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July 1, 2008

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

Dear Supervisors:

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

SUBJECT

This letter will update the County Classification Plan and departmental staffing provisions to add an unclassified position, to make salary changes, and to reflect position reclassifications in various County departments, bonus pay provision changes, and technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) unclassified position designated for the Public Library, to change the salaries of three (3) non-represented classes in the Fire Department, to reclassify 72 positions to implement the results of various classification studies, to amend a bonus provision, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B, and C). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

New Unclassified Position

In conjunction with a position reclassification (Attachment B), we are establishing the position of Assistant Director, Public Services, Library (UC) to direct the Public Services Division, the largest division in the Public Library (Attachment A). The salary for the new position (R14) recognizes the increased scope of responsibilities and provides an appropriate salary differential with respect to the other management positions within the organization. Establishment of this unclassified position also reflects the continuing implementation of Measure A and the revised Management Appraisal and Performance Plan (MAPP). As you may recall, Measure A removed chief deputies and those next in line to the chief deputies from classified service. The nature of work assigned and the organizational structure fully support the change in status to the unclassified service.

Salary Changes

We are recommending salary changes for three non-represented (3) Fire Department classifications (Attachment A). The proposed salary changes for the Fire Prevention Engineer, Head Fire Dispatcher, and Head Fire Prevention Engineer extend the same bonus provisions and equity pay increases negotiated for classes in Bargaining Units 603 (Fire Specialists) and 604 (Supervising Fire Specialists). The specific provisions included reflect additional half steps, the Emergency Medical Dispatch certification bonus, standby pay, and equity pay increases.

Reclassifications

Based upon individual position studies, we recommend that 59 positions in five (5) departments be reclassified (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

In addition, we have completed a countywide occupational study of positions assigned to perform Return-to-Work duties (Attachment C). There have been significant technical changes to the reporting requirements for Workers' Compensation cases meetings. In addition, the timeframes for issuing Permanent and Stationary findings-and identifying reasonable accommodation placement for injured employees has decreased. These technical and timeframe changes have significantly increased in the volume of open Return-to-Work cases. Therefore, we recommend that 13 positions in eight (8) departments be reclassified to classes in the Departmental Personnel Technician group to recognize the changes in the duties and responsibilities of these positions. This will provide more flexibility to departments to perform the technical duties, and to complete the current workload of open Return-to-Work cases in a timely manner.

Fitness for Life Pay

We recommend that the three (3) percent Fitness for Life bonus and program requirements applicable to represented and non-represented safety lifeguard employees in the Fire Department and Department of Parks and Recreation be extended to include the Chief Lake Lifeguard classification.

Technical Corrections

We are making several technical corrections to the New Physician Pay Plan adopted by your Board on May 27, 2008 (Attachment A). These corrections include adding a salary note that was inadvertently omitted, correcting salary rates and applicable notes for the new and existing physician classes, and amending medical specialty code designations for use in the Countywide Timekeeping Payroll Processing System (CWTAPPS).

The salary for the Hazardous Material Control Manager, Fire is also being corrected to provide two (2) half-step (2.75 percent) increases which were provided to most non-represented classes and which were inadvertently omitted for this classification.

FISCAL IMPACT/FINANCING

The projected budgeted cost resulting from these actions is estimated to total \$436,098 (all funds). Net County cost is estimated to be \$312,759. Of this total, the Return-to-Work costs are estimated to total \$127,839 with net County cost totaling \$83,280.

The projected budgeted cost resulting from the recommended salary changes for the Fire Department classifications noted earlier is estimated to total \$54,095 (all funds). There is no net County cost associated with these salary changes. Cost increases associated with the upward, downward, lateral reclassification actions, and salary changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (3)

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

ATTACHMENT A

**UNCLASSIFIED POSITION RECOMMENDED FOR ADDITION TO THE
CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	8361	Assistant Director, Public Services, Library (UC)	N23 R14

NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary	Recommended Salary
3780	Fire Prevention Engineer	08/01/2007 92B	07/01/2007 NN 91A 08/01/2007 NN 92B 01/01/2008 NN 94B 07/01/2008 NM 94B
		08/01/2008 93C	08/01/2008 NM 95C
2437	Head Fire Dispatcher	08/01/2007 85K	07/01/2007 NN 84J 08/01/2007 NN 85K 07/01/2008 NM 85K
		08/01/2008 86L	08/01/2008 NM 86L
3784	Head Fire Prevention Engineer	08/01/2007 98B	07/01/2007 NN 97A 08/01/2007 NN 98B 01/01/2008 NN 100B 07/01/2008 NM 100B
		08/01/2008 99C	08/01/2008 NM 101C

TECHNICAL CORRECTIONS

New Physician Pay Plan Salary Corrections

Item No.	Title	Current Salary	Recommended Salary
4563	Deputy Director, MD, Public Health Programs	01/01/2008 N19 E26 01/01/2009 N19 E26	01/01/2008 N42 E26 01/01/2009 N42 E26
5489	Deputy Director, MD, Mental Health (UC)	01/01/2008 N19 E24 01/01/2009 N19 E24	01/01/2008 N42 E24 01/01/2009 N42 E24
5474	Physician, MD (Non Megaflex)	01/01/2008 N42 D02 01/01/2009 N42 D02	01/01/2008 N43 D02 01/01/2009 N43 D02
5476	Physician Specialist (Non Mega Flex)	01/01/2008 N42 01/01/2009 N42	01/01/2008 N43 01/01/2009 N43
4737	Supervising Mental Health Psychiatrist	01/01/2008 N42 01/01/2009 N42	01/01/2008 N42 E15 01/01/2009 N42 E15

Fire Department Salary Corrections

Item No.	Title	Current Salary	Recommended Salary
4406	Hazardous Material Control Manager, Fire	08/01/2007 NW 101K 08/01/2008 NW 102 L	07/01/2007 NNW 100J 08/01/2007 NNW 101K 07/01/2008 NMW 101K 08/01/2008 NMW 102L

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Information Systems Analyst I NM 88E Represented	Information Technology Technical Support Analyst II NM 86E Represented

The subject position is assigned to the Emergency Medical Services (EMS) Agency in the Information Systems Division, and reports to a Senior Emergency Medical Systems Program Head. Its primary function is to resolve major hardware and software problems related to desktop, networks, and applications for EMS staff. Duties include installing personal computers and participating in upgrade projects. This position also installs, configures, and maintains a variety of hardware software and peripheral equipment (e.g., wireless devices, Blackberry cell phones).

The duties assigned to this position meet the classification standard of an Information Technology Technical Support Analyst II which performs a wide variety of information technology support duties following established procedures for hardware and software installation and repair. Therefore, we recommend downward reclassification to Information Technology Technical Support Analyst II.

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Clerk NMV 60K Represented	Intermediate Typist-Clerk NMV 61J Represented

The subject position reports to a Section Manager, Radio Shop Maintenance in the Radio Shop Maintenance Section. Its primary assignment is to enter data into the department's customized databases used to track and maintain information related to equipment serviced by Radio Systems Division Technicians.

The extensive keyboarding and accuracy required to perform the proposed data entry duties are consistent with the Intermediate Typist-Clerk class concept to perform skilled typing and specialized clerical work. Therefore, we recommend upward reclassification to Intermediate Typist-Clerk.

DEPARTMENT OF MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Medical Case Worker II NM 77C Represented	Senior Departmental Personnel Assistant NM 78E Non-Represented
1	Mental Health Analyst II NM 94C Non-Represented	Mental Health Analyst III NM 100B Non-Represented

The subject Medical Case Worker II position is assigned to the Employee Processing and Payroll Section of the Human Resources Bureau, and reports to a Senior Departmental Personnel Technician. It functions as the department's benefits, wellness, and volunteer coordinator. The specific duties performed in conjunction with this assignment includes utilizing the benefits database to track employee benefit status; organizing wellness activities; distributing employee benefits information; evaluating volunteer workers' requests to ensure compliance with the County's volunteer program, and contacting prospective volunteers regarding assignments; conducting pre-appointment activities including Live Scan fingerprinting, and taking identification photos; and responding to routine inquiries regarding Memorandum of Understanding (MOU) provisions, Civil Service Rules, and department policies and procedures.

The scope of duties performed requires analysis of human resources issues of varying levels of difficulty. As such, it meets the class definition of the Senior Departmental Personnel Assistant which assists technical human resources staff in carrying out the personnel program of a County department. Therefore, we recommend that the position be reclassified upward to Senior Departmental Personnel Assistant.

The subject Mental Health Analyst II position reports to a Chief, Mental Health Programs Evaluation, and is assigned to the Clinical Operations Unit of the Program Support Bureau Compliance Program Office (CPO). The CPO is responsible for department-wide implementation of the Federal Office of Inspector General standards for ethical, legal, and professional practices relevant to health care programs that are administered using federal funds. Specifically, the subject position oversees investigations of illegal and unethical conduct allegations and complaints; formulates and implements corrective action plans for substantiated claims; and provides clinical practice training to departmental and contracted staff regarding departmental policies and procedures.

The current duties and responsibilities are consistent with the Mental Health Analyst III, a class which is allocable to a large service area or a centralized program services office. It may supervise lower-level Mental Health Analysts and office support staff performing assignments in conjunction with program development, implementation, and analysis. Therefore, we recommend upward reclassification of this position to Mental Health Analyst III.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief, Public Services, Library N23 S13 Non-Represented	Assistant Director, Public Services, Library (UC) (new classification) N23 R14 Non-Represented

The subject Chief, Public Services, Library position is assigned to the Public Services Division which is the largest division in the department. It reports to the Chief Deputy, and oversees the daily operations of all the department libraries (84) and bookmobiles (4), the outreach program, and strategic development and the supervision of more than 70 percent of the assigned division personnel. The Division now includes adult services, collection development, professional training, literacy and volunteers, children's and teen's programs, internet programs, and institutional services (e.g., Juvenile Hall services). On occasion, the position may also represent the department director and the Chief Deputy at public and political events. As referenced earlier in this letter, we are establishing the new class of Assistant Director, Public Services, Library (UC) at the level of R14 to more accurately reflect the expanded scope and increased accountability of the position and its placement within the department's organizational structure. We recommend that this position be reclassified upward to this new position.

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Administration		
7	Payroll Clerk II NMV 70D Represented	Assistant Supervising Payroll Clerk NMV 71D Represented
21	Senior Clerk NMV 65D Represented	Payroll Clerk II NMV 70D Represented
25	Senior Clerk NMV 65D Represented	Payroll Clerk I NMV 67D Represented
Custody		
1	Administrative Services Manager III NM 105A Non-Represented	Assistant Director, Bureau Operations, Sheriff N23 S12 Non-Represented

The subject Payroll Clerk II and Senior Clerk positions report to a Supervising Payroll Clerk II, and are assigned to the department's Pay and Leave Management Section.

The Payroll Clerk II positions function as lead departmental payroll clerks in a 24/7 complex payroll operation characterized by the application of payroll provisions included in several Memoranda of Understanding (MOU) and/or County Code provisions. The positions assist the Supervising Payroll Clerk II by resolving the more difficult and complex payroll problems and assignments; processing and certifying the accuracy of the payroll, coordinating section work schedules; training or assisting in the training of new employees; and serving as a liaison with other County departments regarding payroll matters.

The duties of the Payroll Clerk II positions meet the definition for Assistant Supervising Payroll Clerk, a class which acts as a direct assistant to the supervisor of the payroll section in a large County department payroll operation. Therefore, upward reclassifications are recommended.

The 21 Senior Clerk positions noted above utilize their knowledge of applicable payroll provisions in the County Code, the County Payroll Manual, the Interpretive Manual, and applicable MOU to perform the more difficult and specialized payroll assignments. These assignments include processing employee restorations from discharges, calculating and drafting overpayment and underpayment letters, and resolving Family Medical Leave Act (FMLA) and Workers' Compensation payment issues. In addition, the subject positions serve as liaisons with the County's third-party administrator, the Chief Executive Office, the Department of Human Resources, and the Auditor-Controller's Office regarding Worker's Compensation and other payroll matters.

The duties of these Senior Clerk positions meet the definition for Payroll Clerk II, a class which has full responsibility for, or processes the payroll for a segment of a complex County departmental payroll operation, or performs the more difficult and specialized payroll assignments. Therefore, we recommend upward reclassifications.

The remaining 25 Senior Clerk positions verify daily and weekly time cards and source documents to ensure that they are accurate and complete, and enter the data into the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). The positions also prepare various reports such as Excess Leave Balance Reports and Union Hall Employee Payment Reports, process adjustment timerolls and mileage claims, and enter shift differential bonuses. The positions do not perform the more complex assignments associated with the higher-level Payroll Clerk II class.

The duties of these Senior Clerk positions meet the definition for Payroll Clerk I, a class which processes the payroll for a segment of a County departmental payroll operation utilizing CWTAPPS. Therefore, we recommend upward reclassifications.

The Administrative Services Manager III position reports to a Director, Bureau Operations, Sheriff, and is assigned as a Unit Commander over the Community Transition Unit (CTU) in the Bureau of Offender Programs, Correctional Services Division. The CTU was established to reduce the recidivism of inmates, and to address issues related to the successful re-entry of this population back into the community. The subject position supervises the CTU staff including Sergeants (4) and civilians (22), and oversees the Unit's activities which include providing case management services to inmates (e.g., housing/shelter, welfare benefits, veteran's benefits, child support services, medical/mental health services). In addition, the subject position plays a critical role in developing community partnerships, obtaining services, developing assessment tools to ensure that inmates are linked with needed services, and addressing issues created by other agencies and elected officials.

Based upon the class concept and definition, the position's current duties and scope of responsibility meet the allocation criteria for upward reclassification to the Assistant Director, Bureau Operations, Sheriff. Positions allocable to this class function as a director of a highly specialized unit. Therefore, we recommend upward reclassification to Assistant Director, Bureau Operations, Sheriff.

ATTACHMENT C

**RECOMMENDED RECLASSIFICATIONS FOR
RETURN-TO-WORK POSITIONS
(All positions are "A")**

Department	No of Pos.	Present Classification	Classification Findings
Animal Care and Control	1	Senior Departmental Personnel Assistant (NM 78E) Non-Represented	Senior Departmental Personnel Technician (NM 89C) Non-Represented
Child Support Services	1	Senior Departmental Personnel Assistant (NM 78E) Non-Represented	Departmental Personnel Technician (NM 85C) Non-Represented
Children and Family Services	1	Administrative Services Manager I (NM 92B) Non-Represented	Head Departmental Personnel Technician (NM 93C) Non-Represented
	2	Administrative Services Manager I (NM 92B) Non-Represented	Senior Departmental Personnel Technician (NM 89C) Non-Represented
	1	Senior Departmental Personnel Assistant (NM 78E) Non-Represented	Departmental Personnel Technician (NM 85C) Non-Represented
	1	Departmental Personnel Assistant (NM 68H) Represented	Departmental Personnel Technician (NM 85C) Non-Represented
Coroner	1	Administrative Assistant II (NM 80J) Represented	Senior Departmental Personnel Technician (NM 89C) Non-Represented
Internal Services Department	1	Administrative Assistant II (NM 80J) Represented	Departmental Personnel Technician (NM 85C) Non-Represented
	1	Senior Departmental Personnel Assistant (NM 78E) Non-Represented	Departmental Personnel Technician (NM 85C) Non-Represented
Park and Recreation	1	Senior Departmental Personnel Assistant (NM 78E) Non-Represented	Departmental Personnel Technician (NM 85C) Non-Represented
Public Social Services	1	Administrative Services Manager I (NM 92B) Non-Represented	Senior Departmental Personnel Technician (NM 89C) Non-Represented
Public Works	1	Departmental Personnel Assistant (NM 68H) Represented	Departmental Personnel Technician (NM 85C) Non-Represented
Total	13		