COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

April 4, 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 add seven (7) new classes, to reflect classification changes, and to implement 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 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 and downward 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).

Information Technology Classes

In conjunction with the ongoing implementation of the countywide Information Technology (IT) Occupational Study recommendations, six (6) classes are being created to address functional gaps existing within the current IT classifications (Attachment A). The IT Technical Support Analyst series will be responsible for help desk and routine maintenance and repair of IT systems and the Network Systems Administrator series will be responsible for network setup and maintenance.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is $8,830 annually based upon salaries as of January 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes

Seven (7) new classes are being created in the County's classification system to better serve departmental needs (Attachment A).

Reclassifications

There are nine (9) 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 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
SM:vmh

Attachments (2)

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

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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
Options	1153	Healthcare Interpreter	N5 63J
Options	2545	Information Technology Technical Support Analyst I	77K
Options	2546	Information Technology Technical Support Analyst II	81K
Options	2558	Network Systems Administrator I	83K
Options	2559	Network Systems Administrator II	87K
Options	2547	Senior Information Technology Technical Support Analyst	85K
Options	2560	Senior Network Systems Administrator	91K

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF HEALTH SERVICES – PUBLIC HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief Epidemiologist 95F Non-Represented	Supervising Epidemiologist 93F NW Non-Represented

The subject position is assigned to the Health Assessment Unit in the Office of Health Assessment and Epidemiology and is responsible for supervising nine (9) Epidemiologist, Epidemiology Analyst, Research Analyst III, and Research Analyst II positions. This position meets the definition and allocation standards of the Supervising Epidemiologist which supervises and directs the work of Epidemiologists and professional support staff in the planning, designing, implementation, and evaluation of multiple health-related surveillance systems, epidemiologic studies, and field investigations. Therefore, a downward reclassification to Supervising Epidemiologist is recommended.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
6	Supervising Typist-Clerk 63H NV Represented	Supervising Clerk 62J NV Represented

The subject positions are located in various district offices throughout the Department and are responsible for supervising lower level clerks that perform limited typing duties consisting of basic data entry and coding. These positions meet the definition of the Supervising Clerk which supervises, for a substantial portion of time, general and specialized office clerical work. Therefore, we recommend that the positions be reclassified downward to Supervising Clerk.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Electronics Communications Equipment Installer F 3466.71 Represented	Senior Electronics Communications Equipment Installer F 3857.13 Represented

The subject positions are assigned to Technical Services in the Communications and Fleet Management Bureau where they are responsible for the installation of Mobile Digital Computers (MDC). This responsibility is distinguished from those performed by the Electronics Communications Equipment Installer, a journey-level class which installs, maintains, repairs, and tests electronic communications equipment such as Mobile Data Terminals (MDT), two-way FM radios, car alarms, tracking systems, and scanners. The installation of MDC's is considered a more complex installation assignment due to the knowledge of information technology, complex wiring systems, and multiple MDC components required to successfully complete the installations. The two positions are recommended for upward reclassification to Senior Electronics Communications Equipment Installer to provide technical direction as needed and to perform the more complex MDC installations.

ANALYSIS

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

- Adding and establishing the salary for seven (7) employee classifications; and
- Changing certain classifications and numbers of ordinance positions in the departments of Health Services, Public Social Services, and Sheriff.

RAYMOND G. FORTNER, JR.
County Counsel

By: _____
LESTER J. TOLNAI
Principal Deputy County Counsel
Labor & Employment Division

LJT:vmh
3/22/2006 10:33 AM
(requested 03/07/06)
(revised 3/22/06)

ORDINANCE NO. 2006-0023

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, 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 add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1153	HEALTHCARE INTERPRETER	04/11/2006*	N5	63J
2545	IT TECHNICAL SUPPORT ANALYST I	04/11/2006*		77K
2546	IT TECHNICAL SUPPORT ANALYST II	04/11/2006*		81K
2558	NETWORK SYSTEMS ADMINISTRATOR I	04/11/2006*		83K
2559	NETWORK SYSTEMS ADMINISTRATOR II	04/11/2006*		87K
2547	SENIOR IT TECHNICAL SUPPORT ANALYST	04/11/2006*		85K
2560	SR NETWORK SYSTEMS ADMINISTRATOR	04/11/2006*		91K

SECTION 2. Section 6.78.040 (Department of Health Services – Public Health Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1761A~~	~~1~~	~~CHIEF EPIDEMIOLOGIST~~

SECTION 3. Section 6.78.040 (Department of Health Services – Public Health Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1760A	1	SUPERVISING EPIDEMIOLOGIST

SECTION 4. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2219A~~	~~6~~	~~SUPERVISING TYPIST CLERK~~

SECTION 5. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1174A	~~170~~	176	SUPERVISING CLERK

SECTION 6. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6546A	2	SR ELECTRON COMMUNIC EQUIP INSTAL

SECTION 7. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6545A	~~6~~	4	ELECTRONICS COMMUN EQUIP INSTALLER

SECTION 8. 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 classifications added to Section 6.28.050 of the County Code.

[RECLASS0406KPDHR]

SECTION 9. This ordinance shall be published in Metropolitan News Enterprise a newspaper printed and published in the County of Los Angeles.

Mike Antonovich
Mayor

ATTEST:

Sachi A. Hamai
Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

I hereby certify that at its meeting of April 11, 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	Yvonne B. Burke	Supervisors	None
	Zev Yaroslavsky		
	Don Knabe		
	Michael D. Antonovich		

Effective Date: April 11, 2006

~~Operative Date:~~

Sachi A. Hamai
Executive Officer
Clerk of the Board of Supervisors
County of Los Angeles

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

SACHI A. HAMAI
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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