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COUNTY OF LOS ANGELES

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Chief Executive Officer
Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

January 23, 2024

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

26 January 23, 2024

CELIA ZAVALA
EXECUTIVE OFFICER

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by changing the name of one (1) budget section; adding three (3) new employee classifications; changing the title of one (1) non-represented classification; deleting five (5) non-represented classifications; and reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6-Salaries, of the County Code to:

1. Change the name of one (1) budget section in the Department of Health Services (DHS);
2. Add three (3) new employee classifications for DHS and the Department of Medical Examiner;
3. Change the title of one (1) non-represented classification;
4. Delete five (5) non-represented classifications; and
5. Reclassify 49 positions in the Departments of the Board of Supervisors (Board), Fire, DHS, Human Resources, Internal Services (ISD), Military and Veterans Affairs, Parks and Recreation, Public Social Services, and Registrar-Recorder/County Clerk.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board has requested submission of classification letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

DHS Budget Section Name Change

On May 2, 2023, your Board introduced and approved a motion to rename LAC+USC Medical Center to Los Angeles General Medical Center in order to reflect the hospital's rich history and strong connection to the community. This rebranding will also eliminate confusion between the hospital and nearby Keck Hospital of USC and allow the newly titled Los Angeles General Medical Center to continue its mission as the flagship hospital with a name more connected to the community it serves. As a result, we recommend amending the County Code to reflect the hospital name change in the following sections:

- Section 6.78.060 – LAC+USC Medical Center - Positions is being renamed as Los Angeles General Medical Center – Positions
- Section 6.78.350 – Additional Information

New Employee Classifications

We are recommending the establishment of the Mammography Technologist, Special Procedures (Item No. 5796) and Supervising Mammography Technologist (Item No. 5797) classifications to support DHS' mammography operations (Attachment A). Positions assigned to the new Mammography Technologist, Special Procedures will perform screening mammograms as well as highly specialized diagnostic mammography tests and assist physicians during specialized breast procedures such as biopsies, aspirations, needle localizations, and galactograms. This new class will require certification as a Radiologic Technologist (CRT) issued by the State of California, Department of Public Health and a Mammographic Certificate issued by the State of California Department of Public Health/Radiologic Health Branch. The Mammography Technologist (Item No. 5795) classification was established on April 4, 2023. The Mammography Technologist differs from the Mammography Technologist, Special Procedures in that the former performs digital screenings and diagnostic mammograms, while the latter performs screening mammograms and assists physicians during specialized breast procedures.

Positions assigned to the new Supervising Mammography Technologist will supervise staff performing a variety of breast imaging screenings and diagnostic tests and related duties as required. This new class will require certification as a CRT issued by the State of California, Department of Public Health and a Mammographic Certificate issued by the State of California Department of Public Health/Radiologic Health Branch. This class will oversee breast imaging operations in a hospital or a surgical center and prepare facilities for annual Mammography Quality Standards Act inspections, which includes the State and federal inspections of equipment and personnel.

The Supervising Forensic Technician (Item No. 4889) was originally assigned Megaflex benefits in 1982. Effective August 23, 2023, Service Employees International Union (SEIU) Bargaining Unit 222 represents the four (4) incumbents on the Supervising Forensic Technician (Item No. 4889) classification. These incumbents currently are enrolled in Megaflex and will be given a one-time choice to remain in Megaflex or change to Options. Due to system limitations in the County's payroll system, we are recommending the establishment of the Supervising Forensic Technician (Non-Megaflex) (Item No. 4885) (Attachment A). This class is being established distinct from its Megaflex counterpart classification, Supervising Forensic Technician (Item No. 4889). Once established, this new class will be utilized for all future appointments made.

Title Change

Consistent with the hospital name change for LAC+USC Medical Center, we are recommending changing the classification title for Finance Manager, LAC/USC Medical Center to Finance Manager, Los Angeles General Medical Center (Item No. 8070) (Attachment A). This will ensure consistency with the new hospital name.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of five (5) vacant non-represented classifications from the Classification Plan (Attachment A). The affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Reclassifications

There are 49 positions in nine (9) departments that are being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately allocated in the recommended classes.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the recommended reclassifications is estimated to total \$1,636,000 (all funds). Net County cost is estimated to be \$321,000. Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. 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)

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Fesia A. Davenport', with a stylized, flowing script.

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JDS:AYH
JR:AS:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

CLASSIFICATION PLAN CHANGES

ATTACHMENT A

CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Horizon/ Options	5796	Mammography Technologist, Special Procedures	NMO	103F
Horizon/ Options	4885	Supervising Forensic Technician (Non-Megaflex)	NMO	95C
Horizon/ Options	5797	Supervising Mammography Technologist	NMO	106K

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

Item No.	Current Title	Recommended New Title
8070	Finance Manager, LAC/USC Medical Center	Finance Manager, Los Angeles General Medical Center

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
4581	Chief, Management Systems, Health Services
1612	Community Information Officer
8861	Contract Monitor, Recreational Services
2399	Standardization and Specification Coordinator, Medical Center
8863	Supervising Contract Monitor, Beaches & Harbors

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

BOARD OF SUPERVISORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Deputy Executive Officer, Board of Supervisors (UC) Item No. 1101A N23 R12 Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented

The subject Deputy Executive Officer, Board of Supervisors (UC) position is allocated to the Public Information Office of the Administrative Division and reports to an Assistant Executive Officer, Board of Supervisors (UC). Responsibilities of the subject position include developing and managing a department-wide public information strategy; planning, directing, and overseeing the duties of staff engaged in public information activities; overseeing the production, development, publication, and broadcast of information; and directing photography, videography, and graphic arts staff responsible for creative and professional media campaigns.

Based on the duties and responsibilities of the position, the work performed is consistent with the class of Communications Manager (UC). Positions allocated to this class manage and direct the planning, development, evaluation, implementation, and administration of a comprehensive and strategic public information and engagement program for a medium or large County department. Therefore, we recommend upward reallocation of the subject position to Communications Manager (UC).

FIRE - ADMINISTRATIVE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented

The subject Intermediate Typist-Clerk position is located at the Fire Department's Fleet Services Division/Administration. The duties of the subject position include gathering, recording, maintaining vehicle and user information, and storing the data in a database; generating and tracking purchase requests; reviewing forms for accuracy before submission to management for approval; tracking vehicle assignments; verifying mileage

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

FIRE – ADMINISTRATIVE (Continued)

reported; updating the duty schedule for mechanics to ensure coverage; reviewing and generating supply tracking forms; filing; answering and screening calls; and greeting visitors. In addition, the subject position will assist the division in transitioning of manual forms to electronic forms, providing process improvement during the transition. The duties and responsibilities of the subject position are consistent with the class concept for Senior Typist-Clerk. Therefore, we recommend upward reallocation of the subject position to Senior Typist-Clerk.

HEALTH SERVICES – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Staff Development Specialist, Health Services Item No. 9144A NMO 98L Non-Represented	1	Staff Development Specialist Item No. 1861A NMO 99B Non-Represented

The subject Staff Development Specialist, Health Services position will report to the Director of the non-clinical Enhanced Care Management (ECM) Capacity Building Team and will be a member of the overall ECM Capacity Building Team. The position is responsible for fulfilling the vital training needs related to ECM program implementation for approximately 10,000 eligible DHS patients. The position develops curricula and educational materials, organizes capacity-building activities across all eight (8) Service Planning Areas and primary care medical homes, and assists in the implementation and management of various technical applications.

The duties and responsibilities of the position are consistent with the class concept for Staff Development Specialist, a class that plans, develops, and implements employee training programs based on identified training needs and analyzes training needs by making recommendations to management concerning the need for new training programs and for revisions in existing training programs to increase their effectiveness. The assignment requires the incumbents to participate in developing evaluation and measurement tools to support in assessment of the effectiveness of training programs and in improving their quality. Therefore, we recommend upward reallocation of the subject position to Staff Development Specialist.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – COMMUNITY PROGRAMS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Deputy, Management Programs, HS (UC) Item No. 4625A N23 R15 Non-Represented	1	Director, Housing for Health Programs, HS (UC) Item No. 4638A N23 R19 Non-Represented
2	Program Implementation Manager, HS Item No. 4629A N23 S12 Non-Represented	2	Deputy Director, Housing for Health Programs, HS Item No. 4640A N23 S17 Non-Represented

The subject Deputy, Management Programs, HS (UC) position reports directly to the Medical Director I which serves as the Deputy Director of Community Health and Integrated Programs. The subject position directs and oversees all departmental efforts aimed at resolving homelessness for people with complex health and behavioral health conditions by providing case management and wraparound support services. The position is responsible for guiding the strategic, operational, and administrative alignment of homeless services activities and decisions leading to a full range of services from street outreach, providing interim housing to permanent housing, and specialized primary care and urgent care services, including street medicine and social care, enhanced care management, and benefits advocacy.

The duties and responsibilities of the position are consistent with the class concept for Director, Housing for Health Programs, HS (UC), a class that directs and facilitates all activities of the Housing for Health Program for DHS. Therefore, we recommend upward reallocation of the subject Deputy, Management Programs, HS (UC) position to Director, Housing for Health Programs, HS (UC).

The two (2) subject Program Implementation Manager, HS positions report to the Deputy, Management Programs, HS (UC) position that is being recommended for reclassification to Director, Housing for Health Programs, HS (UC). The first position provides leadership, operational support, and administrative oversight for the following units: Housing and Services Unit which includes the following program areas: Permanent Supportive Housing, County Benefit and Entitlement Services Team, Homeless Prevention Unit, Referral/Access/Data & Housing Navigation, Housing Retention, Program Improvement, and Tenancy Support Services. The second position provides leadership, operational

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – COMMUNITY PROGRAMS (Continued)

support, and administrative oversight for the following units: Street-Based Engagement, Interim Housing, Enriched Residential Care, and Skid Row Coordination.

The duties and responsibilities of the positions are consistent with the class concept for Deputy Director Housing for Health Programs, HS (UC). Positions allocable to this class are responsible for a large portfolio of programs throughout Los Angeles County and assist with the direction and oversight of all departmental efforts aimed at resolving homelessness for people with complex health and behavioral health conditions. Therefore, we recommend upward reallocation of the two (2) subject Program Implementation Manager, HS positions to Deputy Director, Housing for Health Programs, HS.

HEALTH SERVICES – HARBOR-UCLA MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Blood Gas Laboratory Technician I Item No. 4979A NMO 78F Represented	3	Clinical Laboratory Scientist I Item No. 4895A NMXO 105B Represented
4	Blood Gas Laboratory Technician II Item No. 4982A NMO 82F Represented	4	Clinical Laboratory Scientist II Item No. 4896A NMXO 107B Represented

The three (3) subject Blood Gas Laboratory Technician I positions are allocated to Harbor-UCLA Medical Center (HUMC) Special Chemistry Section and report to a Supervising Clinical Laboratory Scientist I. The positions are being repurposed and expanded in the Clinical Laboratory and proposed duties will include performing instrument linearity studies; reviewing quality control data and troubleshooting equipment/analyzer problems; performing dilution on samples; collaborating in the validation and implementation of new instruments, assays, test systems, computer software, and enterprise standardization projects; writing, revising, and validating policies and procedures; and assisting in providing corrective actions due to deficiencies. The duties will evolve from performing a single set of standardized clinical laboratory tests

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – HARBOR-UCLA MEDICAL CENTER (Continued)

to performing a variety of lab tests and operating various instruments, increasing the flexibility and operations of the Clinical Laboratory.

The duties and responsibilities of the positions are consistent and within the scope of the Clinical Laboratory Scientist I classification. Therefore, we recommend upward reallocation of the three (3) subject Blood Gas Laboratory Technician I positions to Clinical Laboratory Scientist I.

The four (4) subject Blood Gas Laboratory Technician II positions are also allocated to HUMC Special Chemistry Section and report to a Supervising Clinical Laboratory Scientist I. The positions are being repurposed and expanded in the Clinical Laboratory and proposed duties will include acting as a team lead in the Laboratory/Chemistry Unit, monitoring and approving workflow changes and staffing levels; serving as the designated relief of supervising clinical laboratory scientists during their absences; collaborating in the validation and implementation of new instruments, assays, test systems, computer software, and enterprise standardization projects; developing, reviewing, implementing, revising or retiring policies and procedures; conducting and monitoring the training and competency assessments of new and experienced staff; preparing and/or reviewing worksheets for monthly, quarterly, biannual, and annual preventive maintenance and quality control tasks; and assisting in providing corrective actions due to deficiencies. The duties will evolve from reviewing staff's blood gas analyses work to reviewing a variety of standardized clinical laboratory tests.

The duties and responsibilities of the positions are consistent and within the scope of the Clinical Laboratory Scientist II classification. Therefore, we recommend upward reallocation of the four (4) subject Blood Gas Laboratory Technician II positions to Clinical Laboratory Scientist II.

HUMAN RESOURCES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented	1	Senior Personnel Assistant Item No. 1891A NMO 94B Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HUMAN RESOURCES (Continued)

The subject Senior Typist-Clerk position will report to a Principal Analyst, Human Resources and be responsible for leading and organizing the deployment of live scan clinics at events hosted by various justice agencies and community-based organizations. The position will also serve as the subject matter expert for Countywide departmental live scan support, providing technical guidance on Department of Justice policies and procedures to line department human resources staff, conduct live scans for departmental new hires and for executive-level staff Countywide, and support higher-level analysts in the Impact and Live Scan Division.

The duties and responsibilities of the position meet the classification criteria for Senior Personnel Assistant. Therefore, we recommend upward reallocation of the subject position to Senior Personnel Assistant.

INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Special Assistant, ISD Item No. 4237A NMO 103H Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 107L Non-Represented
1	Section Manager, Facilities Operations, ISD Item No. 6661A NMO 119F Non-Represented	1	Section Manager, Administration, ISD Item No. 1093A NMO 115J Non-Represented

The subject Special Assistant, ISD position is allocated to the Strategic Planning and Customer Service Section of the Executive Management Services Division and reports to a Section Manager, Administration, ISD. Duties of the position include managing multifaceted public information campaigns to convey the department's directives and initiatives to ISD employees and the public; creating strategic public information programs; and supervising, planning, and evaluating the work of staff working on public information and media assignments. Based on the duties and responsibilities of the position, the work performed is consistent with the classification of Senior Public Information Specialist. Positions allocated to this class initiate, plan, develop, maintain, evaluate, implement, and coordinate a more complex and sensitive public information and

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES DEPARTMENT (Continued)

engagement program. Therefore, we recommend upward reallocation of the subject Special Assistant, ISD position to Senior Public Information Specialist.

The subject Section Manager, Facilities Operations, ISD position is allocated to the Program Controls Section of the Program and Project Management Division and reports to an Administrative Manager XIII, ISD. Duties of the position include directing, reviewing, and evaluating the work of the section; analyzing and reviewing budget, accounting, and financial activities of all the services and projects executed by the section; and developing and implementing a variety of programs to enhance the quality and delivery of services. Based on the duties and responsibilities of the position, the work performed is consistent with the classification of Section Manager, Administration, ISD. Positions allocated to this class manage the activities of an administrative section. Therefore, we recommend downward reallocation of the subject Section Manager, Facilities Operations, ISD position to Section Manager, Administration, ISD.

MILITARY AND VETERANS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Management Analyst Item No. 1848A NMO 98C Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 105B Non-Represented

The subject Management Analyst position will oversee the department's Financial Management Section and administer a full range of difficult to complex budgetary, financial, and analytical assignments which have significant impact on departmental objectives and management-level decisions. The position will also assist with fiscal policy development, implementation, and support.

Given the scope of work, level of responsibility, and fiscal impact of the position's function, the Administrative Services Manager I classification is appropriate for this role. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Custodian Item No. 6774A N2MO 71F Represented	1	Grounds Maintenance Worker I Item No. 0352A NMO 75A Represented

The subject Custodian position will support the Natural Areas Division and serve the Vasquez Rocks Facility. The primary duties and responsibilities of the subject position will include maintaining outdoor grounds and plants, performing general clean-up of the facility grounds, maintaining portable power equipment, and setting-up and breaking down facility equipment, such as tables and chairs. The position will also be responsible for cleaning restrooms, decks, and other public spaces. The duties and responsibilities of the position meet the allocation criteria for Ground Maintenance Worker I (GMW I). Therefore, we recommend upward reallocation of the subject position to GMW I.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NMO 93J Represented	1	Management Analyst Item No. 1848A NMO 98C Non-Represented
14	Departmental Personnel Assistant Item No. 1842A NMO 82C Represented	5	Management Analyst Item No. 1848A NMO 98C Non-Represented
		9	Senior Departmental Personnel Assistant Item No. 1843A NMO 91L Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES (Continued)

5	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented	4	Departmental Personnel Assistant Item No. 1842A NMO 82C Represented
		1	Senior Departmental Personnel Assistant Item No. 1843A NMO 91L Non-Represented
3	Senior Clerk Item No. 1140A NMVO 78K Represented	1	Departmental Personnel Assistant Item No. 1842A NMO 82C Represented
		2	Senior Departmental Personnel Assistant Item No. 1843A NMO 91L Non-Represented
1	Supervising Clerk Item No. 1174A NMVO 78K Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NMO 91L Non-Represented

The subject Administrative Assistant II position is assigned to the Bureau of Human Resources and reports to an Administrative Services Manager II. Duties of the position include conducting classification studies, assisting in the coordination of the department's budget requests, and conducting research and providing recommendations on classification and compensation related topics. Based on the duties of the subject position, the work performed is consistent with the classification of Management Analyst. Positions allocated to this class perform a variety of analytical, technical, and/or confidential and sensitive assignments in core administrative functional areas such as human resources. Therefore, we recommend upward reallocation of the subject position to Management Analyst.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES (Continued)

A total of 14 Departmental Personnel Assistant positions are being reclassified to five (5) Management Analyst positions and nine (9) are being reclassified to Senior Departmental Personnel Assistant positions.

Five (5) Departmental Personnel Assistant positions are assigned to the Bureau of Human Resources and report to an Administrative Services Manager I. Duties of the subject positions include researching confidential personnel issues and making recommendations, and researching, maintaining, and compiling various human resources reports. Based on the duties of the subject positions, the work performed is consistent with the classification of Management Analyst. Positions allocated to this class perform a variety of analytical, technical, and/or confidential and sensitive assignments in core administrative functional areas such as human resources. Therefore, we recommend upward reallocation of the five (5) subject positions to Management Analyst.

Nine (9) remaining Departmental Personnel Assistant, one (1) Intermediate Typist-Clerk, two (2) Senior Clerk, and one (1) Supervising Clerk positions are assigned to the Bureau of Human Resources and report to an Administrative Services Manager I. Duties of the subject positions include assisting with new employee on-boarding process, updating human resources systems, assisting with the exam process, generating hiring lists on NeoGov, and organizing and conducting job fairs. Based on the duties of the subject positions, the work performed is consistent with the classification of Senior Departmental Personnel Assistant. Positions allocated to this class assist technical human resources staff in carrying out the personnel program of a County department. Therefore, we recommend upward reallocation of the 13 subject positions to Senior Departmental Personnel Assistant.

Four (4) remaining Intermediate Typist-Clerk and one (1) Senior Clerk positions are assigned to the Bureau of Human Resources and report to an Administrative Services Manager I. Duties of the subject positions include maintaining and organizing employee records, assisting with compiling and maintaining various human resources reports, and processing updates on the electronic Human Resources system. Based on the duties of the subject positions, the work performed is consistent with the classification of Departmental Personnel Assistant. Positions allocated to this class perform a variety of specialized clerical duties in the personnel office of a County department. Therefore, we recommend upward reallocation of the five (5) subject positions to Departmental Personnel Assistant.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst I Item No. 2590A NMO 101E Represented	1	Senior IT Technical Support Analyst Item No. 2547A NMO 103E Represented
1	Information Systems Analyst II Item No. 2591A NMO 104A Represented	1	Senior IT Technical Support Analyst Item No. 2547A NMO 103E Represented
1	Information Technology Aide Item No. 2584A NMO 83L Represented	1	IT Technical Support Analyst I Item No. 2545A NMO 95E Represented
1	Intermediate Clerk Item No. 1138A NMVO 74E Represented	1	Information Technology Aide Item No. 2584A NMO 83L Represented
3	Senior Information Technology Aide Item No. 2585A NMO 89L Represented	3	IT Technical Support Analyst II Item No. 2546A NMO 99E Represented

The subject Information Systems Analyst I position is responsible for performing duties such as managing and providing technical support for the department's telephony infrastructure; assisting with the assessment and recommendation of new Information Technology (IT) hardware, software, and application purchases on behalf of the department; researching, evaluating, and demonstrating the scalability of IT hardware, software, and applications; conducting root cause analyses on complex issues (e.g., intermittent drop calls, callers being unable to hear call center agents, and call routing

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

REGISTRAR-RECORDER/COUNTY CLERK (Continued)

issues); developing user and training documents and conducting targeted/specialized group trainings; and leading lower-level permanent and temporary technical support staff in large-scale reimaging and configuring projects. The duties and responsibilities of the position are consistent with the classification concept for the Senior IT Technical Support Analyst, a class that provides comprehensive/complex technical support services in information technology, including the installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications; and which may lead other IT support staff. Therefore, we recommend upward reallocation of the subject position to Senior IT Technical Support Analyst.

The subject Information Systems Analyst II position is responsible for performing duties such as troubleshooting and resolving the most complex technical support issues, which include diagnosing and resolving intricate hardware, software, and network application issues; analyzing and optimizing network, hardware, and software performance for specialized business and election operations; coordinating and leading large installation, configuration, maintenance, and trouble-shooting projects; serving as the section's "technical expert," conducting independent research and analysis studies on multifaceted systems and applications to further enhance user experiences and productivity; and providing senior level technical support to both daily business and election operations, often traveling to various departmental facilities. The duties and responsibilities of the position are consistent with the classification concept for the Senior IT Technical Support Analyst, a class that provides comprehensive/complex technical support services in information technology, including the installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications; and which may lead other IT support staff. Therefore, we recommend downward reallocation of the subject position to Senior IT Technical Support Analyst.

The subject Information Technology Aide position is responsible for performing duties such as providing technical support for a multitude of IT-related incidents (e.g., hardware, software, system, network connectivity and/or application-related issues) and requests (e.g., new software and hardware installations and uninstallations, operating system and driver updates, application configurations, and security patch installations); installing, configuring, maintaining, and troubleshooting IT devices, including personal computers, laptops, cell phones, printers, scanners, and other peripheral devices; and installing, configuring, maintaining, and troubleshooting IT hardware, software, systems, and applications for various election operations. The duties and responsibilities of the position are consistent with the classification concept for the Information Technology Technical Support Analyst I, a class that functions under close supervision and uses established procedures to provide a full range of technical support services in information technology, including installation, configuration, testing, troubleshooting and repair of hardware, software, networking, and applications in a centralized IT organization. Therefore, we recommend upward reallocation of the subject position to IT Technical Support Analyst I.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

REGISTRAR-RECORDER/COUNTY CLERK (Continued)

The subject Intermediate Clerk position is responsible for performing duties such as answering incoming calls and aiding users encountering basic technical problems (e.g., password resets, connectivity issues, printer and/or printing issues, toner replacements, and software problems); monitoring and tracking technical support tickets; generating reports for various customers and public agencies; and assisting higher-level technical support staff with relocating/unloading computer equipment to various sections and locations. The duties and responsibilities of the position are consistent with the classification concept for the Information Technology Aide, a class that is responsible for performing routine tasks such as executing predefined test plans, tracking issues, compiling, and organizing documentation, and applying scripted solutions to common user or systems-related problems. Therefore, we recommend upward reallocation of the subject position to Information Technology Aide.

The three (3) subject Senior Information Technology Aide positions operate under general supervision and are responsible for performing duties such as installing, configuring, testing, troubleshooting, and repairing IT hardware (e.g., desktops, laptops, cell phones, printers, scanners, and other peripheral devices), software, networks, and applications; resolving network connectivity issues, hardware malfunctions, corrupted user profiles, and folder recoveries; serving as technical resources and leading small hardware and software installation projects and participating in larger-scale projects; and resolving escalated issues, such as glitches and computer crashes. The duties and responsibilities of the positions are consistent with the classification concept for the Information Technology Technical Support Analyst II, a class that functions under general supervision while providing a full range of technical information technology support services, including the installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications in a centralized IT organization. Therefore, we recommend upward reallocation of the subject positions to IT Technical Support Analyst II.

ANALYSIS

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

- Adding and establishing the salaries for three employee classifications;
- Deleting five employee classifications;
- Changing the title of one employee classification;
- Amending Sections 6.78.060 (Health Services – LAC+USC Medical

Center – Positions) and 6.78.350 (Additional Information); and

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Board of Supervisors, Fire, Health Services, Human Resources, Internal Services, Military and Veterans Affairs, Parks and Recreation, Public Social Services, and Registrar-Recorder/County Clerk.

DAWYN R. HARRISON
County Counsel

By: *Pouya Bavafa*
POUYA BAVAFA
Senior Deputy County Counsel

PB:gr

Received: 12/11/23
Revised: 12/21/23

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salaries for three employee classifications; delete five employee classifications; change the title for one employee classification; amend two sections to reflect a section name change; and add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

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

SECTION 1. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5796</u>	<u>MAMMOGRAPHY TECHNOLOGIST, SPECIAL PROCEDURES</u>	<u> </u> * <u>10/01/2024</u>	<u>NMO</u> <u>NMO</u>	<u>103F</u> <u>104H</u>
<u>4885</u>	<u>SUPERVISING FORENSIC TECH (NON-MEGAFLEX)</u>	<u> </u> * <u>10/01/2024</u>	<u>NMO</u> <u>NMO</u>	<u>95C</u> <u>97B</u>
<u>5797</u>	<u>SUPERVISING MAMMOGRAPHY TECHNOLOGIST</u>	<u> </u> * <u>10/01/2024</u>	<u>NMO</u> <u>NMO</u>	<u>106K</u> <u>107L</u>

*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.

SECTION 2. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
4581	CHIEF,MANAGEMENT SYSTEMS,HLTH SERVS	01/01/2021	N23	S12
		10/01/2022	N23	S12
		10/01/2023	N23	S12
		10/21/2024	N23	S12
1612	COMMUNITY INFORMATION OFFICER	01/01/2021	NMO	113K
		10/01/2022	NMO	115H
		10/01/2023	NMO	116K
		10/01/2024	NMO	118A
8861	CONTRACT MONITOR,RECREATIONAL,SVCS	01/01/2021	NMO	94L
		10/01/2022	NMO	96L
		10/01/2023	NMO	98B
		10/01/2024	NMO	99D
2399	STANDARDIZATION & SPECIF COORD,MC	01/01/2021	NMO	104K
		10/01/2022	NMO	106K
		10/01/2023	NMO	108A
		10/01/2024	NMO	109L
8863	SUPERVISING CONTRACTS MONITOR,B & H	01/01/2021	NMO	100L
		10/01/2022	NMO	102L
		10/01/2023	NMO	104B
		10/01/2024	NMO	105D

SECTION 3. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to change the title of the following class:

ITEM NO.	TITLE
8070	FINANCE MANAGER,LAC/USC MED CENTER <u>FINANCE MANAGER, LOS ANGELES GEN MED CENTER</u>

SECTION 4. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>

SECTION 5. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1101A	6 <u>5</u>	DEP EXECUTIVE OFFICER,BD OF SUP(UC)

SECTION 6. Section 6.76.011 (Fire Department – Administrative) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	42 <u>11</u>	INTERMEDIATE TYPIST-CLERK
2216A	9 <u>10</u>	SENIOR TYPIST-CLERK

SECTION 7. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1861A	3 <u>4</u>	STAFF DEVELOPMENT SPECIALIST
9144A	48 <u>17</u>	STAFF DEVELOPMENT SPECIALIST,HS

SECTION 8. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4982A	4	BLOOD GAS LABORATORY TECHNICIAN II

SECTION 9. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4979A	4 <u>1</u>	BLOOD GAS LABORATORY TECHNICIAN I
4895A	87 <u>90</u>	CLINICAL LABORATORY SCIENTIST I
4896A	47 <u>21</u>	CLINICAL LABORATORY SCIENTIST II

SECTION 10. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to read as follows:

6.78.060 Los Angeles General Medical Center – Positions.

SECTION 11. Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8070A	1	FINANCE MANAGER, LAC/USC MED CENTER <u>FINANCE MANAGER, LOS ANGELES GEN MED CENTER</u>

SECTION 12. Section 6.78.350 is hereby amended to read as follows:

6.78.350 Additional Information.

. . .

U. Medical Staff Credentialing — Assignment bonus.

1. a. The three persons assigned to oversee the medical staff credentialing activities at ~~LAC+USC~~ Los Angeles General Medical Center (Medical Staff Coordinator — Item No. 0928), Martin Luther King, Jr. Multi-Service Ambulatory Care Center (MLK-MACC — Credentialing Specialist, Item No. 0927), and the High Desert MACC (Credentialing Specialist — Item No. 0927) shall be entitled to receive additional compensation at the rate of 22 levels (5.5%) higher than that established for their respective classifications. The rates established by this provision shall constitute a base rate and shall cease when these assignments are vacated.

b. Effective with the pay period ending April 15, 2012 and upon notification to the board of supervisors by the chief executive officer that the human resources management system implementing this provision is fully operational, all provisions in Section 6.78.350, subsection U.1.a shall remain in effect except that such persons meeting the aforementioned requirements shall be entitled to receive additional compensation at a rate 5.6468 percent higher than that established for their respective classifications. The rates established by this provision shall constitute a base rate and shall cease when these assignments are vacated.

2. a. The person employed as a Credentialing Specialist (Item No. 0927) and assigned to serve on a permanent basis as the lead assistant to the Medical

Staff Coordinator (Item No. 0928) at ~~LAC+USC~~Los Angeles General Medical Center shall be entitled to receive additional compensation at the rate of 22 levels (5.5%) higher than that established for this classification. The rate established by this provision shall constitute a base rate and shall cease when this assignment is vacated.

b. Effective with the pay period ending April 15, 2012 and upon notification to the board of supervisors by the chief executive officer that the human resources management system implementing this provision is fully operational, all provisions in Section 6.78.350, subsection U.2.a shall remain in effect except that such person meeting the aforementioned requirements shall be entitled to receive additional compensation at a rate 5.6468 percent higher than that established for the Credentialing Specialist (Item No. 0927). The rate established by this provision shall constitute a base rate and shall cease when this assignment is vacated.

. . .

SECTION 13. Section 6.78.100 (Department of Health Services – Community Programs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4625A	4	DEPUTY,MANAGEMENT PROGRAMS,HS(UC)

SECTION 14. Section 6.78.100 (Department of Health Services – Community Programs) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4640A</u>	<u>2</u>	<u>DEPY DIR,HOUSING FOR HEALTH PROG,HS</u>
<u>4638A</u>	<u>1</u>	<u>DIR,HOUSING FOR HEALTH PROG,HS(UC)</u>

SECTION 15. Section 6.78.100 (Department of Health Services – Community Programs) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4629A	8 <u>6</u>	PROGRAM IMPLEMENTATION MANAGER,HS

SECTION 16. Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1891A	25 <u>26</u>	SENIOR PERSONNEL ASSISTANT
2216A	15 <u>14</u>	SENIOR TYPIST-CLERK

SECTION 17. Section 6.81.010 (Internal Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4237A	4	SPECIAL ASSISTANT,ISD

SECTION 18. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1609A</u>	<u>1</u>	<u>SR PUBLIC INFORMATION SPECIALIST</u>

SECTION 19. 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
1093A	30 <u>31</u>	SECTION MANAGER,ADMINISTRATION,ISD
6661A	8 <u>7</u>	SECTION MANAGER,FACILITIES OPNS,ISD

SECTION 20. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER I
1848A	3 <u>2</u>	MANAGEMENT ANALYST

SECTION 21. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6774A	30 <u>29</u>	CUSTODIAN
0352A	142 <u>143</u>	GROUNDS MAINTENANCE WORKER I

SECTION 22. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	30 <u>29</u>	ADMINISTRATIVE ASSISTANT II
1842A	29 <u>20</u>	DEPARTMENTAL PERSONNEL ASSISTANT
2214A	1847 <u>1842</u>	INTERMEDIATE TYPIST-CLERK
1848A	114 <u>120</u>	MANAGEMENT ANALYST
1140A	248 <u>245</u>	SENIOR CLERK
1843A	44 <u>27</u>	SENIOR DEPARTMENTAL PERSONNEL ASST
1174A	169 <u>168</u>	SUPERVISING CLERK

SECTION 23. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2547A</u>	<u>2</u>	<u>SENIOR IT TECHNICAL SUPPORT ANALYST</u>

SECTION 24. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2590A	3	<u>2</u>	INFORMATION SYSTEMS ANALYST I
2591A	9	<u>8</u>	INFORMATION SYSTEMS ANALYST II
2545A	4	<u>2</u>	IT TECHNICAL SUPPORT ANALYST I
2546A	2	<u>5</u>	IT TECHNICAL SUPPORT ANALYST II
1138A	129	<u>128</u>	INTERMEDIATE CLERK
2585A	8	<u>5</u>	SENIOR INFORMATION TECHNOLOGY AIDE

SECTION 25. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSJAN2024ASCEO]