV 69E Represented</td>
</tr>
</tbody>
</table>

The first subject Transcriber Typist position reports directly to a Mental Health Clinical Supervisor and is located in the Outreach and Engagement Bureau – Homeless Outreach Section. This position provides clerical support to the Psychiatric Mobile Response Team – Homeless Outreach Section. Duties include receiving, reviewing, and logging client data into the department’s Integrated Behavioral Health Information System; checking documents for completion; maintaining program files and clinical records; ordering supplies and processing special needs requests; maintaining program training materials; and answering, screening and routing telephone calls.

The second subject Transcriber Typist position reports directly to a Mental Health Clinical Program Manager III and is located in the Contract Management and Monitoring Unit, where it provides clerical support. Duties include maintaining, tracking and monitoring contract amendments; receiving, reviewing, logging, and tracking manual billing invoices; preparing memos, standardizing forms, and spreadsheets; maintaining monthly Provider Fill Adjustment Request reports; scheduling and coordinating meetings; and answering, screening and routing telephone calls in the secretaries’ absence.

The duties and responsibilities of the subject positions meet the allocation criteria for the Intermediate Typist-Clerk, a class which performs skilled typing and clerical functions requiring the use of specialized program knowledge. Therefore, we recommend downward reclassification of these positions to Intermediate Typist-Clerk.
MILITARY AND VETERANS AFFAIRS

<table>
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<tr>
<th>No of Pos.</th>
<th>Present Classification</th>
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<tr>
<td>1</td>
<td>Administrative Services Manager I</td>
<td>1</td>
<td>Administrative Services Manager II</td>
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<tr>
<td></td>
<td>Item No. 1002A</td>
<td></td>
<td>Item No. 1003A</td>
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<tr>
<td></td>
<td>NM 99J</td>
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<td>NM 102J</td>
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<tr>
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</table>

The subject position is located in the department’s Administration Division and reports to the Director, Military and Veterans Affairs. The position functions as the Countywide Military Leave Coordinator and is responsible for ensuring fair, consistent, and equitable policies for all military reservists employed by the County. The position establishes and maintains a system to accurately track, report, and audit military leave usage and oversees the countywide administration of paid military leave benefits. Additionally, the position directly advises the Director, Military and Veterans Affairs of existing and emerging reservist issues and proposes new initiatives to ensure compliance with governing laws.

Based on the duties of the subject position, the work performed is more consistent with the classification standards of the Administrative Services Manager II. Positions allocable to this class make recommendations and provide oversight on highly sensitive issues and handle more complex assignments that impact other County departments. Therefore, we recommend upward reclassification to Administrative Services Manager II.
The subject Accounting Technician I position provides assistance in the Revenue
Reimbursement Unit by analyzing, reconciling, billing, collecting, and recording millions
of dollars of the department’s revenue including the above-mentioned duties transferred
from the Grants Section. Based on the duties and scope of responsibilities of the subject
position, the work performed is more consistent with the classification standards of the
Accountant II, a class that performs a full range of professional accounting and auditing
work in the preparation, analysis, review, maintenance, reconciliation and control of
financial records and fiscal revenue and expenditures forecasting. Therefore, we
recommend upward reclassification to Accountant II.

The first of the two (2) subject Administrative Assistant III positions supervises the
Revenue Reimbursement Unit, which has responsibility for analyzing, reconciling, billing,
collecting, and recording millions of dollars of departmental revenue including the duties
transferred from the Grants Section, as well as the preparation and submission of
reimbursement requests that comply with the procedures of numerous different
grantmaking agencies that fund capital projects and programs. This includes all the
duties associated with the Community Development Block Grant Program (CDBG), an
ongoing federal grant program with stringent reporting and billing requirements. Based
on the duties and scope of responsibilities of the subject position, the work performed is
more consistent with the classification standards of the Accountant III, a class that
performs responsible and highly-complex professional accounting and auditing work in
the preparation, review, maintenance, reconciliation, and control of financial records and
fiscal revenue and expenditures forecasting. Therefore, we recommend downward
reclassification to Accountant III.
PARKS AND RECREATION (Continued)

The second of the two (2) subject Administrative Assistant III positions provides supervision and coordination of three Accounts Receivable units and the Revenue Reimbursement Unit. The subject position's duties and responsibilities are similar in level to those of the recently reclassified Accounting Officer II. Based on the duties and scope of responsibilities of the subject position, the work performed is more consistent with the classification standards of the Accounting Officer II, a class that performs professional accounting work and directs a moderate sized staff in the operation of a moderate to large scale complex accounting program and in the work of a group of related activities of a department. Therefore, we recommend upward reclassification to Accounting Officer II.

PUBLIC WORKS

<table>
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<th>Classification Findings</th>
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<td>Item No. 1002A</td>
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<td>97J</td>
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<td>NM 99J</td>
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<td>1</td>
<td>Contract Program Monitor</td>
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<td>Non-Represented</td>
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<td>7</td>
<td>Procurement Assistant I</td>
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<td>Item No. 2343A</td>
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<td>NM 75E</td>
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</table>

The subject Contract Administrator and Contract Program Monitor positions report to an Administrative Services Manager III and perform contract development and administration responsibilities for construction contracts and Job Ordered Contracts (JOC) on the repair and maintenance of County infrastructure. Duties include analyzing and providing recommendations with regards to the overall contracting process; preparing Requests for Proposals (RFPs) for construction; preparing written Notices to Proposers; and analyzing JOC bid proposals for compliance with requirements. Based on the duties and scope of responsibilities of the subject positions, the work performed is more consistent with the classification standards of the Administrative Services Manager I. Positions allocable to this class conduct complex contracting feasibility and cost analysis studies of various departmental operations, and prepares reports detailing findings and providing recommendations. Therefore, we recommend upward reclassification of these positions to Administrative Services Manager I.
The subject Procurement Aid positions assist in procuring over 20,000 unique materials, products, and services to support the department’s 12 warehouses with a large inventory valued at $7.3 million. They are responsible for independently performing research and verification of procurement codes, agreements, pricing quotes, vendor certifications, vendor catalogs, and cost analysis for purchasing standard or non-standard complex commodities. Based on the duties and scope of responsibilities of the subject positions, the work performed is more consistent with the classification standards of the Procurement Assistant I, a class that performs a full range of procurement functions including the requisition of a variety of complex and technical supply and equipment items. Therefore, we recommend upward reclassification of these positions to Procurement Assistant I.

SHERIFF

<table>
<thead>
<tr>
<th>No of Pos.</th>
<th>Present Classification</th>
<th>No of Pos.</th>
<th>Classification Findings</th>
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<td>Division Director, Sheriff (UC) Item No. 1069A N23 R18 Non-Represented</td>
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<td>General Support Services</td>
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<td>1</td>
<td>Division Director, Sheriff (UC) Item No. 1069A N23 R18 Non-Represented</td>
<td>1</td>
<td>Division Director, Sheriff Item No. 1065A N23 S18 Non-Represented</td>
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</table>

The subject positions report to an Assistant Sheriff, Administration (UC) and are being reclassified solely to reflect a change in the classified/unclassified status. The positions are being removed from the unclassified service and are being designated as classified based on a review of the department's organizational structure and application of guidelines set forth in the County Charter for classified and unclassified positions. Therefore, we recommend lateral reclassification of the subject positions to the new classification of Division Director, Sheriff.
ANALYSIS

This ordinance amends Title 2 - Administration and Title 6 - Salaries of the Los Angeles County Code by:

- Amending Title 2 to change the title of the department head in the Department of Regional Planning;
- Amending Title 6 to add and establish the salaries for nine (9) employee classifications and one (1) unclassified employee classification;
- Amending Title 6 to change the title of 19 employee classifications in the Departments of Board of Supervisors, Consumer and Business Affairs, LA County Library, Public Health, Regional Planning, and Workforce Development, Aging and Community Services; and
- Amending Title 6 to add, delete, and/or change certain employee classifications and numbers of ordinance positions in the Departments of Auditor-Controller, Chief Executive Officer, Children and Family Services, Consumer and Business Affairs, Fire, Health Services, Internal Services, Mental Health, Military and Veterans Affairs, Parks and Recreation, Public Works, and Sheriff.

MARY C. WICKHAM
County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:
ORDINANCE NO. ________________

An ordinance amending Title 2 - Administration to make a title change and Title 6 - Salaries, of the Los Angeles County Code to add and establish the salaries for nine employee classifications and one unclassified employee classification; change the title for 19 employee classifications; and to the add, delete, and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.106.020 (Director-Office continued-Title) is hereby amended to read as follows:

There is continued in the classified civil service of the County of Los Angeles in the Department of Regional Planning an officer who shall be known and designated as "planning director," Director of Regional Planning. Whenever the term "planning director" is used in this Code, it shall be deemed to mean Director of Regional Planning (hereinafter referred to as the "Director").

SECTION 2. Section 6.28.050 (Table of Classes of Positions with Salary Schedule and Level) is hereby amended to add the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
<th>EFFECTIVE DATE</th>
<th>SALARY OR SALARY SCHEDULE AND LEVEL</th>
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<tr>
<td>1092</td>
<td>ADMINISTRATIVE MANAGER XVI, ISD</td>
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<td>N23 S16</td>
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<tr>
<td></td>
<td></td>
<td>10/01/20</td>
<td>N23 S16</td>
</tr>
</tbody>
</table>
9117  DEP DIR, CHILDREN & FAMILY SERVS  
      *  10/01/19  N23  S14  
      10/01/20  N23  S14  

9261  DIVISION CHIEF, ALTERNATE PUBLIC DEFENDER  
      *  10/01/19  N23  S19  
      10/01/20  N23  S19  

1065  DIVISION DIRECTOR, SHERIFF  
      *  10/01/19  N23  S18  
      10/01/20  N23  S18  

9258  HEAD DEPUTY, ALTERNATE PUBLIC DEFENDER  
      *  10/01/19  N23  S17  
      10/01/20  N23  S17  

1673  DEP DIR, CONSUMER & BUSINESS AFFAIRS (UC)  
      *  10/01/19  N23  R10  
      10/01/20  N23  R10  

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

**SECTION 3.** Section 6.28.050 (Table of Classes of Positions with Salary Schedule and Level) is hereby amended to add the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
<th>EFFECTIVE DATE</th>
<th>SALARY OR SALARY SCHEDULE AND LEVEL</th>
</tr>
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<td>DEPUTY ALTERNATE PUBLIC DEFENDER I</td>
<td>10/01/18 N34M</td>
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<td>10/01/19 N34M</td>
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<td>108D</td>
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</table>
SECTION 4. Section 6.28.050 (Table of Classes of Positions with Salary Schedule and Level) is hereby amended to change the title of the following classes:

<table>
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<th>ITEM NO.</th>
<th>TITLE</th>
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<td>8804</td>
<td>ARTS COMMISSION PROGRAM ASSISTANT, ARTS AND CULTURE</td>
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<tr>
<td>8805</td>
<td>ARTS COMMISSION PROGRAM ASSOCIATE, ARTS AND CULTURE</td>
</tr>
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<td>8814</td>
<td>ARTS COMMISSION SR PROG ASSOCIATE, ARTS AND CULTURE</td>
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<td>8361</td>
<td>ASST DIR, PUBLIC SERVS, LIBRARY (UC), ASSISTANT DIRECTOR, LIBRARY (UC)</td>
</tr>
<tr>
<td>1669</td>
<td>CHF CONSUMER AFFAIRS REPRESENTATIVE, CHIEF, CONSUMER &amp; BUSINESS AFFAIRS REP</td>
</tr>
<tr>
<td>8232</td>
<td>CHF DEP DIR, COMMUNITY &amp; SR SVS (UC), CHF DEP DIR, WKFORCE DEV, AGING &amp; COM SVCS (UC)</td>
</tr>
<tr>
<td>1674</td>
<td>CHF DEP DIR OF CONSUMER AFFAIRS (UC), CHF DEP DIR, CONSUMER &amp; BUSINESS AFFAIRS (UC)</td>
</tr>
<tr>
<td>3366</td>
<td>CHF DEPUTY DIRECTOR OF PLANNING (UC), CHIEF DEP DIR, REGIONAL PLANNING (UC)</td>
</tr>
</tbody>
</table>
SECTION 5. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2653A</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHIEF ACCOUNTING SYSTEMS ANALYST</td>
</tr>
<tr>
<td>0716A</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROGRAM SPECIALIST IV,AUDITOR-CONT</td>
</tr>
<tr>
<td>0717A</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROGRAM SPECIALIST V,AUDITOR-CONT</td>
</tr>
</tbody>
</table>
**SECTION 6.** Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8811A</td>
<td>4</td>
<td>ARTS COMMISSION MANAGER MANAGER, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8811N</td>
<td>2</td>
<td>ARTS COMMISSION MANAGER MANAGER, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8803A</td>
<td>3</td>
<td>ARTS COMMISSION MGR, PERFORMING ARTS MGR, PERFORMING ARTS, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8804A</td>
<td>1</td>
<td>ARTS COMMISSION PROGRAM ASSISTANT PROGRAM ASSISTANT, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8804N</td>
<td>1</td>
<td>ARTS COMMISSION PROGRAM ASSISTANT PROGRAM ASSISTANT, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8805A</td>
<td>2</td>
<td>ARTS COMMISSION PROGRAM ASSOCIATE PROGRAM ASSOCIATE, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8805N</td>
<td>8</td>
<td>ARTS COMMISSION PROGRAM ASSOCIATE PROGRAM ASSOCIATE, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8814A</td>
<td>6</td>
<td>ARTS COMMISSION SR PROG ASSOCIATE SR PROG ASSOCIATE, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8809A</td>
<td>2</td>
<td>CHIEF I, ARTS COMMISSION PROGRAMS CHIEF I, ARTS AND CULTURE</td>
</tr>
<tr>
<td>8810A</td>
<td>1</td>
<td>CHIEF II, ARTS COMMISSION PROGRAMS CHIEF II, ARTS AND CULTURE</td>
</tr>
</tbody>
</table>
**SECTION 7.** Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0827A</td>
<td>49</td>
<td>18 ANALYST,CEO</td>
</tr>
<tr>
<td>0830A</td>
<td>403</td>
<td>104 PRINCIPAL ANALYST,CEO</td>
</tr>
<tr>
<td>0824A</td>
<td>5</td>
<td>4 PROGRAM AID II,CEO</td>
</tr>
<tr>
<td>0816A</td>
<td>45</td>
<td>16 PROGRAM SPECIALIST II,CEO</td>
</tr>
</tbody>
</table>

**SECTION 8.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9117A</td>
<td>2</td>
<td>DEP DIR, CHILDREN &amp; FAMILY SERVS</td>
</tr>
</tbody>
</table>

**SECTION 9.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9114A</td>
<td>6</td>
<td>4 DEP DIR, CHILDREN &amp; FAMILY SERVS(UC)</td>
</tr>
</tbody>
</table>
SECTION 10. Section 6.58.010 (Department of Workforce Development, Aging and Community Services) is hereby amended to change the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
</table>
| 8232A    | 1                           | CHF DEP DIR, COMMUNITY & SR SVS(UC)  
CHF DEP DIR, WKFORCE DEV, AGING & COM SVCS(UC) |
| 8239L    | 1                           | DIR OF COMMUNITY & SR CITIZENS SERV  
DIR OF WKFORCE DEV, AGING & COM SVCS |
| 8194A    | 8                           | PROGRAM MGR, COMMUNITY & SR SERVS  
PROGRAM MGR, WKFORCE DEV, AGING & COM SVCS |
| 8194N    | 1                           | PROGRAM MGR, COMMUNITY & SR SERVS  
PROGRAM MGR, WKFORCE DEV, AGING & COM SVCS |

SECTION 11. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4675A</td>
<td>3</td>
<td>DEP DIR, CONSUMER &amp; BUSINESS AFFAIRS</td>
</tr>
</tbody>
</table>

SECTION 12. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1673A</td>
<td>3</td>
<td>DEP DIR, CONSUMER &amp; BUSINESS AFFAIRS(UC)</td>
</tr>
</tbody>
</table>
**SECTION 13.** Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1669A</td>
<td>5</td>
<td>CHF CONSUMER AFFAIRS REPRESENTATIVECHIEF CONSUMER &amp; BUSINESS AFFAIRS REP</td>
</tr>
<tr>
<td>1674A</td>
<td>1</td>
<td>CHF DEP DIR. OF CONSUMER AFFAIRS(UC)CHF DEP DIR. CONSUMER &amp; BUSINESS AFFAIRS(UC)</td>
</tr>
<tr>
<td>1667A</td>
<td>4</td>
<td>CONSUMER AFFAIRS SPECIALISTCONSUMER &amp; BUSINESS AFFAIRS SPECIALIST</td>
</tr>
<tr>
<td>1667N</td>
<td>2</td>
<td>CONSUMER AFFAIRS SPECIALISTCONSUMER &amp; BUSINESS AFFAIRS SPECIALIST</td>
</tr>
<tr>
<td>1668A</td>
<td>7</td>
<td>CONSUMER AFFAIRS SUPERVISORCONSUMER &amp; BUSINESS AFFAIRS SUPERVISOR</td>
</tr>
<tr>
<td>1671L</td>
<td>1</td>
<td>DIRECTOR OF CONSUMER AFFAIRSDIRECTOR OF CONSUMER &amp; BUSINESS AFFAIRS</td>
</tr>
</tbody>
</table>

**SECTION 14.** Section 6.76.013 (Fire Department – Lifeguard) is hereby amended to delete the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2927A</td>
<td>4</td>
<td>SENIOR RESCUE BOAT CAPTAIN</td>
</tr>
</tbody>
</table>

**SECTION 15.** Section 6.76.013 (Fire Department – Lifeguard) is hereby amended to change the number of ordinance positions for the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2926A</td>
<td>20</td>
<td>21RESCUE BOAT CAPTAIN</td>
</tr>
</tbody>
</table>
SECTION 16. Section 6.77.010 (Department of Public Health) is hereby amended to change the title of the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4396A</td>
<td>1</td>
<td>HEAD, OCCUPATIONAL HEALTH SERVICES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HEAD, INDUSTRIAL HYGIENIST</td>
</tr>
</tbody>
</table>

SECTION 17. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following classes and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5625A</td>
<td>45</td>
<td>EMERGENCY PATIENT TRANSFER COORD</td>
</tr>
<tr>
<td>4597A</td>
<td>4</td>
<td>SR EMERGENCY MED SYSTEMS PROG HEAD</td>
</tr>
<tr>
<td>4597N</td>
<td>4</td>
<td>SR EMERGENCY MED SYSTEMS PROG HEAD</td>
</tr>
</tbody>
</table>

SECTION 18. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5295N</td>
<td>1</td>
<td>ASST NURSING DIR, ADMINISTRATION</td>
</tr>
<tr>
<td>5624A</td>
<td>15</td>
<td>EMER PAT TRNSFR COORD (NON-MEGAFLEX)</td>
</tr>
<tr>
<td>6035A</td>
<td>3</td>
<td>PATIENT TRANSPORTATION SUPVR I</td>
</tr>
</tbody>
</table>
**SECTION 19.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5295A</td>
<td>15</td>
<td>ASST NURSING DIR, ADMINISTRATION</td>
</tr>
<tr>
<td>4600A</td>
<td>2</td>
<td>EMERGENCY MED SERVS ASST DIRECTOR</td>
</tr>
<tr>
<td>2214A</td>
<td>70</td>
<td>INTERMEDIATE TYPIST-CLERK</td>
</tr>
<tr>
<td>5286A</td>
<td>9</td>
<td>NURSE MANAGER</td>
</tr>
<tr>
<td>5296A</td>
<td>5</td>
<td>NURSING DIRECTOR, ADMINISTRATION</td>
</tr>
<tr>
<td>1140A</td>
<td>35</td>
<td>SENIOR CLERK</td>
</tr>
</tbody>
</table>

**SECTION 20.** Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8042A</td>
<td>5</td>
<td>ASST HOSPITAL ADMINISTRATOR III</td>
</tr>
<tr>
<td>8073A</td>
<td>4</td>
<td>ASSOCIATE HOSPITAL ADMINISTRATOR I</td>
</tr>
</tbody>
</table>

**SECTION 21.** Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1092A</td>
<td>4</td>
<td>ADMINISTRATIVE MANAGER XVI, ISD</td>
</tr>
</tbody>
</table>
SECTION 22. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1090A</td>
<td>5 1</td>
<td>ADMINISTRATIVE MANAGER XVI, ISD(UC)</td>
</tr>
</tbody>
</table>

SECTION 23. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2214A</td>
<td>435 437</td>
<td>INTERMEDIATE TYPIST-CLERK</td>
</tr>
<tr>
<td>2201A</td>
<td>4 2</td>
<td>TRANSCRIBER TYPIST</td>
</tr>
</tbody>
</table>

SECTION 24. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003A</td>
<td>1</td>
<td>ADMINISTRATIVE SERVICES MANAGER II</td>
</tr>
</tbody>
</table>

SECTION 25. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the number of ordinance positions for the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002A</td>
<td>3 2</td>
<td>ADMINISTRATIVE SERVICES MANAGER I</td>
</tr>
</tbody>
</table>
SECTION 26. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0647A</td>
<td>3</td>
<td>ACCOUNTANT II</td>
</tr>
<tr>
<td>0648A</td>
<td>4</td>
<td>ACCOUNTANT III</td>
</tr>
<tr>
<td>0657A</td>
<td>4</td>
<td>ACCOUNTING OFFICER II</td>
</tr>
<tr>
<td>0642A</td>
<td>8</td>
<td>ACCOUNTING TECHNICIAN I</td>
</tr>
<tr>
<td>0889A</td>
<td>24</td>
<td>ADMINISTRATIVE ASSISTANT III</td>
</tr>
</tbody>
</table>

SECTION 27. Section 6.106.010 (LA County Library) is hereby amended to change the title of the following class:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8361A</td>
<td>2</td>
<td>ASST DIR,PUBLIC SERVS,LIBRARY(UC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASSISTANT DIRECTOR,LIBRARY(UC)</td>
</tr>
</tbody>
</table>

SECTION 28. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3962A</td>
<td>1</td>
<td>CONTRACT ADMINISTRATOR</td>
</tr>
<tr>
<td>2343A</td>
<td>7</td>
<td>PROCUREMENT AID</td>
</tr>
</tbody>
</table>
**SECTION 29.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002A</td>
<td>24</td>
<td>ADMINISTRATIVE SERVICES MANAGER I</td>
</tr>
<tr>
<td>4229A</td>
<td>9</td>
<td>CONTRACT PROGRAM MONITOR</td>
</tr>
<tr>
<td>2344A</td>
<td>6</td>
<td>PROCUREMENT ASSISTANT I</td>
</tr>
</tbody>
</table>

**SECTION 30.** Section 6.112.010 (Department of Regional Planning) is hereby amended to change the title of the following classes:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3366A</td>
<td>1</td>
<td>CHF DEPUTY DIRECTOR OF PLANNING (UC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHIEF DEP DIR, REGIONAL PLANNING (UC)</td>
</tr>
<tr>
<td>3367L</td>
<td>1</td>
<td>DIRECTOR OF PLANNING</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIRECTOR OF REGIONAL PLANNING</td>
</tr>
</tbody>
</table>

**SECTION 31.** Section 6.120.010 (Sheriff – Administration) is hereby amended to delete the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4069A</td>
<td>4</td>
<td>DIVISION DIRECTOR, SHERIFF (UC)</td>
</tr>
</tbody>
</table>
SECTION 32. Section 6.120.010 (Sheriff – Administration) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1065A</td>
<td>1</td>
<td>DIVISION DIRECTOR, SHERIFF</td>
</tr>
</tbody>
</table>

SECTION 33. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to delete the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1069A</td>
<td>4</td>
<td>DIVISION DIRECTOR, SHERIFF(UC)</td>
</tr>
</tbody>
</table>

SECTION 34. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to add the following class and number of ordinance positions:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>NO. OF ORDINANCE POSITIONS</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1065A</td>
<td>1</td>
<td>DIVISION DIRECTOR, SHERIFF</td>
</tr>
</tbody>
</table>

SECTION 35. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage, except for Section 3, which shall be construed and applied as if it was effective and operative on and after October 1, 2018.

[GENRECLASS628050KPCEO].
SALARY RANGE
$13,233.41 - $20,029.83 Monthly

DEFINITION:
Manages, plans, organizes, and directs the activities of a Branch within the Internal Services Department responsible for providing effective information technology products and services to support the achievement of departmental and County missions and objectives.

CLASSIFICATION STANDARDS:
Positions allocable to this class are found only in the Information Technology Service of the Internal Services Department and work under direction of the General Manager, Information Technology Service, ISD. Incumbents are responsible for directing, through subordinate managers, a branch comprised of multiple divisions and staff providing a wide range of information technology products and services to internal and external customers of the department. Incumbents in this class require a high degree of leadership skills and professional information technology knowledge, as well as a broad range of management skills and abilities, including organizational design, strategic planning, budgeting, personnel management, and employee development and engagement. The specific information technology knowledge, skills, and abilities required of incumbents in each position are dependent upon the size, scope, and specialty area of each respective Branch operations.

EXAMPLES OF DUTIES:
Directs, through subordinate managers, the activities, products, and services of a Branch within the Information Technology Service.

Assists the General Manager, ITS, in the formulation of proposed policies and procedures for the department with major responsibility for those affecting the Branch’s operations, and directs the implementation of those policies and procedures.
Develops and implements the Branch’s strategic business plans to support both current and new departmental customers in adherence to the County’s, departmental, and ITS Strategic Plan.

Directs the development and ongoing management of the Branch’s budget.

Advises and consults with customer departments' management, vendors, and technicians to assess how the Branch and ITS can best address their departmental business needs and requirements.

Confers with the Chief Information Office (CIO) regarding Countywide information technology objectives and related matters affecting the Branch’s line of business.

Works with the CIO, customer departmental managers, and departmental executives to evaluate current and anticipated Information Technology programs and services.

Establishes performance requirements and personal development targets for assigned staff and monitors and evaluates performance. Provides coaching for performance improvement and development.

Promotes problem solving, conflict resolution, escalations, restart and recovery of the branch operations.

Develops efficient, cost effective uses of advanced technologies and manages the migration of next-generation technologies.

Assesses staff’s skill gaps and provides training to ensure skills stay current with technology requirements for current and future work assignments.

May act as the General Manager, ITS, in his/her absence, including appearing before the Board of Supervisors.

MINIMUM REQUIREMENTS:
Three years’ experience, within the last five years, managing an Information Technology division or large-scale enterprise level projects at the level of Administrative Manager XIII, ISD or Senior Information Technology Specialist, ISD.

LICENSE:
A valid California Class C License or the ability to utilize and alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 – Light.

OTHER REQUIREMENTS:
SPECIALTY REQUIREMENTS:

Specialty/*Add:

Applications Development:
Two years of the required experience must have been in applications development, maintenance, and support of enterprise-level systems hosted on mid-range or cloud platforms.

Telecommunications:
Two years of the required experience must have been in the design, development, planning, implementation, maintenance, modification, and/or the operation of enterprise telecommunication systems, building network infrastructure, wide area or local area network, radio systems, or Unified Communications and related technologies.

Computing Systems:
Two years of the required experience must have been in the development, design, implementation, modification, and/or maintenance of large-scale data center, server, storage, and security operations, and related maintenance and support.

Collaboration/Shared Services:
Two years of the required experience must have been in the design, planning, implementation, and/or operation of Identity Management/Active Directory Service, desktop, email, and collaboration technologies, service desk, and related ITIL functions.
DEPUTY DIRECTOR,  
CHILDREN AND FAMILY SERVICES

COUNTY OF LOS ANGELES  
Established Date:  XX XX, 2019

SALARY RANGE  
$11,451.24 - $17,332.38 Monthly

DEFINITION/STANDARDS:

DEFINITION:  
Assists in the overall administration of the Department of Children and Family Services with responsibility for managing one of the department’s program bureaus.

CLASSIFICATION STANDARDS:  
Positions allocable to this class report to either the Chief Deputy Director, Children and Family Services (UC) or Senior Deputy Director, Children and Family Services (UC) and have immediate responsibility for managing all aspects of an assigned service or support bureau, including the bureau’s Service Planning Areas (SPAs) and established programs and services, as well as responsibility for select key initiatives. Incumbents must exercise a comprehensive knowledge of child welfare programs, the laws, policies, and regulations governing departmental operations, possess skill in managing a large professional human services staff, and the ability to work effectively with various officials and members of the public.

EXAMPLES OF DUTIES:  
Independently plans, assigns, directs, and evaluates the work of an assigned service or support bureau with immediate responsibility for control of the bureau’s budget, implementation of policy and procedures, evaluation of staff and programs, and accomplishment of bureau objectives.

Assists the Director, Children and Family Services; Chief Deputy Director, Children and Family Services, and/or Senior Deputy Director, Children and Family Services in developing and implementing objectives, goals, policies and procedures for the department, including those concerning affirmative action and community relations.

Directs the preparation of position papers and reports for the Director, Children and Family Services, including reports to local, State, and Federal agencies, committees, and commissions.

Assesses bureau operations and ensures compliance with professional and legal standards.

Promotes public relations for the department by directing programs to gain community support.

Represents the department at public meetings and hearings, interprets programs and policies to the media, and serves a liaison with other jurisdictions.
DEPUTY DIRECTOR,
CHILDREN AND FAMILY SERVICES

COUNTY OF LOS ANGELES
Established Date: **XX XX, 2019**

Participates with executive staff in budgetary, organizational, legislative, employee relations, and other administrative functions of the department.

Coordinates the bureau’s programs and services with those of other bureaus of the department, other departments, and other jurisdictions.

Assists in establishing departmental budget priorities and monitoring and controlling expenditures and inventory to ensure efficient and effective operations.

Provides administrative and technical direction to subordinate managers and supervisors regarding day-to-day operations, including personnel matters, development of performance indicators, evaluation of staff performance involving casework, custody and/or rehabilitation issues and/or coordination; and provides feedback to staff and asserts corrective actions.

**REQUIREMENTS:**

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**

OPTION I: A Bachelor’s degree from an accredited college in social work or a closely related social science field – AND – a Master’s degree in public administration, business administration, social work, or a closely related social science from an accredited college or university – AND – 7 years of experience in professional social work in the field of child welfare. At least 3 years of this experience must have been in a highly-responsible* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers for a large health or social services agency.

OPTION II: A Bachelor’s degree from an accredited college in Social Work or a closely related social science field – AND – 7 years of experience in professional social work in the field of child welfare, 5 years of which must have been in a highly-responsible* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers for a large health or social services agency.

*Highly-responsible administrative or management experience must include responsibility for managing, through subordinate managers, the development, implementation, and administration of children and family service programs and related initiatives.
COUNTY OF LOS ANGELES
Established Date: XX XX, 2019

LICENSE:
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 – Light
COUNTY OF LOS ANGELES
POSITION DESCRIPTION

ITEM NUMBER: 1673

TITLE: DEPUTY DIRECTOR, CONSUMER AND BUSINESS AFFAIRS (UC)

DEFINITION:
Assists in the management and administration of major program areas within the Department of Consumer and Business Affairs.

STANDARDS:
Positions allocated to this class typically report to the Chief Deputy Director. This classification is responsible for the effective leadership and management of major program areas within the department through subordinate managers and supervisors. Incumbents in this classification must possess highly developed management skills and the ability to implement policy and program initiatives to meet mission critical goals and objectives. In addition, the incumbent must have extensive knowledge in the core programs of the Department of Consumer & Business Affairs, and the ability to apply the principles of organizational management to plan, organize, direct, and evaluate the work of the division(s).

EXAMPLE OF DUTIES:
Assists in the development of objectives, policies, and procedures for the administration of departmental programs by participating in executive planning sessions with the Director and the Chief Deputy Director(s).

Formulates division policies and plans.

Manages, directs, and evaluates, through subordinate managers and supervisors, the work of the division.

Makes recommendations and prepares various reports for the Director regarding major activities, accomplishments, and issues of the division.

Addresses the division’s most sensitive and complex problems in a timely manner.

Develops and maintains working relationships with officials from local, state, and federal agencies, and high-level external partners to achieve mutual goals and objectives.

Prepares presentations and reports for executive level management in other County departments and agencies, including the Board of Supervisors.

Responds to Board Motions as assigned by the Director and/or Chief Deputy Director(s).
MINIMUM REQUIREMENTS:

A Bachelor’s degree from an accredited college or university -AND- one of the following options:

Option 1:
Three years of experience at the level of Chief Consumer and Business Affairs Representative*

Option 2:
Four years of experience at the level of Consumer and Business Affairs Specialist**

Option 3:
Four years of experience directing and coordinating programs and services through subordinate managers making recommendations for program development, executing special projects and studies, and facilitating program evaluation.

Option 4:
Five years of experience functioning in a lead or project management capacity with responsibility for providing direct consultation and guidance to executive staff on specialized, highly complex issues and difficult analytical assignments which impact major departmental programs and administrative operations.

A Master’s or Juris Doctor degree from an accredited college or university in a discipline related to the core business function of the department will be accepted for one year of the required experience under each option.

*Experience at the level of Chief Consumer Affairs Representative involves directing and coordinating departmental programs and services related to consumer protection, real estate, dispute settlement, court related services or other programs through subordinate managers and/or program staff; making recommendations for program development, executing special projects and studies, and facilitating program evaluation.

**Experience at the level of Consumer Affairs Specialist involves carrying out special studies, projects, and assignments, requiring a specialized knowledge of rules, regulations, and statutes governing consumer protection.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS: 2 — Light.
Class Specification: DIVISION DIRECTOR, SHERIFF

ITEM NUMBER: 1065

APPROVAL DATE: XXXX

DEFINITION:

Directs the operations of either the Administrative Services Division or the Technology and Support Division of the Sheriff's Department.

CLASSIFICATION STANDARDS:

The two positions allocable to this class report to an Assistant Sheriff, Administration and are responsible for directing the primarily civilian support functions of the Sheriff's Department, functioning either as:

Director of the Administrative Services Division with responsibility for overseeing subordinate bureau operations responsible for functions including fiscal and financial operations, facilities planning and services, and contract law enforcement.

-OR-

Director of the Technology and Support Division with responsibility for overseeing subordinate bureau operations responsible for functions including vehicle fleet, management information systems, criminal records storage, communications, crime laboratory, and data systems.

Positions allocable to this class must have refined verbal and written communication skills, a good knowledge of Sheriff's Department operations, and the ability to exercise the principles of effective management through subordinate bureau directors. Positions in this class must be able to interact effectively with representatives from other County departments, Board offices, and other agencies on complex and sensitive issues.

EXAMPLES OF DUTIES:

Plans, organizes, directs, and evaluates the work of subordinates at either the Administrative Services Division or the Technology and Support Division; ensures the operations and services of the division are effectively integrated with the service needs of the department and operations of other divisions.

Formulates the budget and general administrative policies and procedures for the administration of the Administrative Services Division.
Formulates policies for records management, information systems administration, fleet maintenance and other operational matters for the Technology and Support Division.

Directs the analysis, coordination, control of expenditures and the development and preparation of the budget for the Sheriff’s Department, or a major division of the Department.

Directs the planning, coordination, and evaluation of departmental electronic data processing activities, including the allocation of resources and establishment of data processing priorities; directs the appropriate liaison of departmental information systems operations with the Chief Information Officer.

Directs the administration of a variety of services, programs, and projects, such as facilities management and maintenance, contract and grant operations, billing and revenue operations, countywide law enforcement information systems development and maintenance, crime laboratory, etc.

Maintains liaison with a variety of officials, agencies, and/or organizations on matters related to the work of the Department.

Represents the Sheriff in fiscal and administrative matters to the Department of Human Resources, Chief Executive Officer, Board of Supervisors, and Chief Information Officer.

Represents the Sheriff to vendors in the procurement of vehicles, communications equipment, information technology hardware, and general supplies.

Coordinates the operations of the Administrative Services Division or Technology and Support Division with other divisions and participates in the establishment of long and short-range goals for the Department.

Directs the preparation of correspondence, reports, and studies related to the work of the Administrative Services Division or Technology and Support Division, and disseminates information to departmental staff, as well as to the Sheriff.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:**

Five years of experience in a highly responsible administrative or staff capacity in the analysis and resolution of problems related to budget, project management, organization, personnel, systems and procedures, or other governmental programs, one year of which must have been at the level of Los Angeles County’s class of Assistant Director, Bureau Operations, Sheriff or higher.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**
2 - Light.
DEPUTY ALTERNATE PUBLIC DEFENDER I

COUNTY OF LOS ANGELES
Established Date: Pending
Revision Date: 

DEFINITION/STANDARDS:

DEFINITION:
Performs beginning level legal work required in representing the defense in criminal cases accepted by or assigned to the Alternate Public Defender.

CLASSIFICATION STANDARDS:
Positions allocable to this class receive close supervision from higher level attorney personnel in the performance of their duties. Positions in this class are characterized by the performance of the less difficult legal tasks involved in the defense of criminal cases accepted by or assigned to the Alternate Public Defender. The Deputy Alternate Public Defender I is rotated through a variety of developmental assignments to prepare the attorney for progression to handling misdemeanor cases of average difficulty or the less difficult felony cases.

EXAMPLES OF DUTIES:
Interviews persons seeking legal counsel in criminal matters, determining eligibility, accepting cases and preparing necessary legal documents, and rejecting cases outside the jurisdiction of the Alternate Public Defender.

Represents the defense in preliminary hearings, interviewing clients and possible defense witnesses, advising clients of the appropriate course of action to be taken in their defense, cross-examining prosecution witnesses, and entering motions for dismissal and bail.

Represents the defense in the trial of misdemeanor cases.

Confers with law enforcement and investigation personnel, deputy district attorneys, prosecution witnesses, and other interested parties regarding cases.

Prepares legal documents such as briefs, complaints and pleadings.

Prepares and tries the less difficult misdemeanor criminal cases.

REQUIREMENTS:

MINIMUM REQUIREMENTS:
TRAINING AND EXPERIENCE:
No experience required.
LICENSE:
Admission to practice law in all courts in California.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.
DEPUTY ALTERNATE PUBLIC DEFENDER II

DEFINITION/STANDARDS:

DEFINITION:
Performs legal work of average difficulty in representing the defense in criminal cases accepted by or assigned to the Alternate Public Defender.

CLASSIFICATION STANDARDS:
Positions allocable to this class are characterized by the performance of legal tasks involved in representing the defense in a wide variety of misdemeanor cases or the less difficult felony cases accepted by or assigned to the Alternate Public Defender. Assignments at this level differ from Deputy Alternate Public Defender I in that attorneys in this class function more independently, but continue to receive supervision from higher level attorney personnel in the performance of their duties.

EXAMPLES OF DUTIES:
Represents the defense in the trial of felony cases of average difficulty, mental health cases and the more difficult misdemeanor cases

Interviews clients and witnesses, conducts preliminary hearings, review transcripts, requests the investigation of facts and testimony, and confers with law enforcement officers, experts, deputy district attorneys, and other interested parties to determine the course of action that should be taken in behalf of their clients.

Advises clients as to their rights and the actions they should take in court, including the relative merits of trial by judge or jury and the advisability of negotiated pleas.

Prepares briefs, pleadings and other documents and makes motions for continuances, dismissals, reduction of bail and new trials.

Represents the defense in arraignment, pleading, and probation and sentencing proceedings in felony and misdemeanor cases.

Represents juvenile clients in hearing in the Juvenile Court.

Prepares reports outlining the advisability of appealing cases.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
One year of experience in the practice of criminal law at the level of a Deputy Alternate Public Defender I or Deputy Public Defender I.
LICENSE:
Admission to practice law in all courts in California.
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.
DEPUTY ALTERNATE PUBLIC DEFENDER III

COUNTY OF LOS ANGELES
Established Date: Pending
Revision Date:

CLASSIFICATION STANDARDS:

DEFINITION:
Performs the difficult legal work required in representing the defense in civil or criminal cases accepted by or assigned to the Alternate Public Defender.

EXAMPLES OF DUTIES:
Represents the defense in the trial of difficult felony criminal cases in the Superior Court.

Interviews clients and witnesses, conducts preliminary hearings, evaluates Grand Jury indictments and preliminary hearing transcripts, requests investigations of facts and testimony, and confers with law enforcement officers, experts, deputy district attorneys, and other interested parties to determine the course of action that should be taken on behalf of their clients.

Advises clients as to their rights and the actions they should take in court, including the relative merits of trial by judge or jury and the advisability of negotiated pleas.

Prepares briefs, pleadings and other documents, makes motions for continuances, dismissals, reduction of bail and new trials, and enters pleas on behalf of their clients.

Prepares defense jury instruction embodying the legal principles peculiar to individual cases under trial.

Supervises and participates in the operations of an area office of the Alternate Public Defender, including the supervision of one or more deputies.

Supervises and participates in all proceedings which involve the Alternate Public Defender in felony and misdemeanor cases.

Supervises and participates in the work of the Preliminary Hearings Division.

Performs specialized legal work in the work of the Civil Section.

Performs specialized legal work in representing persons involved in litigation concerning insanity, civil commitments and narcotics act violations.

Represents juvenile clients in hearings in the Juvenile Court.
REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
One year of experience as a Deputy Alternate Public Defender II or Deputy Public Defender II.

LICENSE:
Admission to practice law in all courts in California.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.
DEPUTY ALTERNATE PUBLIC DEFENDER IV

COUNTY OF LOS ANGELES
Established Date: Pending
Revision Date:

DEFINITION/STANDARDS:

DEFINITION:
Performs the most difficult legal work required in representing the defense in criminal cases assigned to the Alternate Public Defender and supervises subordinates performing legal work of a lower level of difficulty.

CLASSIFICATION STANDARDS:
Positions allocable to this class are characterized by assignments involving (1) representing the defense in the most difficult and complex felony cases, including the defense of capital cases, which require a high degree of initiative, skill and specialized legal knowledge, and/or (2) as an area office or section head, supervising other attorneys in the performance of their duties. Positions in this class may also act as first assistant to a Head Deputy in charge of a branch office. Direction received at this level is general in nature and primarily pertains to policy.

EXAMPLES OF DUTIES:

Represents the defense in the trial of the most difficult felony criminal cases in the Superior Court.

Supervises the preparation and presentation of the defense in criminal cases of various levels of difficulty.

Supervises and participates in the work of a branch or area office of the Alternate Public Defender.

Advises subordinates on the conduct of their assigned cases, answering questions of law and questions related to the procedure or strategy to be used in trial.

Interviews clients and witnesses, conducts preliminary hearing, evaluates Grand Jury indictments and preliminary hearing transcripts, requests investigations of facts and testimony, and confers with law enforcement officers, experts, deputy district attorneys and other interested parties to determine the course of action that should be taken in behalf of their clients.

Advises clients as to their rights and the actions they should take in court, including the relative merits of trial by judge or jury and the advisability of negotiated pleas.

Prepares briefs, pleadings and other documents, makes motions for continuances, dismissals, reduction of bail and new trials, and enters pleas on behalf of their clients.

Prepares defense jury instructions embodying the legal principles peculiar to individual cases under trial.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
Two years of experience as a Deputy Alternate Public Defender III or Deputy Public Defender III.
**LICENSE:**
Admission to practice law in all courts in California.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**
2 - Light.
DIVISION CHIEF, ALTERNATE PUBLIC DEFENDER

COUNTY OF LOS ANGELES
Established Date: Pending
Revision Date:

DEFINITION/STANDARDS:

DEFINITION:
Has immediate charge of a legal division in the Department of the Alternate Public Defender.

CLASSIFICATION STANDARDS:
Positions allocable to this class, under the general direction of the Chief Deputy, are characterized by having administrative and technical responsibility for the operation of one of the following divisions in the Department of the Alternate Public Defender: Felony Trials, Misdemeanor Trials, Branch and Area Divisions, Juvenile Services, or Special Services.

EXAMPLES OF DUTIES:

Plans, assigns, directs, and evaluates the work of the division.

Recommends divisional policies and procedures direct the installation of approved changes, and ensures their uniform application throughout the division.

Recommends and justifies measures to meet present and future personnel, space, and material requirements of the division.

Coordinates the work of the division with other divisions and the courts.

Confers with head deputies of branch offices or sections regarding the preparation and defense of difficult or controversial cases.

Confers with judges, attorneys, and representatives of law enforcement agencies, public officials, or community groups on matters related to the work of the division.

Resolves difficult or controversial legal problems.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
One year of experience as a Head Deputy, Alternate Public Defender or Head Deputy Public Defender in the service of the County of Los Angeles - OR - Five years of experience as a Deputy Alternate Public Defender IV or Deputy Public Defender IV in the service of the County of Los Angeles.
LICENSE:
Admission to practice law in all courts in California.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.
HEAD DEPUTY, ALTERNATE PUBLIC DEFENDER

COUNTY OF LOS ANGELES
Established Date: Pending
Revision Date:

DEFINITION/STANDARDS:

DEFINITION:
Has immediate charge of a branch office or major legal section in the Department of the Alternate Public Defender.

CLASSIFICATION STANDARDS:
Positions allocable to this class typically report directly to a Division Chief and are characterized by technical and administrative responsibility for supervising and directing the activities of all personnel assigned to either a branch office providing legal defense in felony and misdemeanor cases in Superior Courts, or a major section responsible for a specialized legal function in providing legal defense to indigent persons, implementing departmental and divisional directives, and coordinating branch office or section operations with other organizational units of the department.

EXAMPLES OF DUTIES:
Supervises the staff of a branch office, area office or section, assigning work to subordinates and resolving problems that arise in connection with legal matters falling under the jurisdiction of the Alternate Public Defender.

Advises subordinates on the conduct of their assigned cases, answering questions of law and questions related to procedures or strategies to be used in trials or hearings and resolves difficult or controversial legal problems.

Confers with judges and court personnel on procedural and policy matters.

Prepares or directs the preparation of new or revised legislation related to the functions of the unit.

Meets with civic and law enforcement officials, citizens groups, local bar associations and others to discuss matters related to the work of the Alternate Public Defender's Office.

Makes recommendations regarding space requirements and office supplies, furniture and equipment needs, and prepares budget requests.

Supervises and participates in the training of new personnel.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
Two years of experience as a Deputy Alternate Public Defender IV or Deputy Public Defender IV in the service of the County of Los Angeles.
LICENSE:
Admission to practice law in all courts in California.
A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:
2 - Light.
### BOARD LETTER/MEMO – FACT SHEET

**OPERATIONS CLUSTER**

<table>
<thead>
<tr>
<th>OPS CLUSTER AGENDA REVIEW DATE</th>
<th>3/14/2019</th>
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</thead>
<tbody>
<tr>
<td>BOARD MEETING</td>
<td>4/2/2019</td>
</tr>
<tr>
<td>SUPERVISORIAL DISTRICT AFFECTED</td>
<td>All Districts</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Chief Executive Office</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>Annual LAC-CAL Bond Anticipation Notes Board Letter (FY 2018-19)</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Los Angeles County Capital Asset Leasing (LAC-CAL) Equipment Program</td>
</tr>
<tr>
<td>SOLE SOURCE CONTRACT</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td></td>
<td>If Yes, please explain why:</td>
</tr>
<tr>
<td>DEADLINES/TIME CONSTRAINTS</td>
<td>The filing date is scheduled on 3/21/2019</td>
</tr>
<tr>
<td>COST &amp; FUNDING</td>
<td>Total cost: $17,500,000  Funding source: Bond Anticipation Notes (BANs) financing</td>
</tr>
<tr>
<td></td>
<td>TERMS (if applicable): The term of the equipment financing will match the estimated useful life of the assets being financed (between three to five years).</td>
</tr>
<tr>
<td></td>
<td>Explanation: Upon the Board's approval, BANs will be issued to provide interim financing for equipment acquisition. The Auditor-Controller collects monthly payments from the participating County departments, which are used to pay the debt service on outstanding BANs and future debt securities issued to refinance the BANs. Funding for equipment financing payments due in FY 2018-19 has been included in the Final FY 2018-19 Budget.</td>
</tr>
<tr>
<td>PURPOSE OF REQUEST</td>
<td>Recommend approving the issuance of short-term BANs of $17.5M to finance the acquisition of various equipment through the LAC-CAL Corporation in FY 2018-19; and adopting the Resolution of the Board of Supervisors of the County of Los Angeles declaring its intention to reimburse certain capital expenditures from the proceeds of tax-exempt obligations.</td>
</tr>
<tr>
<td>BACKGROUND</td>
<td>(1) Original LAC-CAL BANs Board Letter recommending the issuance of short-term BANs of $51.8M was withdrawn from the December 18, 2018 agenda date; (2) The revised LAC-CAL equipment financing authorization is $17.5M in this Board Letter due to the request drop by Sheriff.</td>
</tr>
<tr>
<td>DEPARTMENTAL AND OTHER CONTACTS</td>
<td>Name, Title, Phone # &amp; Email:</td>
</tr>
<tr>
<td></td>
<td>• Lilly Qi, Administrative Services Manager III, (213) 893-2476, <a href="mailto:Lqi@ceo.lacounty.gov">Lqi@ceo.lacounty.gov</a></td>
</tr>
</tbody>
</table>
April 2, 2019

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:

BOND ANTICIPATION NOTES
AUTHORIZATION AND REIMBURSEMENT RESOLUTION
ALL DISTRICTS
(3 VOTES)

SUBJECT

These actions will provide for interim financing of equipment acquisitions for various County departments and enable the County to maximize reimbursement for costs related to the financing of this equipment.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the issuance of short-term Bond Anticipation Notes in an aggregate amount not-to-exceed $17,500,000 to finance the acquisition of various equipment through the Los Angeles County Capital Asset Leasing Corporation.

2. Adopt the Resolution of the Board of Supervisors of the County of Los Angeles declaring its intention to reimburse certain capital expenditures from the proceeds of tax-exempt obligations (2018-19 Equipment Bond Anticipation Notes Program).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will authorize the issuance of short-term Bond Anticipation Notes (BANs) to provide interim financing of equipment acquisitions for County departments and enable the County to maximize reimbursement for costs related to the financing of this equipment in accordance with federal tax regulations.
BANs Authorization for Equipment Acquisition

The recommended actions will authorize the issuance of BANs in an aggregate amount not-to-exceed $17,500,000 to provide interim financing for equipment acquisitions by various County departments. The summary of the $17,500,000 in authorized equipment purchases using the Los Angeles County Capital Asset Leasing Corporation (LAC-CAL) Equipment Program is attached to the Reimbursement Resolution recommended for approval as part of this action.

On April 10, 2018, the Board authorized $56,000,000 of LAC-CAL equipment financing as part of the Fiscal Year (FY) 2018-19 Recommended Budget. As a result of changes in departmental requests, the revised LAC-CAL equipment financing authorization is now $17,500,000.

The BANs will be issued by LAC-CAL and purchased as an investment by the County Treasury Pool in an amount sufficient to acquire and deliver the identified equipment. Subsequently, the BANs will be refinanced through the issuance of intermediate term lease-revenue bonds or other debt securities. Proceeds from the sale of the debt securities will be used to redeem the outstanding BANs from the Treasury Pool.

Due to procurement or delivery delays, authorized LAC-CAL equipment acquisitions occasionally are received in the fiscal year following the one in which they were initiated. The BANs authorization may be carried over into a subsequent fiscal year to fund these acquisitions.

Reimbursement Resolution

In addition to the approval of the BANs issuance for equipment acquisition, we are requesting that the Board execute the attached Reimbursement Resolution, which has been approved by County Counsel. The Reimbursement Resolution is required by federal tax regulations to enable the County to be reimbursed for prior capital expenditures from the future issuance of tax-exempt obligations, and will enable the County to maximize reimbursement for costs related to the financing of equipment for various County departments.

Federal Tax Requirements

The current rules governing the reimbursement of expenditures from tax-exempt obligations are found in Treasury Regulation 1.150-2. In order to ensure the continued recovery of allowable expenditures, which are related to equipment acquisitions, the regulations require the Board to adopt an official intent in the form of the Reimbursement Resolution, which states the following:
The Board’s intention to finance expenditures related to equipment acquisitions through the issuance of tax-exempt obligations;

A general description of the proposed project for which the original expenditures are paid;

The maximum principal amount of obligations expected to be issued for the project; and

Identification of the expected source(s) of funds from which the original expenditures are paid.

The attached Reimbursement Resolution meets federal tax regulations and will allow for maximum reimbursement of County expenditures for equipment from the future sale of tax-exempt obligations. A description of the proposed equipment is attached to the Reimbursement Resolution for your review.

Implementation of Strategic Plan Goals

The proposed recommendations support the Board-approved County Strategic Plan Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability by maximizing and leveraging resources to provide cost-effective financing for the County's equipment acquisitions.

FISCAL IMPACT/FINANCING

Approval of the recommended actions will enable the County to issue BANs to provide interim financing for equipment acquisition and maximize reimbursement of County expenditures for equipment from the future sale of tax-exempt obligations. The term of the equipment financing will match the estimated useful life of the assets being financed (between three to five years). The Auditor-Controller collects monthly payments from County departments participating in the LAC-CAL Equipment Program, which are used to pay the debt service on outstanding BANs and future debt securities issued to refinance the BANs. Funding for equipment financing payments due in FY 2018-19 has been included in the Final FY 2018-19 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The attached Reimbursement Resolution has been approved by County Counsel.
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will ensure the continuation of the County’s long-standing LAC-CAL Equipment Program.

CONCLUSION

Upon approval of the recommendations, please forward an adopted copy of this Board letter and an executed copy of the Reimbursement Resolution to the Chief Executive Office, Capital Programs Division.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:JJ: DPH
BMB:AMA:LQ:kb

c: Executive Office, Board of Supervisors
   County Counsel
   Auditor-Controller
   Treasurer and Tax Collector
RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES DECLARING ITS INTENTION TO REIMBURSE CERTAIN CAPITAL EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS (2018-19 EQUIPMENT BANs PROGRAM)

WHEREAS, from time to time the County of Los Angeles (the "County") desires and intends to undertake the purchase of tangible personal property having a useful life of three years or more (the "Equipment"), as set forth in the schedule attached hereto; and

WHEREAS, no funds of the County or of any other entity which is a part of the controlled group of which the County is a part (the "Controlled Group"), as such term is defined in Section 1.150-1 of the United States Treasury Regulations under the Internal Revenue Code of 1986, as amended (the "Treasury Regulations") are, or are reasonably expected to be, allocated, reserved or otherwise set aside in the County’s budget or in the Controlled Group’s budget on a long-term basis to pay the costs of the Equipment; and

WHEREAS, the costs of the Equipment will initially be paid from the proceeds of Bond Anticipation Notes ("BANs") issued by the Los Angeles County Capital Asset Leasing Corporation ("LAC-CAL") and purchased by the Los Angeles County Treasury Pool; and

WHEREAS, the costs of the Equipment paid with the proceeds of the BANs are expenditures of a type which are properly chargeable to a capital account under general federal income tax principles in connection with the Equipment, and
WHEREAS, the County expects to issue tax-exempt obligations ("Obligations") to reimburse the capital expenditures of the County with respect to the Equipment which were paid with the proceeds of the BANs; and

WHEREAS, upon issuance of the Obligations, the County will: (1) evidence the reimbursement allocation with an entry in the books or records which it maintains with respect to the Obligations, (2) identify in such entry the actual prior expenditure being reimbursed or the fund from which the expenditure was paid, and (3) be relieved of any restrictions under the relevant legal documents and applicable state law with respect to the amount received as reimbursement as a result of the reimbursement allocation; and

WHEREAS, this Resolution will be reasonably available for public inspection within a reasonable period of time after its date of adoption and in the manner governing the public availability of records of other official acts of the County Board of Supervisors; and

WHEREAS, this Resolution is intended to be a "declaration of official intent" in accordance with Treasury Regulation Section 1.150-2;

NOW, THEREFORE, this Board does find, resolve, determine and order that in accordance with Treasury Regulation Section 1.150-2, the County declares its intention to issue Obligations to finance the Equipment in an amount not to exceed $17,500,000, the proceeds of which will be used to reimburse the County for capital expenditures paid for the Equipment prior to the issuance of said Obligations.
The foregoing resolution was on the ______ day of ______, 2019 adopted by the Board of Supervisors of the County of Los Angeles and ex-officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

CELIA ZAVALA, Executive Officer-Clerk of the Board of Supervisors of the County of Los Angeles

By ____________________________________________
Deputy

APPROVED AS TO FORM:

MARY C. WICKHAM
COUNTY COUNSEL

By ________________________________
Deputy County Counsel
SCHEDULE ATTACHMENT

TO

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF LOS ANGELES DECLARING ITS INTENTION TO
REIMBURSE CERTAIN CAPITAL EXPENDITURES FROM THE
PROCEEDS OF TAX-EXEMPT OBLIGATIONS
(2018-19 EQUIPMENT BANs PROGRAM)

LOS ANGELES COUNTY CAPITAL ASSET LEASING (LAC-CAL)
EQUIPMENT PROGRAM ACQUISITION
Summary of Authorized Transactions/Financing Uses by Department - All Funds

<table>
<thead>
<tr>
<th>Department</th>
<th>Equipment Category</th>
<th>Anticipated 2018-19 Acquisitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaches and Harbors</td>
<td>Vehicles and Transportation Equipment</td>
<td>$226,000</td>
</tr>
<tr>
<td>Sheriff</td>
<td>Vehicles and Transportation Equipment</td>
<td>$17,274,000</td>
</tr>
<tr>
<td>Total General Fund</td>
<td></td>
<td>$17,500,000</td>
</tr>
<tr>
<td>Total Financing</td>
<td></td>
<td>$17,500,000</td>
</tr>
</tbody>
</table>

The equipment identified on this page reflects County equipment requirements to be financed through the LAC-CAL Corporation in 2018-19. The Board has not allocated, reserved or otherwise set aside any funds in the County’s 2018-19 Adopted Budget to purchase the equipment identified above.

It is officially the intention of the Board that the acquisition of such equipment be initially funded through the issuance of Bond Anticipation Notes (BANs) or another short-term financing mechanism. The BANs will be issued by the LAC-CAL Equipment Program and purchased as an investment by the County Treasury Pool in an amount sufficient to acquire and deliver the identified equipment. Any such costs, which are initially funded by BANs, will be properly capitalized under general federal income tax principles.

Further, the Board expects the outstanding BANs to be redeemed and the County Treasury Pool to be reimbursed, through the issuance of tax-exempt obligations. The amounts specified above represent the maximum principal amounts of such obligations to be issued for the specified equipment.

These official intentions of the Board with respect to the LAC-CAL Equipment Program have been specified in accordance with Treasury Regulation Section 1.150-2.
| **BOARD LETTER/MEMO – FACT SHEET**  
**OPERATIONS CLUSTER** |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>OPS CLUSTER AGENDA REVIEW DATE</strong></td>
</tr>
<tr>
<td><strong>BOARD MEETING</strong></td>
</tr>
<tr>
<td><strong>SUPERVISORIAL DISTRICT AFFECTED</strong></td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
</tr>
<tr>
<td><strong>SUBJECT</strong></td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
</tr>
<tr>
<td><strong>SOLE SOURCE CONTRACT</strong></td>
</tr>
<tr>
<td>If Yes, please explain why: DHS is executing a restated agreement with Vizient and executing a new agreement with Datix a former authorized subcontractor of Vizient. The services are of an extraordinary and professional nature.</td>
</tr>
<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
</tr>
</tbody>
</table>
Datix (USA) Inc.: Initial 32-month term: $1,195,041. One three-year option term: $1,442,413.  
Funding source: Funding is included in DHS’ Fiscal Year 2018-19 Final Budget and will be requested in future fiscal years as necessary.  
TERMS (if applicable): May 1, 2019 to December 31, 2021 for the initial 32-month term and January 1, 2022 to December 31, 2024, for one optional three-year term. |
| **PURPOSE OF REQUEST** | To enable the Department of Health Services, Department of Mental Health, Department of Public Health, Fire Department, and Sheriff’s Department to continue to effectively and efficiently document, manage, and monitor safety events and safety performance by using the web-based SI software platform modules for: event reporting, complaints handling, claims management, safety complaints and legal claims. This platform will continue to provide the Departments with the necessary tools to implement proactive risk management and mitigation strategies and offer |
appropriate remedies to unsafe events at County health facilities. In addition, this platform includes a notification system of all reported adverse events and unsafe conditions for Departments’ management for review, investigation, and implementation of appropriate corrective action.

| BACKGROUND (include internal/external issues that may exist) | DHS is a member of Vizient’s Group Purchasing Organization (GPO) which includes members from approximately 120 academic health centers. Vizient aggregates patient safety incident data from the SI software platform from GPO members who license the SI software platform.

Under the current Vizient Agreement, Datix is an authorized subcontractor providing the SI software platform. The SI software platform modules are used by DHS for reporting patient safety events; managing claims; and handling complaints which enables DHS to improve the quality of care, safety and satisfaction of patients, while also managing risk exposure. DHS’s participation and utilization of the SI software platform complies with the Board-mandated Legal Exposure Reduction Committee’s request that the SI software platform be used by all Departments that provide medical services.

Vizient informed DHS that it intended to assign and delegate the SI software platform portion of their current agreement to Datix and discontinue the subcontractor relationship. Vizient will retain the duties related to patient safety incident data aggregation and reporting services. DHS will execute a restated Agreement with Vizient for administrative clarity.

DHS performed the required due diligence as required under the Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions Board policy and is therefore recommending the Datix Agreement. |

| DEPARTMENTAL AND OTHER CONTACTS | Name, Title, Phone # & Email:  
• Nancy Lefcourt, Assistant Nursing Director, Administration, (213) 288-8440, nlefcourt@dhs.lacounty.gov  
• Kathy K. Hanks, C.P.M., Director, Contracts and Grants Division, (213) 288-7819, khanks@dhs.lacounty.gov |
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:

APPROVAL OF CONTRACT ACTIONS RELATED TO AGREEMENT NUMBER H-705957 WITH VIZIENT INC. AND APPROVAL OF A NEW AGREEMENT WITH DATIX (USA) INC. FOR A SAFETY INTELLIGENCE SOFTWARE PLATFORM (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: APPROVE [ X ]

SUBJECT

Request approval to bifurcate Agreement Number H-705957 with Vizient Inc., and take the following related actions: (i) execute a restated agreement with Vizient, Inc., for the continued provision of patient safety incident data aggregation services; (ii) execute a new agreement with Vizient Inc.’s subcontractor, Datix (USA) Inc., for the continued provision of a web-based incident/event reporting system known as Safety Intelligence for Department of Health Services, Department of Mental Health, Department of Public Health, Fire Department, and Sheriff's Department facilities that provide medical services.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of Health Services (Director), or designee, to execute a restated agreement with Vizient, Inc., (Vizient) effective upon execution for an initial term of 32-months from May 1, 2019 through December 31, 2021, with an option to extend the term of the Agreement for one three-year period, for the continued provision of patient safety incident data aggregation services for use by the Department of Health Services (DHS), Department of Mental Health (DMH), Department of Public Health (DPH), Fire Department (FD), and Sheriff’s Department
The Honorable Board of Supervisors  
April 2, 2019  
Page 2

(LASD) facilities (collectively the “Departments”), with a maximum obligation of $169,464, for the initial 32-month term.

2. Delegate authority to the Director, or designee, to execute an Agreement with Datix (USA) Inc., (Datix) effective upon execution for a term of May 1, 2019, through December 31, 2021, with an option to extend the term of the Agreement for one three-year period, for the continued provision of a web-based, County hosted, Safety Intelligence (SI) software platform for use by the Departments, with a maximum obligation of $1,195,041, for the initial 32-month term, comprised of $863,694 for the enrollment of the SI software platform modules and $331,348 in Pool Dollars allocated for the purchase of additional licensed programs of the SI platform software modules and/or to acquire additional work, as necessary.

3. Delegate authority to the Director, or designee, to execute amendments or change notices to the Vizient Agreement to: (i) delete Departments as needed; (ii) perform administrative changes including but not limited to the addition, modification, or removal of any relevant terms and conditions and clarify terms and conditions and otherwise comply with changes in applicable law; (iii) and extend the term of the Agreement and increase the maximum obligation by $287,562, for a total maximum obligation of $457,026, with all amendments subject to approval as to form by County Counsel.

4. Delegate authority to the Director, or designee, to execute amendments or change notices to the Datix Agreement to: (i) purchase additional modules, professional services, custom programming, and/or training; (ii) delete Departments and/or add or delete modules; (iii) perform administrative changes including but not limited to the addition, modification, or removal of any relevant terms and conditions, and clarify terms and conditions and otherwise comply with changes in applicable law; and (iv) extend the term of the Agreement and increase the maximum obligation by $1,442,413, comprised of $1,042,402, for the enrolled of the SI software platform modules and $400,011, in Pool Dollars for a total maximum of $2,637,454; with all amendments subject to approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Background

DHS is a member of Vizient’s Group Purchasing Organization (GPO) which includes members from approximately 120 academic health centers. Vizient aggregates patient safety incident data from the SI software platform from GPO members who license the SI software platform.
Under the current Vizient Agreement, Datix is an authorized subcontractor providing the SI software platform. The SI software platform modules are used by DHS for reporting patient safety events; managing claims; and handling complaints which enables DHS to improve the quality of care, safety and satisfaction of patients, while also managing risk exposure. DHS’s participation and utilization of the SI software platform complies with the Board-mandated Legal Exposure Reduction Committee’s request that the SI software platform be used by all Departments that provide medical services.

Vizient informed DHS that it intended to assign and delegate the SI software platform portion of their current agreement to Datix and discontinue the subcontractor relationship. Vizient will retain the duties related to patient safety incident data aggregation and reporting services. DHS will execute a restated Agreement with Vizient for administrative clarity.

DHS performed the required due diligence as required under the Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions Board policy and is therefore recommending the Datix Agreement.

Recommendations

Approval of the first recommendation will allow the Director, or designee, to consent to the requested assignment and delegation from Vizient to Datix and execute the applicable contractual documents through a restated agreement with Vizient. The recommended term of the restated Agreement and option period replicates the term and option period in the current Vizient Agreement.

Approval of the second recommendation will authorize the Director, or designee, to execute the Datix Agreement for an initial 32-month period and allow Datix to continue to provide and maintain the SI software platform utilized by the Departments and accessed by Vizient for data aggregating and reporting. The new Datix Agreement has a maximum obligation of $1,195,041, for the initial term, and (i) contains a provision for $331,348, in Pool Dollars to enroll in additional licensed programs of SI software platform modules, additional work, and/or training services; and (ii) $863,694, for the SI software platform modules and implementation services. Pricing for these additional items is fixed in the pricing schedule under optional work, therefore, there will be no negotiation on prices in the future, should the County desire to make additional purchases under the Datix Agreement.

Approval of the third and fourth recommendations will enable the Director, or designee, to amend each of the two Agreements as necessary.
Approval of the recommendations will enable the Departments to continue to effectively and efficiently document, manage, and monitor safety events and safety performance by using the web-based SI software platform modules for: event reporting, complaints handling, claims management, safety complaints and legal claims. This platform will continue to provide the Departments with the necessary tools to implement proactive risk management and mitigation strategies and offer appropriate remedies to unsafe events at County health facilities. In addition, this platform includes a notification system of all reported adverse events and unsafe conditions for Departments’ management for review, investigation, and implementation of appropriate corrective action.

**Implementation of Strategic Plan Goals**


**FISCAL IMPACT/FINANCING**

The total cost of the Vizient Agreement for the period from May 1, 2019 through December 31, 2021 is $169,464, and an additional cost of $287,562, for the option period from January 1, 2022 through December 31, 2024 if exercised, for a total maximum obligation of $461,012. The breakdown by Department is shown on the Vizient Pricing Schedule (Attachment A).

The total cost of the Datix Agreement for the period from May 1, 2019 through December 31, 2021 is $1,195,041, including $331,348, in Pool Dollars allocated for the potential purchase of license of additional modules and/or to acquire additional work. The total cost during the option period from January 1, 2022 through December 31, 2024 if exercised, is $1,442,413, including $400,011, in Pool Dollars for a total maximum obligation of $2,637,454. The breakdown by Department is shown on the Datix Pricing Schedule (Attachment B).

Throughout the term of the Agreement DMH, DPH, FD, and LASD facilities will reimburse DHS for their portion of the Agreement fees through Departmental Service Orders (DSO’s).

Funding is included in DHS’ Fiscal Year 2018-19 Final Budget and will be requested in future fiscal years as necessary.
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the new Datix Agreement, the SI software platform will continue to be used by the Departments as an event reporting system. Vizient then accesses the reporting system and adds the collected data to the database of participating Vizient institutions and permits the use of that data to generate analyses, reports, and comparisons with other Vizient Patient Safety Organization members. Following adverse events and unsafe conditions, the SI software platform immediately notifies the Departments’ management for review, follow-up, and appropriate corrective actions. This software platform complies with HIPAA requirements and State/federal regulations, as well as requirements of the Joint Commission’s National Patient Safety Goals and the Patient Safety and Quality Improvement Act of 2005. The Internal Services Department will continue to provide hosting services and application support for the SI software platform. DHS is reimbursed by each Department through DSOs for the SI software platform software module they access.

The Vizient and Datix Agreements contain terms and conditions previously approved by the Board in the current Vizient Agreement H-705957, which included modifications that allow for a dispute resolution process and a time to cure in case a breach of the terms is alleged by the contractor. The Vizient Agreement may be terminated for convenience by the County with a 30 days’ prior written notice and allows Vizient, to terminate for cause with a 180 days’ prior written notice. The Datix Agreement may be terminated for convenience by the County with a 45 days’ prior written notice and allows Datix to terminate for cause with a 180 days’ prior written notice or if in the event County does not meet the 120-day payment obligation Datix may terminate with a 90 days’ prior written notice.

The Chief Information Officer (CIO) has reviewed the Board letter and recommends approval. CIO determined that this recommended action will not introduce any new technology related changes and does not require a formal CIO Analysis.

The Vizient and Datix Agreements are not Proposition A Agreements since the services are of an extraordinary, professional nature, and therefore, not subject to the Living Wage Program (Los Angeles County Code Chapter 2.201).

County Counsel will approve all contractual documents as to form before execution.

CONTRACTING PROCESS

DHS, for administrative clarity, is executing a restated agreement with Vizient and executing a new agreement with Datix a former authorized subcontractor of Vizient.
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will enhance the Departments’ quality of health care delivered to patients, mitigate potential safety risks to patients and visitors, enhance patient safety and decrease operational expenses by streamlining current departmental practices for the collection and management of data regarding patient safety risk factors, as well as proper management of complaints and legal claims.

Respectfully submitted,

Christina R. Ghaly, M.D.
Director

Reviewed by:

William Kehoe
Chief Information Officer

CRG:WK:cm

Enclosures (2)

c: Chief Executive Office
   County Counsel
   Department of Mental Health
   Department of Public Health
   Executive Office, Board of Supervisors
   Fire Department
   Internal Services Department
   Sheriff's Department
| **BOARD LETTER/MEMO – FACT SHEET** |  |
| **OPERATIONS CLUSTER** |  |
| **OPS CLUSTER AGENDA REVIEW DATE** | 3/14/2019 |  |
| **BOARD MEETING** | 4/2/2019 |  |
| **SUPERVISORIAL DISTRICT AFFECTED** | N/A |  |
| **DEPARTMENT** | Registrar-Recorder/County Clerk |  |
| **SUBJECT** | Delegated authority to accept State funds for the modernization and replacement of the voting system. |  |
| **PROGRAM** | Voting System For All People |  |
| **SOLE SOURCE CONTRACT** | ☐ Yes ☒ No |  |
| **If Yes, please explain why:** |  |
| **DEADLINES/TIME CONSTRAINTS** | N/A |  |
| **COST & FUNDING** | Total cost: $ 0 | Funding source: N/A |  |
| **TERMS (if applicable):** | Explanation:  |
| | This request brings in revenues for the Registrar-Recorder/County Clerk’s (RR/CC) Voting Solutions for All People (VSAP) program. |  |
| **PURPOSE OF REQUEST** | Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee to conduct negotiations and execute documents related to the application and receipt of State funds for the replacement of voting systems. |  |
| **BACKGROUND (include internal/external issues that may exist)** | Through the Voting Modernization Bond Act of 2002 (Proposition 41) and Assembly Bill 1824 (2018), the County is authorized to apply for reimbursement of costs associated with the replacement of voting systems. The County may seek reimbursement for payments made for the development, purchase lease or other type of contract made for voting system replacement pursuant certain requirements are met, such as the voting system is certified and the County meets the matching funds minimum for each funding source. The County intends to pursue reimbursement of costs associated with the research and development of its Voting Solutions for All People (VSAP) voting system as system components are certified. Reimbursements will span across Fiscal Years 18/19 through 20/21. |  |
| **DEPARTMENTAL AND OTHER CONTACTS** | Name, Title, Phone # & Email:  |
| | • Aaron Nevarez, Governmental and Legislative Affairs Manager, (562) 462-2800, anevarez@rrcc.lacounty.gov |  |
April 2, 2019

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:

REQUEST DELEGATED AUTHORITY TO APPLY FOR AND RECEIVE FUNDS FROM THE SECRETARY OF STATE FOR THE MODERNIZATION AND REPLACEMENT OF THE VOTING SYSTEM AS AUTHORIZED UNDER THE ELECTIONS CODE (ALL DISTRICTS) (3 VOTES)

SUBJECT:

Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee, to conduct all negotiations and execute all documents that relate to the application and receipt of all State funds appropriated to the California Secretary of State (SOS) in the Budget Act of 2018 for voting system modernization and replacement. Further, the RR/CC requests your Board adopt the attached Resolution granting the RR/CC the delegated authority to perform these functions.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the attached Resolution authorizing the RR/CC, or designee, as agent of the County of Los Angeles (County) to apply for and receive all State funds under Elections Code section 19402 for modernization and replacement of voting systems.

2. Delegate authority to the RR/CC, or designee, as agent of the County, after concurrence from County Counsel, to conduct all negotiations, prepare, and execute all documents relating to the application for and receipt of State funds under Elections Code section 19402 for modernization and replacement of voting systems.
PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to authorize the RR/CC to apply for and receive all State funding for modernization and replacement of voting systems under the SOS's shortened application timelines.

The continuously shortened application period makes it extremely difficult to adhere to the County's traditional Board authorization process. In an effort to streamline the process and maximize the County's opportunities for applying for and receiving such funding, the RR/CC requests delegated authority to apply for all future available State funding for modernization and replacement of voting systems.

The RR/CC has expressed its concern with the condensed application timeframe to the SOS. However, the State is bound by its own internal processes and requirements. Granting the RR/CC, or designee, the delegated authority to act as an agent of the County will help expedite the County’s application submission process in order to meet these timelines and maximize all State grants offered.

Each time the RR/CC applies for State funds for modernization and replacement of voting systems on behalf of the County, the RR/CC will provide Board Notification letters as well as any relevant status reports and Board memos to all County Board Deputies and the County’s Chief Executive Office.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Utilizing State funds to strengthen and maintain the effectiveness of the County’s voting experience. Strengthen the County’s fiscal capacity by efficiently applying for and managing available State grant funding.

Goal No. 2: Community Support and Responsiveness: Enrich the lives of Los Angeles County residents by providing enhanced, effective voter services.

FISCAL IMPACT/FINANCING: Approval of the recommended actions will allow the RR/CC to receive State funds under the California Elections Code. The RR/CC budget accounts for the availability of these State funds. Therefore, there is no impact to net County cost in receiving State reimbursement for eligible expenditures in the applicable fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Voting Modernization Bond Act of 2002 authorizes counties to apply to the Voting Modernization Board for money from proceeds of the sale of bonds (1) to pay for or
purchase new voting systems that are certified or conditionally approved by the Secretary of State, (2) to research and develop new voting systems, or (3) to manufacture the minimum number of voting system units reasonably necessary to test and seek certification or conditional approval of the voting system, or test and demonstrate the capabilities of a voting system in a pilot program.

In June 2018, Governor Brown approved Assembly Bill 1824 adding Chapter 5, Voting Systems Replacement Contracts, sections 19400 and 19402 to Division 19 of the California Elections Code. Under these sections, the SOS shall use funds appropriated to him or her in the Budget Act of 2018 for voting system replacement by awarding reimbursement contracts to counties engaged in voting system replacement activities. The SOS must allocate funding based on the size of the county, the number of voters registered in the county, and the SOS's estimate of need for county voting equipment.

The County would be able to seek reimbursement for payments made pursuant to a purchase agreement, lease agreement, or other contract made after April 29, 2015 for voting system replacement. The County would provide the SOS with documentation of the payment for which reimbursement is sought, and of the purchase agreement, lease agreement, or other contract pursuant to which the reimbursed payment was made. The SOS shall verify that payment for which reimbursement is sought meets the criteria set forth in the contract before reimbursing the County. The SOS must reimburse the County by matching county funds spent on voting system replacement activities on a dollar-for-dollar basis, up to the maximum amount of funds allocated for the contract.

A contract with the SOS will permit the County to apply and receive reimbursement for costs incurred in connection with voting system replacement activities. Reimbursable voting system replacement activities include the purchase or lease of: (1) a voting system certified or conditionally approved by the SOS that does not use pre-scored punch card ballots; (2) electronic poll books certified by the SOS; (3) ballot on demand systems certified by the SOS; (4) Vote by mail ballot drop boxes that comply with any applicable regulations adopted by the SOS pursuant to subdivision (b) of Section 3025 of the California Elections Code; (5) remote accessible vote by mail systems certified or conditionally approved by the SOS; (6) telecommunication technologies to facilitate electronic connection, for the purpose of voter registration, between polling places, vote centers, and the office of the county elections official or the SOS’s office; or (7) vote by mail ballot sorting and processing equipment.

Other activities that would be subject to reimbursement include the research and development of a new voting system that has not been certified or conditionally approved by the SOS, but that would result in a voting system certified by the SOS to comply with the California Voting System Standards. Counties that manufacture a minimal amount of voting system units reasonably necessary to test and seek certification or conditional approval for the voting system and testing and demonstration of the capabilities of the voting system in a pilot program, can seek reimbursement from the SOS for these actions. If a county receives funding for these activities, but does not ultimately result in a voting
A voting system purchased or leased by a county for which the county seeks reimbursement from the SOS that does not require a voter to directly mark on the ballot must produce, at the time the voter votes his or her ballot or at the time the polls are closed, a paper version or representation of the voted ballot or of all the ballots cast on a unit of the voting system. The paper version shall not be provided to the voter but shall be retained by elections officials for use during the one percent manual tally or any recount, audit, or contest. The County's Voting Solutions for All People system will produce a paper ballot as required.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of the recommended actions will afford the RR/CC the necessary time to meet deadlines for the application and eventual receipt of State funds. Funding will allow the RR/CC to continue to deliver effective voter services and maintain voting standards.

**CONCLUSION**

Los Angeles County continues to be the nation’s largest county – over 5.2 million voters across 4,084 square miles and boasts one of the most diverse populations and electorates. Approval of the requested action will allow the RR/CC to continue to provide voters and prospective voters alike with the tools needed to participate in the democratic process.

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

Enclosure

c: Chief Executive Officer
   County Counsel
RESOLUTION NO. __________

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES APPROVING THE DELEGATED AUTHORITY OF THE REGISTRAR-RECORDER/COUNTY CLERK FOR THE APPLICATION AND EXECUTION OF ANY AGREEMENTS WITH THE SECRETARY OF STATE FOR VOTING SYSTEM MODERNIZATION AND REPLACEMENT AS AUTHORIZED UNDER THE ELECTIONS CODE

WHEREAS, the Voting Modernization Bond Act of 2002 authorizes a county to apply to the Voting Modernization Board for money from the proceeds of the sale of bonds (1) to pay for or purchase new voting systems that are certified or conditionally approved by the Secretary of State, (2) to research and develop new voting systems, or (3) to manufacture the minimum number of voting system units reasonably necessary to test and seek certification or conditional approval of the voting system, or test and demonstrate the capabilities of a voting system in a pilot program; and

WHEREAS, in June 2018, Governor Brown approved Assembly Bill 1824 adding Chapter 5, Voting Systems Replacement Contracts, sections 19400 and 19402 to Division 19 of the California Elections Code; and

WHEREAS, the Secretary of State has been delegated the responsibility for the administration of the funds appropriated to him in the Budget Act of 2018 for voting system replacement by awarding reimbursement contracts to counties for voting system replacement activities based on the size of the county, the number of voters registered in the county, and the Secretary of State's estimate of need for county voting equipment; and
WHEREAS, the maximum amount of funds allocated by the Secretary of State for the contract is $43,128,000.00; and

WHEREAS, this contract with the Secretary of State would allow a county to apply and receive reimbursement for the payments made pursuant to a purchase or lease agreement, or other contract made after April 29, 2015, and up and until June 30, 2021 relating to voting systems replacement; and

WHEREAS, the Secretary of State shall reimburse the county by matching county funds spent on voting system replacement activities on a dollar-for-dollar basis, up to the maximum amount of funds allocated for the contract; and

WHEREAS, a county may seek reimbursement for payments incurred in connection with the activities described in subdivision (d) of section 19402 of the California Elections Code, for voting system replacement activities; and

WHEREAS, said procedures established by the Secretary of State require each county to submit a copy of the governing body's delegated authority to the Registrar-Recorder/County Clerk, authorizing his ability to enter into the proposed contract, authorizing execution of the agreement; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Los Angeles County Board of Supervisors:
1. Certifies that the County, through its Registrar-Recorder/County Clerk, understands the substantially similar funding application, and/or terms of the State standard agreement, including the assurances and certifications therein, which are attached and incorporated herein reference; and

2. Appoints the Registrar-Recorder/County Clerk, or designee, as agent to conduct all negotiations, prepare, and execute all documents, including but not limited to, application forms, State of California Standard Agreement with attachments, payment requests, which may be necessary for compliance with reporting requirements.

On a motion by Supervisor __________, seconded by Supervisor __________, the foregoing resolution was passed and adopted by the Board of Supervisors of the County of Los Angeles, State of California, this ____ day of March, 2019, by the following vote, to wit:

CELIA ZAVALA,
Executive Officer-Clerk of the Board of Supervisors of the County of Los Angeles

By:____________________

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By:____________________
Gina V. Eachus
Senior Deputy County Counsel
Improving the County Hiring Process

Quarter One Metrics Report

Department of Human Resources
CY 2018 Metrics for All Candidates

- **Applicants**: 68,847
- **Assessments Administered**: 71,675
- **Eligibility Lists Established**: 154

### Metrics

- **Post to List (std. exams only)**: 69
- **App to Close (std. exams only)**: 6.8
- **Close to List (std. exams only)**: 58.3
- **App to List (all exams)**: 64.4
CY 2018 Metrics for Hires From DHR Lists

Exam Time: 79.4 days

Post-Exam Time:
- App to List: 92.8 days
- List to Offer: 43.4 days

Total Cycle Time: 215.6 days
(1,415 Hires)
WHAT DOES THAT MEAN?

37% RECRUITMENT AND ASSESSMENT PROCESS

63% SELECTION AND ONBOARDING PROCESS
Additional Metrics for DHR-Administered Exams

Application Date to Eligible List Date (Hires From 2018 Lists)

Application Closing Date to Eligible List Date (Hires Only)
Additional Metrics for DHR-Administered Exams

Job Announcement to Eligible List Date (Hires Only)

Conditional Offer to Official Hire Date (Hires Only)
Past & Present Major Initiatives

SPEED
- Large Testing Facilities
- Transfer/Banking of Scores
- Cap on Number of Applications
- On-Line Application Vetting
- Video Interviews
- Computerized Testing
- Eliminate/reduce use of interviews
- Automation (Neogov)

QUALITY
- Un-proctored Testing / WSA
- Eliminate/Reduce Use of APs
- Validation Studies
- Diversity Through Assessment

CANDIDATE EXPERIENCE
- Candidate Self-Scheduling
- E-mail Contact With Candidates
- Video and Telephone Interviews
- Customer Service Surveys
Going Forward – New Areas of Focus

- Study Departmental Hiring Practices and Metrics
- Promote Video Technology
- Deploy Remote Proctoring
- Revise Civil Service Rules
- Simplify Job Marketing Materials
- Investigate Artificial Intelligence for Application Review
- Eliminate Candidates Participating Late in the Process
- Increase Communication w/Candidates
Questions?