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COUNTY OF LOS ANGELES

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Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

August 06, 2024

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

40 August 6, 2024

EDWARD YEN
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 and reclassifying 25 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 to the Probation Department; and
2. Reclassify 25 positions in the Departments of Arts and Culture, Chief Executive Officer (CEO), Fire, Health Services, Medical Examiner, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification and compensation 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.

New Employee Classifications

On May 2, 2023, the Board adopted a motion delegating authority to the Chief Executive Officer on Agenda Item 72-F (Constitutional and Optimal Levels of Care for Probation Youth) for the approval of salaries, positions, and persons to be employed by the Probation Department in any newly created or modified existing classifications for the limited purpose of supporting the County's compliance with the State Board of State and Community Corrections regulations and the California Department of Justice Consent Decree, as they apply to the juvenile halls. As a result of this delegated authority, two (2) new classifications, Internal Affairs Investigator, Probation (Item No. 8639) and Safety and Security Specialist (Item No. 2746), were created (Attachment A).

CEO worked with the Department of Auditor-Controller to create these new classifications in the County's payroll system to expedite filling positions and meet regulatory requirements. We are recommending amending Section 6.28.050 - Tables of Classes of Positions with Salary Schedule and Level to reflect these two (2) new classifications.

Positions assigned to the new Internal Affairs Investigator, Probation classification are peace officers assigned to the Probation Department to independently conduct complex, confidential, and sensitive criminal and administrative investigations of alleged misconduct and/or violations of law by departmental employees, non-departmental employees, including visitors and service providers, and adults or youth under the purview of the Probation Department. Positions assigned to the new Safety and Security Specialist classification are hourly, as-needed, non-peace officer positions assigned to provide security in and around departmental facilities and properties across the County.

Reclassifications

There are 25 positions in six (6) 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

These recommended actions support the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal B – Diverse and Inclusive Workforce, Strategy 2 – Fairness and Equity.

FISCAL IMPACT/FINANCING

The total cost resulting from the recommended reclassifications is \$765,000 and the net County cost portion is \$80,000. 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 and compensation recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,



FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN:JDS:AYH

JR:AS:mmg

Enclosures

- c: 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	8639	Internal Affairs Investigator, Probation	NO	115C
Horizon/ Choices	2746	Safety and Security Specialist	FH \$44.80	

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

ARTS AND CULTURE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Associate, Arts and Culture Item No. 8805A NMO 97L Non-Represented	1	Senior Program Associate, Arts and Culture Item No. 8814A NMO 102L Non-Represented

The subject Program Associate, Arts and Culture position reports to a Division Director, Arts and Culture and is responsible for a highly specialized portfolio of public art projects across the County of Los Angeles. The duties include managing the full scope of art design and development and the coordination of capital project appropriations and budgetary allocations. The position will work directly with departmental management and external stakeholders to ensure successful completion for each project.

The duties and responsibilities of the subject position meet the classification criteria for Senior Program Associate, Arts and Culture. Therefore, we recommend upward reallocation of the subject position to Senior Program Associate, Arts and Culture.

CHIEF EXECUTIVE OFFICER

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Application Developer II Item No. 2521A N2MO 104B Represented	2	Senior Application Developer Item No. 2525A NMO 109A Represented
1	Information Systems Support Analyst II Item No. 2535A N2MO 104E Non-Represented	1	Senior IT Technical Support Analyst Item No. 2547A NMO 103E Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CHIEF EXECUTIVE OFFICER (Continued)

1	Network Systems Administrator II Item No. 2559A NMO 105E Represented	1	IT Technical Support Analyst II Item No. 2546A NMO 99E Represented
2	Principal Information Systems Analyst Item No. 2594A NMO 115G Non-Represented	1	Departmental Information Security Officer II Item No. 2612A N23 S12 Non-Represented
		1	Database Administrator Item No. 2620A NMO 116G Non-Represented

The two (2) subject Application Developer II positions are assigned to the Solutions unit of the Information Technology (IT) Service Division and are responsible for leading the identification, analysis, and resolution of complex application problems. The positions also code, test, and debug the more difficult applications to enhance existing business applications and interfaces. Incumbents in the class of Application Developer II analyze, design, develop, code, test, and maintain more routine application systems. The duties and responsibilities of the subject positions meet the classification criteria for Senior Application Developer, a class that performs analysis, design, development, coding, testing, and maintenance of more complex application systems. Therefore, we recommend upward reallocation of the subject positions to Senior Application Developer.

The subject Information Systems Support Analyst II position is assigned to the Operations unit of the IT Service Division and is responsible for managing and maintaining Service Desk tools (Computer imaging, SysAid support ticket management, and Asset management tools). The position also acts as the lead for small teams working on installation, configuration, or deployment of computing hardware or software. Incumbents in the class of Information Systems Support Analyst II perform information systems support analysis in a technical field. The duties and responsibilities of the subject position meet the classification criteria for Senior IT Technical Support Analyst, a class that provides comprehensive technical support services for multi-faceted or technically sophisticated assignments and work independently, often at remote sites. Duties include installation, configuration, testing, troubleshooting, and repair of hardware, software, networking, and applications. Therefore, we recommend downward reallocation of the subject position to Senior IT Technical Support Analyst.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CHIEF EXECUTIVE OFFICER (Continued)

The subject Network Systems Administrator II position is assigned to the Operations unit of the IT Service Division and is responsible for providing technical support using remote software tools to install, troubleshoot, configure, and repair problems with computer hardware, peripherals, and software. The position also creates user instructions and guidelines and provides training materials and technical training. Incumbents in the class of Network Systems Administrator II are responsible for the daily operation and administration of network and server operating systems. The duties and responsibilities of the subject position meet the classification criteria for IT Technical Support Analyst II, a class that provides technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications. Therefore, we recommend downward reallocation of the subject position to IT Technical Support Analyst II.

The first subject Principal Information Systems Analyst position is assigned to the Security unit of the IT Service Division and is responsible for reviewing IT security compliance applications and ensuring policies, standards, and procedures are developed and implemented according to departmental security protocols and policies as well as industry best practices. Incumbents in the class of Principal Information Systems Analyst perform specialized and complex information systems analysis and design tasks. The duties and responsibilities of the subject position meet the classification criteria for Departmental Information Security Officer II, a class that leads the information security function for a large or complex department and are responsible for the development and delivery of a comprehensive departmental information security strategy. Therefore, we recommend upward reallocation of the subject position to Departmental Information Security Officer II.

The second subject Principal Information Systems Analyst position is assigned to the Solutions unit of the IT Service Division and is responsible for designing, implementing, and maintaining databases. The position also designs and implements database security for applications, including creating database users, designing and assigning roles, and granting and denying database privileges. Incumbents in the class of Principal Information Systems Analyst perform specialized and complex information systems analysis and design tasks. The duties and responsibilities of the subject position meet the classification criteria for Database Administrator, a class that performs a full range of activities required to support databases running on enterprise-level database management system software. Therefore, we recommend upward reallocation of the subject position to Database Administrator.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

FIRE - PREVENTION

No of Pos.	Present Classification	No of Pos.	Classification Findings
6	Forestry Technician Item No. 0326A NMO 78F Represented	6	Forestry Assistant Item No. 0328A NRO 101E Represented

The six (6) subject Forestry Technician positions are assigned to the Forestry Division and report to Deputy Forester positions in various locations. The duties and responsibilities of the subject positions meet the classification criteria for Forestry Assistant, a class that is responsible for performing forestry duties at a County reforestation nursery or is assigned to one of the major forestry programs. Therefore, we recommend upward reallocation of the subject positions to Forestry Assistant.

HEALTH SERVICES – HARBOR CARE SOUTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Physician Specialist (Non Megaflex) – Surgery - Neurological Item No. 5476A-84 N43 D35 Represented	1	Senior Physician, Surgery - Neurological Item No. 5456A-84 N42 E37 Non-Represented

The subject Physician Specialist (Non Megaflex) position is assigned to the Harbor-UCLA Medical Center (Harbor) and reports to Chief Physician II, Surgery-Vascular. The position serves as the Chief, Division of Neurosurgery and oversees division operations to enhance effectiveness and efficiency of the neuro-care service delivery.

Specific duties include overseeing surgical areas, providing full administrative and technical supervision to medical providers assigned to the division, as well as rotating neuro residents, delivering direct patient care in neuro clinics and operating rooms, working with the Chair of the Department of Surgery to ensure the needs of Harbor patients are met, participating in quality improvement and other committees necessary to maintain the Level 1 Trauma Center, and reviewing division workload and productivity reports, clinic and operating room throughput, performance, and operational metrics, and using data trends to identify and drive clinic innovations and efficiencies.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – HARBOR CARE SOUTH (Continued)

The duties and responsibilities of the subject position meet the classification criteria for Senior Physician, Surgery-Neurological. The position is responsible for the supervision and coordination of professional staff development and in-service training programs and for the preparation, review, and approval of medical and technical diagnoses, decisions, records, and reports. Therefore, we recommend upward reallocation of the subject position to Senior Physician, Surgery-Neurological.

HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Physician Specialist (Non Megaflex) – Internal Medicine – General Item No. 5476A-92 N43 D11 Represented	2	Senior Physician – Internal Medicine - General Item No. 5456A-92 N42 E13 Non-Represented

The first subject Physician Specialist (Non Megaflex) position reports to the Chief Medical Officer and functions as the Medical Director of Primary Care. The position is responsible for the oversight of outpatient primary care operations including developing, coordinating, and evaluating primary care services and initiatives to maintain the Patient Centered Medical Homes (PCMH). Specific duties include providing technical and administrative oversight to staff, reviewing, and addressing all clinical issues of outpatient primary care and coordinating efforts and assisting with aligning strategic priorities in order to support PCMH initiatives that promote high quality delivery of services.

The duties and responsibilities of the subject position meet the classification criteria for Senior Physician. Positions allocated to this class have administrative responsibilities including budget preparation, control for the program or unit, and development and execution of policies for the particular unit or program. Therefore, we recommend upward reallocation of the subject position to Senior Physician.

The second subject Physician Specialist (Non Megaflex) position reports to the Chief Medical Officer and serves as the Medical Director of Specialty Care which is responsible for providing clinical direction for the operations of outpatient specialty care. In this role, the position is responsible for planning, monitoring, and overseeing the capacity, infrastructure, and models of delivery of outpatient specialty care services, identifying key

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER (Continued)

areas in need of continuous process improvement and develops and implements solutions; determining standards for specialty care and diagnostics offered; and providing both administrative and technical supervision to staff. The duties and responsibilities of the subject position meet the classification criteria for Senior Physician, a class that has full technical and supervisory responsibility for a small program or a unit within a larger program. Therefore, we recommend upward reallocation of the subject position to Senior Physician.

MEDICAL EXAMINER

No of Pos.	Present Classification	No of Pos.	Classification Findings
8	Senior Clerk Item No. 1140A NMVO 78K Represented	8	Senior Typist-Clerk Item No. 2216A NMVO 79J Represented

The eight (8) subject Senior Clerk positions support the Public Services and Investigation Divisions. The primary duties and responsibilities of the positions will include corresponding with mortuaries; reviewing and entering death certificates in the Electronic Death Registration System; preparing and submitting requests for medical and other relevant records; entering decedent data and record case circumstance information; and generating death certificates for County burial. The duties and responsibilities of the subject positions meet the classification criteria for Senior Typist-Clerk. Therefore, we recommend upward reallocation of the subject positions to Senior Typist-Clerk.

SHERIFF - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Paralegal Item No. 9232A NMWO 92E Non-Represented	1	Supervising Paralegal Item No. 9234A NMXO 98E Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

SHERIFF - ADMINISTRATION (Continued)

The subject Paralegal position is assigned to the Office of Constitutional Policing, Constitutional Policing Team. The position will report to the Director, Office of Constitutional Policing (UC) and will supervise four (4) Paralegals. The duties and responsibilities meet the classification criteria for Supervising Paralegal, a class that supervises a staff of Paralegals providing a full range of legal support services to attorneys including legal research; drafting of documents such as motions, points and authorities, interrogatories, and answers; and gathering information. Therefore, we recommend upward reallocation of the subject position to Supervising Paralegal.

ANALYSIS

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

- Adding and establishing the salaries for two (2) employee classifications;

and

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Arts and Culture, Chief Executive Officer, Fire, Health Services, Medical Examiner, and Sheriff.

DAWYN R. HARRISON
County Counsel

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

PB:gr

Requested: 6/24/24
Revised: 6/24/24

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salaries for two (2) employee classifications; 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>8639</u>	<u>INTERNAL AFFAIRS INVESTIGATOR, PROBATION</u>	<u> </u> * <u>10/01/2024</u>	<u>NO</u> <u>115C</u> <u>NO</u> <u>116E</u>
<u>2746</u>	<u>SAFETY AND SECURITY SPECIALIST</u>	<u> </u> * <u>10/01/2024</u>	<u>FH 44.80</u> <u>FH 46.25</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 6.36.010 (Department of Arts and Culture) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8805A	6 <u>5</u>	PROGRAM ASSOCIATE,ARTS AND CULTURE
8814A	40 <u>11</u>	SR PROG ASSOCIATE,ARTS AND CULTURE

SECTION 3. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2521A	2	APPLICATION DEVELOPER II
2535A	4	INFO SYSTEMS SUPPORT ANALYST II
2559A	4	NETWORK SYSTEMS ADMINISTRATOR II

SECTION 4. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>
<u>2612A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER II</u>
<u>2546A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT ANALYST II</u>
<u>2547A</u>	<u>1</u>	<u>SENIOR IT TECHNICAL SUPPORT ANALYST</u>

SECTION 5. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2594A	3 <u>1</u>	PRINCIPAL INFO SYSTEMS ANALYST
2525A	3 <u>5</u>	SENIOR APPLICATION DEVELOPER

SECTION 6. Section 6.52.010 (Department of Medical Examiner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1140A	8	SENIOR CLERK

SECTION 7. Section 6.52.010 (Department of Medical Examiner) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	24 <u>32</u>	SENIOR TYPIST-CLERK

SECTION 8. Section 6.76.015 (Fire Department - Prevention) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0328A	24 <u>27</u>	FORESTRY ASSISTANT
0326A	43 <u>7</u>	FORESTRY TECHNICIAN

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
5476A	339 <u>338</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5456A	34 <u>32</u>	SENIOR PHYSICIAN

SECTION 10. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5476A	209 <u>207</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5456A	6 <u>8</u>	SENIOR PHYSICIAN

SECTION 11. Section 6.120.010 (Sheriff - Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9234A</u>	<u>1</u>	<u>SUPERVISING PARALEGAL</u>

SECTION 12. Section 6.120.010 (Sheriff - Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9232A	5 <u>4</u>	PARALEGAL

SECTION 13. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSAUG2024ASCEO]