



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

July 6, 2010

14

July 13, 2010

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

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

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

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding new classifications, by deleting non-represented classifications, by changing the title of a non-represented classification, by changing the title and salary of an unclassified position, by adding a bonus provision, by reclassifying positions in various County departments, and by implementing a reorganization in the Sheriff's Department.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add four (4) classifications, to delete two (2) non-represented classifications in the Department of Health Services and Sheriff's Department, to change the title of one (1) non-represented classification in the Board of Supervisors, to change the title and salary for one (1) unclassified position in the Board of Supervisors, to add a bonus provision applicable to certain positions in the Department of Health Services in conjunction with the Medical Credentialing Occupational Study; and to implement results of classification studies in the departments of the Agricultural Commissioner/Weights and Measures, Board of Supervisors (Arts Commission), and Health Services, and a reorganization in the Sheriff's Department.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

New Classifications

In conjunction with the reclassification of positions in the Board of Supervisors, Arts Commission and the Department of Health Services, we recommend the establishment of four (4) new classifications (Attachment A).

Board of Supervisors – Arts Commission

The Arts Commission Manager, Performing Arts will manage, plan, and supervise the daily operations of back stage and front-of-the-house functions. Additional details regarding the current duties are outlined in Attachment B.

Department of Health Services - Medical Credentialing

Credentialing and privileging are formal administrative processes that recognize and attest that a physician is both qualified and competent per facility standards. Although the administrative support function associated with this process is a bona fide clerical specialty per industry surveys, there are currently no medical credentialing-specific classifications to perform these duties. Therefore, we recommend that supervisory and journey-level medical credentialing-specific classifications - the Medical Staff Coordinator and the Credentialing Specialist, respectively - be established for allocation at the hospitals and the Multi-Service Ambulatory Care Centers (MACC).

In addition, we have reviewed and concur with the Department of Health Services' (DHS) request to create the single-position Medical Staff Services Director to report directly to the department's Chief Medical Officer. Its primary responsibility will be to establish medical credentialing policy/procedures and to ensure their consistent application among the facilities.

All three (3) classifications will include the requirement to possess Certified Provider Credentialing Specialist (CPCS) certification for appointment. The CPCS certification will professionalize these classifications by ensuring that appointees to these positions possess the necessary expertise and knowledge in physician credentialing and privileging, primary source verification, compliance with accreditation and regulatory standards, and departmental support operations related to medical credentialing.

Deleted Classifications

We are recommending the deletion of two (2) vacant non-represented classifications (Attachment A). The Assistant Director, Fiscal Services, Sheriff has been deemed an obsolete classification and is being deleted in conjunction with a reclassification (Attachment B). The one position Safety Officer, Health Services classification was replaced by the Risk Manager, Health Services (S14) which was adopted by your Board on February 16, 2010.

These recommendations are consistent with the County's strategy to reduce the number of obsolete classifications. The Sheriff's Department and DHS have been informed of and have consented to the deletions.

Title Changes

The classified Chief, Civil Service Commission & Employee Relations Commission (ERCOM) (#1107) was established as a one-position classification to support both the Civil Service and Employee Relations Commissions. In 2007, an unclassified Chief, Civil Service Commission & ERCOM (UC) (#1113) was established, reflecting the continuing implementation of Measure A. As you may recall, Measure A removed chief deputies and those next in line of authority from the classified service. Since its establishment, the unclassified position has been utilized to support the Civil Service Commission while the classified position has been utilized to support the Employee Relations Commission.

To prevent confusion between the two positions and the respective commissions that they serve, we recommend that they be title changed. Specifically, we recommend that the classified Chief, Civil Service Commission & ERCOM (#1107) and that the unclassified Chief, Civil Service Commission & ERCOM (UC) (#1113) be title changed to Chief, Employee Relations Commission and Chief, Civil Service Commission (UC), respectively.

Salary Change

An interagency salary survey, together with comparisons to similar positions in the Executive Office, supports a range increase for the unclassified Chief, Civil Service Commission (UC) from R9 to R12. This range increase does not change the incumbent's present compensation. Rather, it extends the upper range for this Management Appraisal and Performance Plan (MAPP) position.

Reclassifications

Based upon individual position studies conducted at the request of four (4) departments, we recommend that 28 positions be reclassified (Attachments B and C). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Medical Staff Credentialing Study

As described earlier, there are no medical credentialing-specific classifications to perform or supervise the clerical work associated with the physician credentialing verification and privileging process. Consequently, the department is currently utilizing various clerical and secretarial classifications to perform these duties (Attachment C).

Most facilities have two levels of work performed within their medical credentialing organizations. The clerical support staff perform the verification duties associated with credentialing (i.e., gather and verify information regarding a physician's education, residency, work experience, malpractice and adverse clinical occurrences, licenses, and any certifications issued by a board in the physician's specialty area) for initial appointment, reappointment, or temporary appointment to the medical staff. The single supervisory or senior level position at each facility reports to its respective facility's chief medical officer and reviews the work of the support staff. In addition, these supervisory positions serve as liaisons with the various medical governing committees.

The recommended reclassifications will reallocate one position at each of the three (3) hospitals to the new Medical Staff Coordinator classification. These positions will function as the facility medical credentialing supervisors. The rest of the positions will be allocated to the new Credentialing Specialist classification to function in one of two roles depending upon the facility to which they are assigned. If assigned to a MACC, the position will function as a senior-level position. If assigned to one of the hospitals, the position will function in a support staff capacity. In addition, the single position Medical Staff Services Director will replace the temporary placeholder that was included in the FY 09-10 Supplemental Budget for DHS Administration.

Bonus Provision

There are significant differences among the medical credentialing management positions in terms of size and complexity of workload, staff size, and type of medical facility to which each is assigned. Therefore, in addition to the reclassifications noted in the previous section, we recommend position-specific 22-level (5.5%) assignment bonuses for certain positions (Attachment C). These provisions eliminate the need to create additional medical credentialing classes which would ultimately have few incumbents.

Departmental Reorganization

The Sheriff's Department transferred a Supervising Operations Assistant I, Sheriff position from its Statistical Unit to the Technical Services Division, Records and Identification Bureau to manage the Crime Analysis Program. As will be discussed further, the position is now being allocated at the level of Supervising Crime Analyst, Sheriff to reflect the subordinate staff supervised and scope of work performed (Attachment D).

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for all of the recommended actions is estimated to total \$354,271 (all funds). Net County cost is estimated to be \$196,122. The breakdown of these actions is as follows:

Action	Total Budgeted Cost	Net County Cost
Medical Credentialing Study	\$146,762	None
Sheriff Reorganization	\$905	\$905
Chief, Civil Service Commission (UC) Range Change	\$28,653	\$28,653
Other individual reclassifications	\$177,951	\$166,564
Total Budgeted Cost	\$354,271	\$196,122

Cost increases associated with the upward reclassification actions, range change, and the Sheriff's Department reorganization 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.

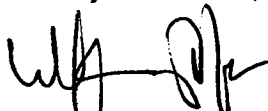
Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
July 6, 2010
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,



WILLIAM T. FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
VMH:KP:ra

Attachments (4)

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

ATTACHMENT A

CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/ Megaflex	8803	Arts Commission Manager, Performing Arts	NM	95D
Horizons/ Options	0927	Credentialing Specialist	NM	81K
Savings/ Megaflex	0928	Medical Staff Coordinator	NM	85K
Savings/ Megaflex	0929	Medical Staff Services Director	NM	92D

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
1068	Assistant Director, Fiscal Services, Sheriff
3041	Safety Officer, Health Services

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	Recommended Title Change
1107	Chief, Civil Service Commission & ERCOM	Chief, Employee Relations Commission

UNCLASSIFIED POSITION RECOMMENDED FOR TITLE AND SALARY CHANGE

Item No	Current Title	Current Salary Schedule & Level	Recommended Title Change	Recommended Salary Schedule & Level
1113	Chief, Civil Service Commission & ERCOM (UC)	N23 R9	Chief, Civil Service Commission (UC)	N23 R12

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Agricultural Inspector Aid "C" NM 61E Represented	Laboratory Assistant "C" NM 61K Represented

The subject positions are categorized "Daily as needed" (C) and are assigned to the Environmental Toxicology Laboratory's Inorganic Testing/Field Section in the Environmental Toxicology Bureau and report to an Industrial Hygiene Chemist. The positions analyze and test inorganic chemicals and wet chemistry samples for toxic contaminants. Specific duties include collecting and testing water samples from the field, washing laboratory glassware, and preparing sample bottles.

The scope of the responsibilities assigned to these positions meet the allocation criteria of Laboratory Assistant, a class which assists laboratory personnel in the performance of standard laboratory tests on specimens. In contrast, positions allocated to the Agricultural Inspector Aid class assist in agricultural inspection and enforcement work. Therefore, we recommend upward reclassification of these positions to Laboratory Assistant.

BOARD OF SUPERVISORS - ARTS COMMISSION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Administrative Services		
1	Administrative Assistant II NM 81K Represented	Arts Commission Manager NM 97D Non-Represented

The subject position is assigned to the John Anson Ford Theatres and reports to the Managing Director, John Anson Ford Theatres where it serves as the administrative and general manager over program activities and operations. The position develops strategic plans for the facilities and programs; prepares program budgets; manages contract expenditures and negotiations for major purchases and services; maintains financial records; and provides technical and administrative supervision to full-time and seasonal staff.

The assigned duties and responsibilities are consistent with the allocation criteria of the Arts Commission Manager, a classification which manages and supervises the development, implementation, and administrative activities of a portfolio of comprehensive, highly complex, multifaceted initiatives, and specialized Arts Commission programs or theatre events through subordinate professional staff. Therefore, we recommend upward reclassification to an Arts Commission Manager to support the recent restructuring of this organization.

BOARD OF SUPERVISORS - ARTS COMMISSION (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Events Services		
1	Administrative Assistant II NM 81K Represented	Arts Commission Manager, Performing Arts (New Classification) NM 95D Non-Represented
Stage Productions		
1	Administrative Assistant III NM 85K Represented	Arts Commission Manager, Performing Arts (New Classification) NM 95D Non-Represented

The subject positions report to the Managing Director, John Anson Ford Theatres and function as section heads.

The Administrative Assistant II is responsible for all front-of-the-house tasks and directs a staff comprised of ushers, vendors, catering crews, box office salespersons, and parking services employees. As a management representative, the position serves as liaison to all incoming performers by planning and coordinating their accommodations. Other duties include developing plans to generate revenue (e.g., ticket sales and selecting concession vendors) and preparing financial reports for the Managing Director.

The Administrative Assistant III oversees the daily operation of live stage events and back stage tasks by managing all audio engineers, house electricians, and crews contracted to operate sound systems, lighting boards and other technical stage equipment. It also advises technical directors, artists, and company representatives regarding the operations and technical logistics for individual live performances and makes recommendations for annual capital equipment purchases and repairs.

BOARD OF SUPERVISORS - ARTS COMMISSION (cont'd)

The Administrative Assistant II and Administrative Assistant III classifications function as administrative generalists in the central administrative staff organization of a County department analyzing and making recommendations for the solution of operation problems. In contrast, the primary work of the newly created Arts Commission Manager, Performing Arts is to manage, plan, and supervise the daily operations of back stage and front-of-the-house functions at an Arts Commission venue. As such, it is more consistent with the scope of work currently performed by the subject positions. Therefore, we recommend reclassifying both positions to Arts Commission Manager, Performing Arts.

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Events Services, Ticketing Services		
1	Administrative Assistant II NM 81K Represented	Arts Commission Program Associate NM 86A Non-Represented

The Administrative Assistant II reports to the newly reclassified Arts Commission Manager, Performing Arts and is responsible for planning and developing all ticket-related activities for the John Anson Ford Theatres. In addition, the position develops innovative ways to sell tickets, such as special promotions and discounts for buying tickets for more than one show; working with performance companies to sell tickets on their web sites; and other ticket pricing strategies such as discounts for slow days or day time shows. The position also oversees revenue collection from outside ticket agencies, assists producers in coordinating and arranging seating layout and pricing structure for all performances, conducts administrative studies of ticketing procedures and sales, and makes recommendations for improvements and new policies.

The scope of the responsibilities assigned to this position meets the allocation criteria of Arts Commission Program Associate, a class which provides both administrative and specialized program support and is involved in a variety of planning and coordination activities for an Arts Commission program. Therefore, we recommend upward reclassification to Arts Commission Program Associate.

DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Typist-Clerk NMV 62K Represented	Medical Secretary N3MV 72H Represented

The subject position is assigned to the Department of Neurology located at Harbor-UCLA Medical Center and provides full-time medical secretarial support to a Chief Physician I serving as the Chair of Neurology. The position also possesses knowledge of medical terminology to perform assigned duties which include transcribing medical documents.

This position meets the allocation criteria for Medical Secretary, a class which provides full-time secretarial assistance to a Chief Physician I or higher where the duties and responsibilities involve a substantial amount of medical terminology and require highly specialized knowledge of office functions and medical procedures. Therefore, we recommend upward reclassification to Medical Secretary.

SHERIFF'S DEPARTMENT - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Assistant Director, Fiscal Services, Sheriff N23 S12 Non-Represented	Assistant Director, Bureau Operations, Sheriff N23 S12 Non-Represented

The subject position is assigned to the Administrative Services Division in the Fiscal Administration Bureau comprised of an Accounting Unit and Contract Unit. The position functions as assistant to the division director and serves as unit head providing oversight of the Contract Unit, which consists of Contracts, Contract Compliance, Grants Administration and Grants Accounting.

Based upon the scope of responsibility, this position meets the Assistant Director, Bureau Operations, Sheriff allocation criteria to assist with directing, administering and managing the administration of a major departmental operation within the Sheriff's Department.

Therefore, we recommend lateral reclassification to Assistant Director, Bureau Operations, Sheriff, which more accurately describes the generic functions being performed. This reclass will provide consistency within the department for positions that perform similar duties and responsibilities. Additionally, since the Assistant Director, Fiscal Services, Sheriff is a vacant department-specific classification, we have recommended that it be deleted from the County Classification Plan.

SHERIFF'S DEPARTMENT – ADMINISTRATION (continued)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Employment Services Assistant II, Sheriff NM 81L Non-Represented	Administrative Services Manager I NM 93C Non-Represented
1	Employment Services Assistant III, Sheriff NM 86L Non-Represented	

The subject positions are assigned to the Sheriff's Administration Division, Personnel Services, Test Development Unit and report to an Administrative Services Manager III. The primary assignment is to develop legally defensible test materials used in conjunction with civil service examinations for sworn and civilian employees in the department. Duties include compiling and analyzing job content data from job analysis interviews, questionnaires, subject matter experts, and other related sources to develop test criteria, selection plans, technical reports and selection instruments. Other responsibilities include leading or supporting special projects to create and improve department personnel practices.

The assignment's complexity and scope of responsibilities related to test development are most consistent with those typically allocated at the level of Administrative Services Manager I, a class which provides specialized personnel, budget, or other administrative support services. Therefore, we recommend upward reclassification of these positions to Administrative Services Manager I.

ATTACHMENT C

**RECOMMENDED RECLASSIFICATIONS FOR
MEDICAL STAFF CREDENTIALING STUDY POSITIONS
(All positions are represented unless otherwise indicated)**

Department	No of Pos	Present Classification	No of Pos	Classification Findings
Coastal Cluster	1	Staff Analyst, Health - #4593A (NM 96D) <i>Non-Represented</i>	1	Medical Staff Coordinator - #0928A (NM 85K) <i>Non-Represented</i>
	1	Supervising Typist-Clerk - #2219A (NMV 67D)	1	Credentialing Specialist - #0927A (NM 81K)
Northeast Cluster – LAC+USC Medical Center	1	Head, Staff Services - #0934A (NM 90D) <i>Non-Represented</i>	1	Medical Staff Coordinator - #0928A** (NM 85K) <i>Non-Represented</i>
	3	Senior Clerk - #1140A (NMV 66E)	1	Credentialing Specialist - #0927A** (NM 81K)
			2	Credentialing Specialist - #0927A (NM 81K)
2	Senior Typist-Clerk - #2216A (NMV 67D)	2	Credentialing Specialist - #0927A (NM 81K)	
Rancho Los Amigos	2	Administrative Assistant III - #0889A (NM 85K)	1	Credentialing Specialist - #0927A (NM 81K)
			1	Medical Staff Coordinator - #0928A (NM 85K) <i>Non-Represented</i>
Southwest Cluster – MLK) - MACC	1	Staff Assistant I - #0907A (NM 73E)	1	Senior Typist-Clerk - #2216A (NMV 67D)
	1	Staff Assistant II - #0913A (NM 80E)	1	Credentialing Specialist - #0927A** (NM 81K)
	1	Secretary III - #2096A (NMV 71H)	1	Credentialing Specialist - #0927A (NM 81K)
Valleycare Cluster – High Desert MACC	1	Intermediate Typist-Clerk - #2214A (NMV 62K)	1	Credentialing Specialist - #0927A** (NM 81K)
Valleycare Cluster – Olive View Medical Center	1	Administrative Assistant III - #0889A (NM 85K)	1	Medical Staff Coordinator - #0928A (NM 85K) <i>Non-Represented</i>
	1	Intermediate Typist-Clerk - #2214A (NMV 62K)	1	Credentialing Specialist - #0927A (NM 81K)
	1	Senior Typist-Clerk - #2216A (NMV 67D)	1	Credentialing Specialist - #0927A (NM 81K)
Total	17			

****Assignment Bonus: Appointees entitled to a 22-level (5.5%) bonus for the duration of the assignment. This bonus shall constitute a base rate.**

ATTACHMENT D

RECOMMENDATION FOR OTHER POSITION CHANGES

SHERIFF'S DEPARTMENT – GENERAL SUPPORT SERVICES

Position to Exchange and Salary	Original Location/Assignment	New Position Requested and Salary	Requested Location/Assignment
Supervising Operations Assistant I, Sheriff NM 91G Non-Represented	Statistical Unit, Technical Services Division	Supervising Crime Analyst, Sheriff NM 91L Non-Represented	Technical Services Division, Records and Identification Bureau

The subject position was originally allocated to the Statistical Unit in the Technical Services Division. Currently, the position is assigned to the Technical Services Division of the Records and Identification Bureau where it provides direct technical and administrative supervision over the Crime Analysis Program comprised of Crime Analyst, Sheriff positions. Specifically, it is responsible for assigning and reviewing the work of the Criminal Analysis Program, ensuring compliance with Crime Analysis Program's protocol and industry standards, and providing technical expertise to subordinate staff.

By definition, the Supervising Crime Analyst, Sheriff, classification is responsible for supervision of Crime Analyst, Sheriff positions and department-wide coordination of crime trends and statistics. The Supervising Crime Analyst, Sheriff class better describes the specific functions being performed versus positions allocated to Supervising Operations Assistant I, Sheriff, a class which is responsible for providing both technical and administrative supervision to support staff and involved in a wide variety of assignments. Therefore, we are recommending that this position transfer be allocated at the level of Supervising Crime Analyst, Sheriff.