



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

*To enrich lives through effective and caring service*

September 16, 2003

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 TO IMPLEMENT  
THE FISCAL YEAR (FY) 2003-2004 BUDGET  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add five (5) new classes, to delete thirteen (13) non-represented classes, to change the title of one (1) non-represented class, and to update the departmental provisions to reflect positions allocated in the FY 2003-2004 Final Budget.

**PURPOSE OF RECOMMENDED ACTIONS**

The amendment of County Code Section 6.28.050 to reflect new classes, title changes, and deleted classes is an established part of the annual budget process. Your Board's approval of the accompanying ordinance will also update Title 6 of the County Code to appropriately reflect positions approved in the FY 2003-2004 Final Budget.

Implementation of Strategic Plan

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 this ordinance will provide the authority for County departments to fill new positions for classes allocated in the Final Budget of 2003-2004. These recommendations are a routine part of the annual budget process.

**FISCAL IMPACT/FINANCING**

The cost of and financing for these recommendations have been included in the FY 2003-2004 Final Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

New Classes, Deleted Classes, and Title Changes

The specific classification actions listed in Attachment A have been proposed by departments in their annual budget requests and have been reviewed by the Department of Human Resources (DHR). 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.

New Classes

A total of five (5) non-represented classes are being created.

The Commission of HIV Health Services has been transferred from the Department of Health Services to the Executive Office of the Board of Supervisors. This transfer and its accompanied approved staffing necessitated the creation of four (4) classes to support the research, planning and evaluation functions needed to derive effective use of funds under the Comprehensive AIDS Resource Emergency (CARE) Act.

The remaining class being created is for the position responsible for the operations of the Antelope Valley Rehabilitation Centers (Acton and Warm Springs). This action will provide the appropriate class and salary for the position and will allow the department to conduct recruitment specific to the class.

#### Deleted Classes

Thirteen (13) non-represented classes are being deleted from the County's classification plan. Class deletions are consistent with the DHR strategy to reduce the overall number of County classes.

#### Title Change

One (1) non-represented class is title changed to align with the new department name.

#### Departmental Provisions – Budget Implementation

Most of the new positions authorized by your Board for the FY 2003-2004 Budget were implemented in an earlier ordinance. This ordinance will implement new positions provided for in the FY 2003-2004 Final Budget.

#### Authority

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County.

#### Approvals

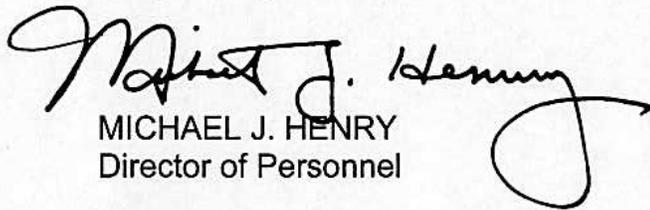
- The Chief Administrative Office has reviewed these recommendations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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

Your approval of these recommendations will enable departments to effect personnel actions associated with the recently approved budget for FY 2003-2004. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,



MICHAEL J. HENRY  
Director of Personnel

MJH:STS  
AW:vmh

Attachment

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

Final Budget 0304 Board Letter  
8/26/03 5:35 PM

**ATTACHMENT A****NON-REPRESENTED CLASS RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

<b>Savings/ Health Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Savings	8058	Chief, Rehabilitation Centers	R10
Savings	1020	Executive Director, Commission on HIV Health Services	R11
Savings	0961	Principal Staff Analyst, Commission Services	96K
Savings	0960	Senior Staff Analyst, Commission Services	90K
Savings	0959	Staff Analyst, Commission Services	87K

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
3357	Assistant Director, Public Works
8896	Chief, Administrative Services, Beaches & Harbors
8507	Chief, Exhibitions Division, Museum of Art
2850	Chief, Office of Public Safety
1755	Chief Statistical Analyst, Health Services

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION (cont'd)**

<b>Item No.</b>	<b>Title</b>
8047	Director, Rehabilitation Centers
0719	Fiscal Advisor, Auditor-Controller
4410	Poison Control Information Specialist
4412	Poison Control Information Specialist Supervisor
4599	Program Director, Drug Abuse, Health Services
5573	Pulmonary Physiology Laboratory System Specialist
0964	Records Management Analyst
9091	Senior Division Chief, Children & Family Services

**NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
1122	Division Manager, Registrar Recorder	Division Manager, Registrar-Recorder/ County Clerk