COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

February 14, 2006

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 and compensation changes, to implement the results of classification studies, and to make technical corrections.

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 compensation and classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational 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 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 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

There is no projected budgeted net County cost resulting from these actions. Cost increases associated with upward reclassification actions and MAPP compensation adjustments will be absorbed within the Board's adopted budget for each affected department. No additional funding is required. Incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Restoration of Former Class

The Head, Transportation and Equipment Services class is being restored to oversee the newly established tree trimming crews who provide services on a countywide basis. During fiscal curtailments in 1997, the class was vacant and subsequently deleted. This classification would also be responsible for the maintenance, repair, and disposal of automotive, trucking, and heavy construction equipment needed for landscaping, weed control, and tree planting.

Salary Changes

Two (2) MAPP classes are being recommended for salary change to provide compensation that appropriately recognizes the level of duties and responsibilities assigned.

Salary Corrections

Corrections to salary schedules are being recommended for six (6) classes that were included in the Chief Administrative Office's December 20, 2005 Board letter. Due to timing issues associated with the ordinance adoption date, inadvertent errors resulted relating to the effective dates and corresponding salary levels. The recommended changes will correct the effective dates and corresponding salary levels.

Reclassifications

There are six positions in three (3) departments being recommended for reclassification (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.

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 initiated 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
SM:vmh

Attachments (2)

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

G:\C & S Division\Board Letters\FY 2005-06 RECLASS LETTERS\February 14, 2006 reclass\Reclass Letter 2-14-06 (FINAL).doc

ATTACHMENT A

NON-REPRESENTED CLASS RECOMMENDED FOR RESTORATION

Item No.	Title	Salary Schedule Level
6037	Head, Transportation and Equipment Services	95A

NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
0991	Chief, Administration and Contract Services, Animal Care and Control	N23 R8	N23 R9
4631	Chief, Information Systems, Health (UC)	N23 R14	N23 R16

CLASSES RECOMMENDED FOR SALARY CORRECTION

Item No.	Title	Current Salary Schedule & Level		Recommended Correction to Salary Schedule & Level	
1762	Chief Epidemiologist, Public Health	01/01/2006 01/10/2006	NW 99F NW 98G	01/01/2006 01/10/2006	NW 98G NW 99F
0937	Crime Analysis Program Manager	01/01/2006 01/10/2006	93D 92E	01/01/2006 01/10/2006	87C 93D
1622	Program Assistant	01/01/2006 01/10/2006	82H 81J	01/01/2006 01/10/2006	79A 82H
8160	Psychiatric Tech Interim Permittee	01/01/2006 01/10/2006	NA 65F NA 64G	01/01/2006 01/10/2006	NA 64G NA 65F
0940	Supervising Crime Analyst, Sheriff	01/01/2006 01/10/2006	88D 87E	01/01/2006 01/10/2006	85B 88D
1760	Supervising Epidemiologist	01/01/2006 01/10/2006	NW 93F NW 92G	01/01/2006 01/10/2006	NW 92G NW 93F

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
4	Animal Control Officer I 64G Represented	Animal Health Technician 72A Represented

The subject positions are assigned to veterinary clinics within the Department's animal shelters to perform certain advanced level paramedical veterinary procedures under the direction of a licensed veterinarian. The reclassification of these positions will allow the department to meet critical staffing needs for certified veterinarian technicians. Therefore, an upward reclassification to Animal Health Technician is recommended.

DEPARTMENT OF HEALTH SERVICES – SOUTHWEST CLUSTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Supervising Typist-Clerk NV 63H Represented	Administrative Assistant III 82C Represented

The subject position is assigned to the Hubert Humphrey Comprehensive Health Center and is responsible for managing a variety of highly complex operations and budgetary projects and for supervising administrative support, procurement, and warehousing staff. In addition to performing special administrative projects as assigned, the position also serves as the Contract Audit liaison over approximately twenty-two (22) standard contracts and as the Human Resources liaison interacting directly with Department of Health Services (DHS) Human Resources staff to resolve personnel issues.

The duties and responsibilities are comparable with Administrative Assistant III positions allocated in other DHS comprehensive health centers. Therefore, an upward reclassification to Administrative Assistant III is recommended.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Typist-Clerk NV 63H Represented	Procurement Aid 64H Represented

The subject position reports to an Electronics Communications Technician Supervisor and is assigned to the Radio Field Maintenance Section in the Radio Systems Division where it performs procurement processing for equipment and supplies. This includes preparing, processing, and maintaining procurement documents; receiving and processing shipments; and working with vendor suppliers to resolve basic order-related problems. The scope, level, and variety of work assigned is consistent with the definition and allocation standards for the Procurement Aid class which participates in the procurement process of a variety of supply items or services. Therefore, we are recommending an upward reclassification to Procurement Aid.

ANALYSIS

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

- Restoring the title and establishing the salary of one (1) former employee classification;
- Changing the salary of two (2) non-represented employee classifications;
- Correcting the salary schedules of six (6) employee classifications;
- Adding and changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, Health Services, and Internal Services.

RAYMOND G. FORTNER, JR.
County Counsel

By: Sheilah Curtis
SHEILAH CURTIS
Principal Deputy County Counsel
Labor & Employment Division

LJT:vmh

Requested: 01/26/06
Revised: 02/01/06

ORDINANCE NO. 2006-0012

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, and changing of certain classifications, salary schedules, and number of ordinance positions in various departments as a result 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 add the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
6037	HEAD,TRANSP & EQUIP SERVICES	02/21/2006*	95A

SECTION 2. Section 6.28.050 is hereby amended to change only the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
0991	CHIEF,ADMIN & CONTRACT SERVS,AC&C	10/01/2002	N23 R8
		01/01/2005	N23 R8
		01/01/2006	N23 R8
		02/21/2006*	N23 R9
4631	CHF,INFORMATION SYSTEMS,HEALTH(UC)	10/01/2002	N23 R14
		01/01/2005	N23 R14
		01/01/2006	N23 R14
		02/21/2006*	N23 R16

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

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1762	CHIEF EPIDEMIOLOGIST,PUBLIC HEALTH	~~01/01/2006~~	~~NW~~	~~99F~~
		~~01/10/2006~~	~~NW~~	~~98G~~
		01/01/2006	NW	98G
		01/10/2006	NW	99F
0937	CRIME ANALYSIS PROGRAM MANAGER	10/01/2002		85E
		01/01/2005		86D
		~~01/01/2006~~		~~93D~~
		~~01/10/2006~~		~~92E~~
		01/01/2006		87C
		01/10/2006		93D
1622	PROGRAM ASSISTANT	10/01/2002		77C
		01/01/2005		78B
		~~01/01/2006~~		~~82H~~
		~~01/10/2006~~		~~81J~~
		01/01/2006		79A
		01/10/2006		82H
8160	PSYCHIATRIC TECH INTERIM PERMITTEE	~~01/01/2006~~	~~NA~~	~~65F~~
		~~01/10/2006~~	~~NA~~	~~64G~~
		01/01/2006	NA	64G
		01/10/2006	NA	65F
0940	SUPERVISING CRIME ANALYST,SHERIFF	10/01/2002		83D
		01/01/2005		84C
		~~01/01/2006~~		~~88D~~
		~~01/10/2006~~		~~87E~~
		01/01/2006		85B
		01/10/2006		88D
1760	SUPERVISING EPIDEMIOLOGIST	~~01/01/2006~~	~~NW~~	~~93F~~
		~~01/10/2006~~	~~NW~~	~~92G~~
		01/01/2006	NW	92G
		01/10/2006	NW	93F

SECTION 4. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2979A	~~80~~	76	ANIMAL CONTROL OFFICER I
2986A	~~7~~	11	ANIMAL HEALTH TECHNICIAN

SECTION 5. Section 6.78.075 (Department of Health Services – Southwest cluster) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0889A	~~1~~	2	ADMINISTRATIVE ASSISTANT III
2219A	~~11~~	10	SUPERVISING TYPIST-CLERK

SECTION 6. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2343A	~~4~~	5	PROCUREMENT AID
2216A	~~54~~	53	SENIOR TYPIST-CLERK

SECTION 7. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/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 and the salary changes recommended to Section 6.28.050 of the County Code.

[Reclass0206-KP-DHR]

SECTION 8. This ordinance shall be published in Metropolitan News Enterprise a newspaper printed and published in the County of Los Angeles.

Mike Antonovich
Mayor

ATTEST:

Joanne Sturges
Acting Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

I hereby certify that at its meeting of February 21, 2006 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 B. Burke		
	Zev Yaroslavsky		
	Don Knabe		
	Michael D. Antonovich		

Effective Date: February 21, 2006

~~Operative Date:~~

Joanne Sturges
Acting Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

hereby certify that pursuant to
ection 25103 of the Government Code,
elivery of this document has been made.

JOANNE STURGES
Acting Executive Officer
Clerk of the Board of Supervisors

By Martha Ivan
Deputy

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

By
Donovan M. Main
Chief Deputy County Counsel

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