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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

February 27, 2024

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

35 February 27, 2024

JEFF LEVINSON
INTERIM 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 adding two (2) new employee classifications; changing the title of two (2) non-represented classifications; deleting one (1) non-represented classification; reclassifying positions in the Department of Health Services (DHS) following a Medical Hub Reorganization Study; and reclassifying seven (7) 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. Add two (2) new employee classifications for the Departments of Justice, Care and Opportunities (JCOD) and Animal Care and Control;
2. Change the title of two (2) non-represented classifications;
3. Delete one (1) non-represented classification;
4. Reclassify 26 positions in DHS following a Medical Hub Reorganization Study; and
5. Reclassify seven (7) positions in the Departments of Agricultural Commissioner/Weights and Measures, Chief Executive Officer (CEO), Fire, Internal Services (ISD), Parks and Recreation, and Probation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (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, B and C). 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.

New Employee Classifications

In a March 1, 2022 motion, the Board directed the Chief Executive Officer, in consultation with the Departments of Public Defender, Alternate Public Defender, DHS, Mental Health, Public Health, Probation, and all other relevant partners and stakeholders, to report back to the Board in 90 days with an organization and staffing plan, including concrete timelines, for the establishment of JCOD. On June 28, 2022, the Board adopted an ordinance, which became effective on July 28, 2022, amending Title 2-Administration, of the County Code to establish JCOD. On November 1, 2022, the Board approved the amendment of Title 6-Salaries, of the County Code to establish the staffing of this new department, effective November 15, 2022.

As such, the Director, JCOD (UC) and Chief Deputy Director, JCOD (UC) have been created to lead the department's operations. We are now recommending the creation of one (1) new unclassified classification, Assistant Director, Justice, Care and Opportunities Department (UC) (Item No. 3071) to assist with executive management and oversight of departmental programs and initiatives (Attachment A). The Assistant Director, JCOD (UC) will have responsibility for providing strategic and operational leadership to a branch of the department focused on the development of a person-centered, coordinated continuum of care that extends to justice-impacted individuals and their communities, including areas such as Adult Programs, Strategic Planning, and Pretrial Operations.

We are recommending the establishment of the Supervising Registered Veterinary Technician (Item No. 2987) to assist the Department of Animal Care and Control with supervisory controls of veterinarians in animal care clinics (Attachment A). Positions assigned to this new classification will supervise Registered Veterinary Technician staff providing veterinary medical assistance in the care and treatment of ill and/or injured animals. This new class will require certification as a Registered Veterinary Technician by the State of California.

Title Change

We are recommending changing the classification titles for the Assistant Director, Bureau Operations, Sheriff (Item No. 0996) and Director, Bureau Operations, Sheriff (Item No. 0997) to Assistant Bureau Director, Sheriff and Bureau Director, Sheriff, respectively (Attachment A). This will ensure that the scope of responsibility and the level of authority for these classifications are clearly defined.

Deleted Classification

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) vacant non-represented classification (Public Information Representative) (Item No. 1602) 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.

DHS – Medical Hub Reorganization

DHS is standardizing the staffing levels of medical, nursing, social services, and administrative support positions at six (6) County operated Medical Hubs that offer medical assessments associated with suspected child abuse or neglect, medical exams for children entering out-of-home care, and mental health services to patients.

As part of DHS' reorganization, 188 existing ordinance positions assigned to the Los Angeles General Medical Center, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, Martin Luther King, Jr. Outpatient Center, High Desert Regional Health Center, and East San Gabriel Valley Clinic were reviewed. An additional eight (8) clinical and administrative positions assigned to the centralized Health Services Administration were also reviewed, as these positions support the Medical Hubs based on operational demands. We are recommending reallocation of 26 of 196 ordinance positions to better align the classification levels of positions assigned to support DHS' Medical Hubs (Attachment B).

Reclassifications

There are seven (7) positions in six (6) departments that are being recommended for reclassification (Attachment C). 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 total cost resulting from the recommended reclassifications is \$260,000 and the net County cost portion is \$149,000. 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', written over a horizontal line.

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	
Savings/ Megaflex	3071	Assistant Director, Justice, Care and Opportunities Department (UC)	N23	R13
Horizon/ Options	2987	Supervising Registered Veterinary Technician	NMO	94K

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

Item No.	Current Title	Recommended New Title
0996	Assistant Director, Bureau Operations, Sheriff	Assistant Bureau Director, Sheriff
0997	Director, Bureau Operations, Sheriff	Bureau Director, Sheriff

**NON-REPRESENTED CLASSIFICATION RECOMMENDED
FOR DELETION FROM THE CLASSIFICATION PLAN**

Item No.	Title
1602	Public Information Representative

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

**DEPARTMENT OF HEALTH SERVICES
MEDICAL HUB REORGANIZATION STUDY**

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Ambulatory Care Network			
1	Certified Medical Assistant Item No. 5092A NMO 83E Represented	1	Clinic Licensed Vocational Nurse I Item No. 5090A NMO 84A Represented
1	Physician Specialist (Non-Megaflex) – Family Practice Item No. 5476-54A N43 D11 Represented	1	Physician Specialist (Non-Megaflex) – Pediatrics Item No. 5476-75A N43 D06 Represented
1	Senior Physician – Family Practice Item No. 5456-54A N42 E13 Non-Represented	1	Senior Physician – Pediatrics Item No. 5456-75A N42 E08 Non-Represented
Harbor Care South			
1	Administrative Assistant III Item No. 0889A NMO 97J Represented	1	Staff Assistant II Item No. 0913A NMO 92D Represented
1	Clinical Social Worker Item No. 9013A N33MO 100F Represented	1	Senior Clinical Social Worker Item No. 9019A NMO 103F Represented
1	Intermediate Clerk Item No. 1138A NMVO 74E Represented	1	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented
1	Patient Financial Services Worker Item No. 9193A NMO 84J Represented	1	Patient Relations Representative Item No. 9197A NMO 84J Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

Harbor Care South (Continued)			
1	Physician Assistant Item No. 5047N NMQO 119G Represented	1	Nurse Practitioner Item No. 5121N N21 RN13 Represented
1	Senior Clerk Item No. 1140A NMVO 78K Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented
1	Staff Assistant II Item No. 0913A NMO 92D Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NMO 91L Non-Represented
Los Angeles General Medical Center			
1	Clinic Licensed Vocational Nurse II Item No. 5094A NMO 86A Represented	1	Clinic Licensed Vocational Nurse I Item No. 5090A NMO 84A Represented
1	Clinic Nursing Attendant I Item No. 5087A N3MO 70H Represented	1	Clinic Licensed Vocational Nurse I Item No. 5090A NMO 84A Represented
1	Clinical Social Worker Item No. 9013A N33MO 100F Represented	1	Senior Clinical Social Worker Item No. 9019A NMO 103F Represented
1	Intermediate Clerk Item No. 1138A NMVO 74E Represented	1	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented
1	Licensed Vocational Nurse I Item No. 5104A NMO 84A Represented	1	Clinic Licensed Vocational Nurse I Item No 5090A NMO 84A Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

Los Angeles General Medical Center (Continued)			
1	Nursing Attendant I Item No. 5098A N3MO 70H Represented	1	Clinic Licensed Vocational Nurse I Item No. 5090A NMO 84A Represented
1	Pharmacist Item No. 5512A N4WO 119F Represented	1	Nurse Practitioner Item No. 5121A N21 RN13 Represented
2	Physician Assistant Item No. 5047A NMQO 119G Represented	2	Nurse Practitioner Item No. 5121A N21 RN13 Represented
3	Registered Nurse I Item No. 5133A N21 RN01 Represented	3	Registered Nurse II Item No. 5134A N21 RN02 Represented
1	Senior Clerk Item No. 1140A NMVO 78K Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented
Olive View – UCLA Medical Center			
2	Intermediate Clerk Item No. 1138A NMVO 74E Represented	2	Intermediate Typist-Clerk Item No. 2214A NMVO 75D Represented
1	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Registered Nurse II Item No. 5134A N21 RN02 Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Typist-Clerk Item No. 2219A NMVO 79J Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented

The subject Supervising Typist-Clerk position reports to the Staff Assistant II for the Pest Management Division. Specifically, the position supervises one (1) Intermediate Typist-Clerk and one (1) Senior Clerk performing specialized skilled typing work and specialized clerical support for the unit, respectively; maintains and tracks employee leave requests and balances; reviews, assesses, and processes employee timesheets and requests for Family Medical Leave Act leave; processes billing hours, rates, and timekeeping reports related to new and existing contracted services; types, prepares, copies, and processes contracts-related correspondence and documents, including for new service contracts and renewal contracts and updates information Bureau reports including contracts financial data; completes and submits training requests and requests for services and supplies based on quotes, estimates, and Master Agreements; reviews monthly gas card fuel-expense reports and card memos; reviews receipts and reports for discrepancies and conducts corrective follow-up; prepares fuel card requests for management and budget officer's approval; and prepares, submits, and tracks memos pertaining to issuance and maintenance of fuel cards for staff.

The duties and responsibilities of the subject position meet the classification criteria for Senior Typist-Clerk, which performs skilled typing work and carries out highly specialized clerical duties requiring a highly specialized knowledge of a particular function, with responsibility for applying proper procedures and for performing the work with only general direction. Positions may supervise a small section or unit engaged in related work where responsibility for supervision is subordinate to the performance of the highly specialized clerical work. Senior Typist-Clerk is distinguished from Supervising Typist-Clerk in that the latter are assigned full supervisory responsibility for a small unit, such as five (5) or more employees performing specialized work, or a larger unit, such as 10 or more employees performing routine work, or have lead responsibility for a larger number such as 15 or more employees. Therefore, we recommend lateral reallocation of the subject position to Senior Typist-Clerk.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

CHIEF EXECUTIVE OFFICE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Analyst, CEO Item No. 0827A N35MO 104C Non-Represented	1	Senior Analyst, CEO Item No. 0829A N35MO 112C Non-Represented
1	Senior Secretary II Item No. 2101A NMO 89J Non-Represented	1	Analyst, CEO Item No. 0827A N35MO 104C Non-Represented

The subject Analyst, CEO position is assigned to the Community Care and Justice Unit within the Budget and Operations Management Branch. Duties of the position include overseeing the budget and operations of JCOD, Youth Development Department, Alternate Public Defender, Public Defender, Trial Courts, and Care First and Community Investment.

The duties and responsibilities of the subject position meet the classification criteria for Analyst, CEO and work under general supervision and assist in managing the County's administrative and financial affairs. In contrast, incumbents in the class of Senior Analyst, CEO work more independently and provide professional support in the planning, coordination, direction, and control of specialized County functions such as the County budget and finance. A review of the proposed reclassification confirms the duties are consistent with the class of Senior Analyst, CEO. Therefore, we recommend upward reallocation of the subject position to Senior Analyst, CEO.

The subject Senior Secretary II position is assigned to the Administration Unit of the Administrative Services Branch. Duties of the position include assisting with the development, implementation, and maintenance of the department's Workforce Development programs.

The duties and responsibilities of the subject Senior Secretary II position act as secretary to the head of a major division in a medium-sized County department. In contrast, incumbents in the class of Analyst, CEO assist in managing the County's administrative and financial affairs in the areas of budget, finance, operations, employee relations, classification, compensation, and other areas. A review of the proposed reclassification confirms the duties are consistent with the class of Analyst, CEO. Therefore, we recommend lateral reallocation of the position to Analyst, CEO.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

FIRE – LEADERSHIP AND PROFESSIONAL STANDARDS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Secretary III Item No. 2102A NMO 91J Non-Represented	1	Secretary III Item No. 2096A NMVO 83G Represented

As a result of the Wellness Division's reorganization, the secretarial level supporting the designated division head at the level of Battalion Chief is being reclassified consistent to the department's secretarial allocation pattern. Therefore, we recommend downward reallocation of the subject position to Secretary III.

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Section Manager, Administration, ISD Item No. 1093A NMO 115J Non-Represented	1	Administrative Manager X, ISD Item No. 1078A NMO 115J Non-Represented

The subject Section Manager, Administration, ISD position is assigned to the Facilities and Security Operations Section of the Facilities Management Division and reports to an Administrative Manager XIII, ISD. Duties of the position include leading and directing staff in resolving safety and security concerns, investigations, system monitoring and maintenance; evaluating, coordinating, overseeing, and providing guidance for facility infrastructure issues and emergencies; and analyzing and providing recommendations to assist management, the CEO, and other departments regarding budget and operational decisions. Based on the duties and responsibilities of the position, the work performed is consistent with the classification of Administrative Manager X, ISD. Positions allocated to this class manage a section in ISD or act as a special assistant or technical expert in a given area. Therefore, we recommend lateral reallocation of the subject position to Administrative Manager X, ISD.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Recreation Services Supervisor Item No. 8798A NMO 89J Represented	1	Regional Park Superintendent I Item No. 8836A NMO 93D Represented

The subject Recreation Services Supervisor position reports to a Regional Park Superintendent III, manages and supervises all recreational activities and maintenance operations, and coordinates special events at the Kenneth Hahn State Recreation Area, which spans over 400 acres. The subject position also oversees and supervises the activities of subordinate recreation and grounds maintenance staff, manages fee collection and accounting activities, and monitors and inspects maintenance and repairs of all amenities within the facility. The duties and responsibilities of the subject position meet the classification criteria for Regional Park Superintendent I. Therefore, we recommend upward allocation of the subject position to Regional Park Superintendent I.

PROBATION – SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager III Item No. 1004A NMO 118A Non-Represented	1	Administrative Services Division Manager Item No. 1007A N23 S13 Non-Represented

The subject Administrative Services Manager III position reports to an Administrative Deputy III (UC) and provides executive-level oversight over the Contracts and Grants Management Division. The subject position is responsible for managing the entire department's contract development and grant administration operations and processes, consisting of approximately 400 contracts and 300 Memoranda of Understanding, valued at approximately \$500 million annually, and grant and other revenue sources, valued at approximately \$346 million annually. The subject position serves as the representative and subject matter expert during communications, negotiations, presentations, and meetings with executive management, the Board, County Counsel, vendors, stakeholders, and Countywide contracting network group. The duties and responsibilities

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

PROBATION – SUPPORT SERVICES (CONTINUED)

of the subject position meet the classification criteria for Administrative Services Division Manager. Therefore, we recommend upward reallocation of the subject position to Administrative Services Division Manager.