COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

August 20, 2002

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
(3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes, to implement classification studies, and to correct the salaries for two classes.

PURPOSE OF RECOMMENDED ACTIONS

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a more timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

JUSTIFICATION

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. 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 downward, laterally, and upward are consistent with the class concepts of the new positions. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A, B, and C).

Power and Drilling Series

A classification study was conducted of the Power and Drilling series for positions allocated to the Department of Public Works. Due to organizational changes made within the Department, all drilling operations have been combined into one drilling section. The consolidated structure and the expansion of the Public Works drilling operations have created the need for a full supervisor over 14 positions in field units and a senior position to assist satellite crews in other locations.

The current classes have been replaced with a new generic Driller series comprised of a Driller, Senior Driller, and Supervising Driller (Attachment C). These new classes more accurately describe the level of work and responsibilities now assigned to the positions. This effort also fully supports DHR's strategy to reduce the overall number of classifications countywide and to develop generic classifications where feasible.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost increase resulting from these actions is $37,600 annually based upon salaries as of October 1, 2002.

Most of the cost from these actions relates to the 15 upward position reclassifications. The individuals promoted as a result of these upward reclasses would receive an increase of approximately 5 ½ percent. Any current cost increase will be absorbed within the Board adopted budget for each affected department. No additional funding is required. There may be minimal costs associated with lateral reclassifications. This occurs when the salary of the new position is not exactly the same as the position that is laterally reclassified. Such lateral reclassifications must not exceed 2 ¾ percent.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Deletions

Three (3) non-represented classes are being deleted from the County's classification system (Attachment A). This is in line with the DHR strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

Creation of New Classes

Four (4) new classes are being created in the County's classification system to more accurately reflect the level of work and scope of responsibilities assigned (Attachment A).

Correction to Salaries

The salaries of two (2) classes which were approved in DHR's FY 2002-2003 Proposed Budget Board letter on June 26, 2002 are being corrected to reflect the current rates effective July 2, 2002 (Attachment A).

Reclassifications

Twenty-six (26) positions in four (4) departments are being recommended for reclassification (Attachments B and 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.

Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

Michael J. Henry
Director of Personnel

MJH:STS
AW:vmh

Attachments (3)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

Reclass cover letter
8/5/02 2:47 PM

Attachment A

CLASSES RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level
Choices	7322	Driller	F $ 4,538.30
Choices	7324	Driller Supervisor	F $ 5,219.00
Choices	7323	Senior Driller	F $ 4,765.32
Options	1161	Supervising Sign Language Specialist	76D

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
4592	Chief, Inspection & Audit Division
9294	Special Assistant, Attorney, DA
9295	Special Assistant, Attorney, DA

SALARY CORRECTION

Savings/Health Plan	Item No.	Title	Salary Schedule & Level	
N/A	2482	Student Professional Worker, Information Technology	07/02/02 10/01/02	14.20 14.63
N/A	2481	Student Worker, Information Technology	07/02/02 10/01/02	11.76 12.11

Attachment B

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
6	Interpreter 58K Represented	Sign Language Specialist 72D (New class - created in FY 2002-03 Proposed budget Board letter)
1	Supervising Interpreter 62K Non-Represented	Supervising Sign Language Specialist 76D (New class)

The Interpreter positions are assigned to the Deaf Services Division of the Covina Regional Office and provide American Sign Language interpretation services to deaf and hard of hearing children, their parents, and other family members. The Interpreter and Supervising Interpreter classes are being reclassified to more accurately reflect the specialized knowledge and skills required in American Sign Language interpretation which are clearly distinct from the bilingual oral interpretation services typically performed by incumbents in the Interpreter series. The reclassification also recognizes that the American Sign Language interpreter is a hard-to-recruit class because of the shortage of qualified candidates.

DEPARTMENT OF HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Staff Analyst, Health 90B Non-Represented	Departmental Civil Service Rep. 88B Non-Represented
1	Senior Staff Analyst, Health N23 R9 Non-Represented	Departmental Civil Service Rep. 88B Non-Represented
1	Warehouse Worker I 61A Represented	Warehouse Worker Aid 59A Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)

The Staff Analyst, Health and the Senior Staff Analyst, Health positions are assigned to the Advocacy Unit in the Department's Corporate Office of Human Resources. The primary function performed by both positions is to represent departmental management as advocates before the Civil Service Commission and the Employee Relations Commission. Since the duties and responsibilities performed by the incumbents are fully consistent with Departmental Civil Service Representative class concept, these positions are being reclassified downward.

The Warehouse Worker I position is assigned to the Department's Emergency Medical Services Division. Due to a recent reorganization and the allocation of additional staffing, the position no longer performs the duties and responsibilities of a Warehouse Worker I. Therefore, the position is being reclassified downward.

DEPARTMENT OF HEALTH SERVICES – COASTAL CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Medical Technology Instructor 87B Represented	Laboratory Quality Control Coord. 88H Represented

The Medical Technology Instructor position is assigned to the Pathology Department at Harbor-UCLA Medical Center and is responsible for establishing and maintaining a quality control program for all sections of the laboratory to ensure the continued compliance with all legal and accrediting agency standards. The incumbent independently plans a quality control program, selects methods and techniques to establish and maintain quality control standards, resolves technical quality control-related problems, and coordinates and implements approved programs with laboratory staff. The incumbent fully meets the class concept of the Laboratory Quality Control Coordinator classification. Therefore, upward reclassification of this position is appropriate.

DEPARTMENT OF HEALTH SERVICES – RANCHO LOS AMIGOS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Medical Electronics Technician F $4,592.75 Represented	Medical Electronics Technician Working Supervisor F $5,052.04 Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)

The subject position is assigned to the Safety Environmental Care Unit of the Biomedical Department and is responsible for the supervision of four Medical Electronic Technician positions and two Senior Equipment Maintenance Workers responsible for the repair and maintenance of medical equipment used in patient diagnosis and treatment. Since the subject position has primary responsibility for assigning and evaluating the work of the aforementioned positions, reclassification to the position of Medical Electronics Technician Working Supervisor is appropriate.

SHERIFF – ADMINISTRATION

Number of Positions	Present Classification And Salary	Classification Findings And Salary
3	Management Secretary V 81H Non-Represented	Senior Management Secretary IV 83H Non-Represented

The three subject positions are each assigned to provide full-time secretarial assistance to an Assistant Sheriff (UC) position (R17). The current organizational structure of the Department's executive and management staff has created a compression of executive level secretarial classes such that the subject positions hold the same budgeted secretarial classification as the secretarial staff assigned to the lower level Division Chief positions (R16). Within the County, secretarial allocations are made at progressively higher levels based upon the level of the supervisor to which the position is assigned. In consideration of the Department's size, scope, complexity and diversity of operations as well as the County's secretarial classification plan, the subject positions are being recommended for an upward reclassification to the next promotional level of Senior Management Secretary IV.

SHERIFF – DETECTIVE SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Typist Clerk 56D Represented	Operations Assistant I, Sheriff 66H Represented

The subject position is assigned to the Detective Information Resource Center located in the Department's Commercial Crimes Bureau, Detective Division. The incumbent assists the investigative process by providing general staff support and specialized clerical support to detectives and investigators. Specifically, the position is responsible for receiving and researching investigative leads regarding suspects to crimes. Since the level of work and scope of responsibility assigned to the subject position is consistent with the class concept of the Operations Assistant I, Sheriff, the upward reclassification of this position is appropriate as well.

Attachment C

RECOMMENDED RECLASSIFICATIONS - DEPARTMENT OF PUBLIC WORKS
POWER AND DRILLING SERIES

No. of Pos	Present Classification	Current Salary	Classification Findings	Proposed Salary
1	Diamond Driller & Grouter Working Supervisor	F $4,992.14	Driller Supervisor	F $5,219.00
1	Diamond Driller & Grouter	F $4,538.30	Senior Driller	F $4,765.32
4	Diamond Driller & Grouter	F $4,538.30	Driller	F $4,538.30
4	Well Driller	F $4,538.30		
Total: 10				

ANALYSIS

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

- Deleting three (3) non-represented employee classifications;
- Adding and establishing the salaries of four (4) employee classifications;
- Correcting the salaries of two (2) existing employee classifications; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Health Services, Public Works, and Sheriff.

LLOYD W. PELLMAN
County Counsel

By: _____
LESTER J. TOLNAI
Principal Deputy County Counsel
Management Services Division

LJT:vmh
7/23/02 4:06 PM

ORDINANCE NO. 2002-0065

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code to reflect classification changes to implement classification studies.

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

SECTION 1. Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
~~4592~~	~~CHIEF, INSPECTION & AUDIT DIVISION~~	~~01/01/2000~~	~~N23~~	~~R12~~
		~~10/01/2000~~	~~N23~~	~~R12~~
		~~10/01/2001~~	~~N23~~	~~R12~~
		~~10/01/2002~~	~~N23~~	~~R12~~
~~9294~~	~~SPECIAL ASSISTANT, ATTORNEY, DA~~	~~01/01/2000~~	~~N3~~	~~78J~~
		~~10/01/2000~~	~~N3~~	~~80C~~
		~~10/01/2001~~	~~N3~~	~~81D~~
		~~10/01/2002~~	~~N3~~	~~82A~~
~~9295~~	~~SPECIAL ASSISTANT, ATTORNEY, DA~~	~~01/01/2000~~	~~NX~~	~~90B~~
		~~10/01/2000~~	~~NX~~	~~91G~~
		~~10/01/2001~~	~~NX~~	~~92H~~
		~~10/01/2002~~	~~NX~~	~~93E~~

SECTION 2. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
7322	DRILLER	08/27/02 *	F	4538.30
		09/01/02	F	4674.45

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
7324	DRILLER SUPERVISOR	08/27/02 *	F	5219.00
		09/01/02	F	5375.57
7323	SENIOR DRILLER	08/27/02 *	F	4765.32
		09/01/02	F	4908.17
1161	SUPVG SIGN LANGUAGE SPECIALIST	08/27/02 *		76D
		10/01/02		77E

SECTION 3. Section 6.28.050 is hereby amended to correct the salaries of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
2482	STUDENT PROF WORKER,INFO TECH	~~07/02/02~~	~~13.85~~
		~~07/01/02~~	~~14.20~~
		~~10/01/02~~	~~14.63~~
		07/02/02	14.20
		10/01/02	14.63
2481	STUDENT WORKER,INFO TECH	~~07/02/02~~	~~11.47~~
		~~07/01/02~~	~~11.76~~
		~~10/01/02~~	~~12.11~~
		07/02/02	11.76
		10/01/02	12.11

SECTION 4. Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1154A~~	~~6~~	~~INTERPRETER~~
~~1155A~~	~~1~~	~~SUPERVISING INTERPRETER~~

SECTION 5. Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1160A	6	SIGN LANGUAGE SPECIALIST
1161A	1	SUPVG SIGN LANGUAGE SPECIALIST

SECTION 6. Section 6.78.010 (Department of Health Services - Administration) is hereby amended to change the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1881A	~~2~~	4	DEPARTMENTAL CIVIL SERVICE REP
4594A	~~27~~	26	SENIOR STAFF ANALYST,HEALTH
4593A	~~64~~	63	STAFF ANALYST,HEALTH
2331A	~~5~~	4	WAREHOUSE WORKER I
2329A	~~5~~	6	WAREHOUSE WORKER AID

SECTION 7. Section 6.78.055 (Department of Health Services - Coastal cluster) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4900A~~	~~1~~	~~MEDICAL TECHNOLOGY INSTRUCTOR~~

SECTION 8. Section 6.78.055 (Department of Health Services - Coastal cluster) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4902A	1	LABORATORY QUALITY CONTROL COORD

SECTION 9. Section 6.78.065 (Department of Health Services - Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6533A	1	MEDICAL ELECTRONICS TECH WKG SUPVR

SECTION 10. Section 6.78.065 (Department of Health Services - Rancho Los Amigos) is hereby amended to change the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6531A	~~5~~	4	MEDICAL ELECTRONICS TECHNICIAN

SECTION 11. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~7314A~~	~~5~~	~~DIAMOND DRILLER & GROUTER~~
~~7317A~~	~~1~~	~~DIAMOND DRILLER & GROUTER WKG SUPVR~~
~~7320A~~	~~4~~	~~WELL DRILLER~~

SECTION 12. Section 6.109.010 (Department of Public Works) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7322A	8	DRILLER
7324A	1	DRILLER SUPERVISOR
7323A	1	SENIOR DRILLER

SECTION 13. Section 6.120.010 (Sheriff - Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2117A	3	SENIOR MANAGEMENT SECRETARY IV

SECTION 14. Section 6.120.010 (Sheriff - Administration) is hereby amended to change the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2111A	~~6~~	3	MANAGEMENT SECRETARY V

SECTION 15. Section 6.120.013 (Sheriff - Detective services) is hereby amended to change the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2214A	~~33~~	32	INTERMEDIATE TYPIST-CLERK
1228A	~~12~~	13	OPERATIONS ASSISTANT I,SHERIFF

SECTION 16. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

* The Executive Officer/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 classification added to Section 6.28.050 of the County Code.

[ClassMaintVHDHR]
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SECTION 17. This ordinance shall be published in The Daily Commerce a newspaper printed and published in the County of Los Angeles.

Chairman

ATTEST:

Violet Varona-Lukens
Executive Officer - Clerk of the Board of
Supervisors of the County of Los Angeles

I hereby certify that at its meeting of August 27, 2002, the foregoing ordinance was adopted by the Board of Supervisors of said County of Los Angeles by the following vote, to wit:

	Ayes		Noes
Supervisors	Gloria Molina	Supervisors	None
	Yvonne Brathwaite Burke		
	Don Knabe		
	Michael D. Antonovich		
	Zev Yaroslavsky		

Effective Date: August 27, 2002

~~Operative Date~~: _____

Violet Varona-Lukens
Executive Officer - Clerk of the Board of
Supervisors of the County of Los Angeles

hereby certify that pursuant to
ection 25103 of the Government Code,
elivery of this document has been made.
VIOLET VARONA-LUKENS
Executive Officer
Clerk of the Board of Supervisors
Deputy

APPROVED AS TO FORM:
LLOYD W. PELLMAN
County Counsel

By _____
Raymond G. Fortner, Jr.
Chief Deputy County Counsel

Cert Form(Rev 12/01)