COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 14, 2004

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)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and to implement the results of classification studies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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 timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

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

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.

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 upward and laterally are consistent with the class concepts of their 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 of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is $17,489 annually based upon salaries as of October 1, 2004. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. With the exception of upward reclassifications involving MAPP classes, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. There may be minimal costs associated with lateral reclassifications. This occurs when the salary range assignment of the new class is not exactly the same as the class from which a position is laterally reclassified. The cost differential associated with such lateral reclassifications must be less than 2.75 percent. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Deleted Class

One (1) vacant non-represented class is being recommended for deletion from the County's Classification Plan (Attachment A) to reflect the continuing implementation of Measure A ratified at the special election on March 7, 2000. Measure A removed chief deputies and assistants or deputies next in line of authority from the Civil Service System. The class recommended for deletion has been replaced with an equivalent unclassified counterpart. Class deletions are consistent with the DHR strategy to reduce the overall number of County classes. The affected department has been informed of and has consented to the deletion.

Reclassifications

There are 10 positions in four (4) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. These positions would be more appropriately allocated to the classes recommended. Moreover, reclassification of some of these positions will facilitate the deletion of the respective classes once they become vacant.

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 Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- 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
CRH:vmh

Attachments (2)

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

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ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR DELETION

Item No.	Title
3010	Deputy Director, Animal Care and Control

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF COMMUNITY AND SENIOR SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Supervising Administrative Assistant III 90K Non-represented	Administrative Services Manager II 90J Non-represented

The subject position is assigned to the Department's Human Resources Office and reports directly to a Personnel Officer II as second-in-command. The position is responsible for the supervision of six positions including two (2) Senior Departmental Personnel Technicians assigned to Employee Relations, Classification, Operations, and Recruitment and Selection. The work assignment is consistent with positions allocated to the class of Administrative Services Manager II (ASM II), a class established to supervise a central administrative staff unit providing budget, personnel, or other administrative services. Therefore, lateral reclassification is recommended to ASM II.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Librarian IV 82L Represented	Librarian V 84L Represented
1	Library Assistant II 67L Represented	Library Assistant III 69L Represented

The two positions above are located at the new East Los Angeles Library. This new library is nearly double the size of the former facility in terms of square footage and material holdings. Furthermore, the library can now be categorized as a "very large community library" based upon the size of staff now required to operate the new facility. Based upon their assignment to a "very large community library" and the size of staff supervised, both the Librarian IV and Library Assistant II positions currently allocated to the East Los Angeles facility meet the criteria for upward reclassification to Librarian V and Library Assistant III, respectively. Therefore, upward reclassification is recommended.

ATTACHMENT B

DEPARTMENT OF PUBLIC WORKS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief, Administrative Services, Public Works R13 Non-represented	Chief, Administrative Operations, Public Works R13 Non-represented (5 positions total)
1	Chief, Budget & Fund Management, Public Works R13 Non-represented	
1	Chief, Fiscal Division, Public Works R13 Non-represented	
1	Chief, Information Systems, Public Works R13 Non-represented	
1	Chief, Personnel and Public Affairs R13 Non-represented.	

Five (5) single-position Range 13 classes in the Department of Public Works are being recommended for lateral reclassification to the newly established generic Range 13 class of Chief, Administrative Operations, Public Works. Once the five (5) classes are vacated, they will be deleted from the Classification Plan.

ATTACHMENT B

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Educational Development Administrator, Sheriff R10 Non-represented	Assistant Director, Bureau Operations, Sheriff R12 Non-Represented
1	Operations Assistant III, Sheriff 80J Represented	Administrative Services Manager I 87J Non-represented

The Educational Development Administrator, Sheriff was originally established as a one-position class to develop and administer academic curriculum for sworn and civilian employees of the Sheriff's Department. As a result of the expansion of the management role of this position, the Educational Development Administrator, Sheriff is now responsible for managing multiple Training Bureau Units and functions through subordinate supervisors. These management responsibilities meet the allocation criteria for the class of Assistant Director, Bureau Operations, Sheriff. Therefore, upward reclassification is recommended.

The Operations Assistant III, Sheriff position is assigned to the Contract Law Unit and is responsible for the negotiation and renegotiation of service agreements with the Court system for contract security services provided by the Sheriff's Department. The position has extensive liaison responsibilities with the Auditor-Controller and with County Counsel on issues involving the interpretation of service agreement memoranda of understanding. The position also provides technical direction to the two Operations Assistant II positions assigned to the Unit. Based upon the assigned duties, the position meets the class concept for Administrative Services Manager I which may "...directly provide specialized administrative support services within a County department." Therefore, upward reclassification is recommended.

ANALYSIS

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

- Deleting one (1) non-represented employee classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Community and Senior Services, Public Library, Public Works, and Sheriff.

RAYMOND G. FORTNER, JR.
County Counsel

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

LJT:vmh
12/1/2004 11:01 AM

ORDINANCE NO. 2005-0003

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the deletion, addition, and/or changing of certain classifications and number of ordinance positions in various departments to implement the results of 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 class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
~~3010~~	~~DEPY DIRECTOR, ANIMAL CARE & CONTROL~~	~~10/01/2002~~	~~N23~~	~~R9~~
		~~01/01/2005~~	~~N23~~	~~R9~~
		~~01/01/2006~~	~~N23~~	~~R9~~

SECTION 2. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	1	ADMINISTRATIVE SERVICES MANAGER II

SECTION 3. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0898A	~~3~~	2	SUPVG ADMINISTRATIVE ASSISTANT III

SECTION 4. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8337A	~~40~~	39	LIBRARIAN IV
8339A	~~8~~	9	LIBRARIAN V
8327A	~~27~~	26	LIBRARY ASSISTANT II
8330A	~~14~~	15	LIBRARY ASSISTANT III

SECTION 5. 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
~~1064A~~	~~1~~	~~CHIEF,ADMINISTRATIVE SERVICES,PW~~
~~1026A~~	~~1~~	~~CHIEF,BUDGET & FUND MANAGEMENT,PW~~
~~1039A~~	~~1~~	~~CHIEF,FISCAL DIVISION,PUBLIC WORKS~~

~~1029A~~	~~1~~		~~CHIEF,INFORMATION SYSTEMS,PW~~
~~1877A~~	~~1~~		~~CHIEF,PERSONNEL & PUBLIC AFFAIRS,PW~~

SECTION 6. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1028A	~~1~~	6	CHIEF,ADMINISTRATIVE OPERATIONS,PW

SECTION 7. Section 6.120.010 (Sheriff's Department – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
~~1857A~~	~~1~~		~~EDUCATIONAL DEVELOPMENT ADMR,SHER~~

SECTION 8. Section 6.120.010 (Sheriff's Department – Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0996A	~~7~~	8	ASST DIR,BUREAU OPERATIONS,SHERIFF

SECTION 9. Section 6.120.015 (Sheriff's Department – Patrol) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1230A	~~20~~	19	OPERATIONS ASSISTANT III,SHERIFF

SECTION 10. Section 6.120.015 (Sheriff's Department – Patrol) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	1	ADMINISTRATIVE SERVICES MANAGER I

[Reclass1104LTCOC]

SECTION 11. This ordinance shall be published in The Metropolitan News a newspaper printed and published in the County of Los Angeles.

Gloria Molina

Chair

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 January 4, 2005 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	Yvonne B. Burke	Supervisors	None
	Zev Yaroslavsky		
	Don Knabe		
	Michael D. Antonovich		
	Gloria Molina		

Effective Date: February 3, 2005

~~Operative Date:~~

Violet Varona-Lukens

Executive Officer - Clerk of the Board of Supervisors of the County of Los Angeles

ereby certify that pursuant to
ction 25103 of the Government Code,
livery of this document has been made.
VIOLET VARONA-LUKENS
Executive Officer
Clerk of the Board of Supervisors

By Kathy Jian
Deputy

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By

Raymond G. Fortner, Jr.
County Counsel

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