

BOARD OF SUPERVISORS

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COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

Chief Executive Officer

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

February 18, 2025

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

14 February 18, 2025

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 unclassified classifications; changing the titles and salaries of three (3) represented classifications; deleting seven (7) represented classifications and three (3) non-represented classifications; and reclassifying 91 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 unclassified classifications for the Executive Office, Board of Supervisors and the Department of Parks and Recreation;
2. Change the titles and salaries of three (3) represented classifications for Los Angeles County Employees Retirement Association (LACERA);
3. Delete seven (7) represented classifications and three (3) non-represented classifications; and
4. Reclassify 91 positions in the Departments of Agricultural Commissioner/Weights and Measures, Consumer and Business Affairs, County Counsel, Health Services, Justice, Care and Opportunities, Public Social Services, Public Works, and Registrar-Recorder/County Clerk.

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 September 15, 2021, the Board unanimously approved a motion calling for the convening of a Countywide Prevention Services Task Force (Task Force). The Task Force presented its findings and on July 25, 2023, the Board directed the Executive Officer of the Board, in consultation with County Counsel and the Chief Executive Officer (CEO), to hire an Executive Director. As a result, we are recommending the establishment of the Executive Director, Prevention and Promotion Systems Governing Committee (Unclassified) (Item No. 1068) in the County Classification Plan (Attachment A). The unclassified position is being established in the Executive Office, Board of Supervisors to provide specialized executive management and technical support to carry out the Committee's functions to oversee the coordination and collaboration of prevention and promotion services Countywide. This position will be responsible for directing support staff in all administrative matters of the Committee and leading a centralized leadership structure to streamline, align, and proliferate equitable prevention programming across departments.

We are recommending the establishment of the Executive Officer, Arboretum (Unclassified) (Item No. 0302) to the Department of Parks and Recreation (Attachment A). The one position assigned to this classification will report directly to the Director of Parks and Recreation and will have executive management oversight of the Los Angeles County Arboretum and Botanical Gardens. The position will collaborate and partner with the Los Angeles Arboretum Foundation and the Department of Parks and Recreation, oversee operations through subordinate managers, direct and plan multi-year budgets, and develop, implement, and monitor strategic goals and priorities.

Title Changes and Salary Adjustments

LACERA is requesting to revise the titles and salaries for the classifications of Disability Retirement Support Specialist I, LACERA, Document Processing Assistant, LACERA, and Document Processing Coordinator, LACERA. Subsequently, LACERA submitted the proposed requests to the CEO Classification and Compensation Division for analysis and review.

After a review of the proposed salaries and title changes, we are recommending a salary range adjustment for the represented classifications (Attachment A). We determined two of the subject classifications needed to be reallocated to higher ranges and one to a lower range based on recruitment and retention issues, internal alignment, and a survey of market comparable positions in the public and private sectors. In addition, we are recommending the title changes for the represented classifications of Disability Retirement Support Specialist I, LACERA (Item No. 0790) to Disability Retirement Support Specialist, LACERA; Document Processing Assistant, LACERA (Item No. 0471) to Document Processing Specialist, LACERA; and Document Processing Coordinator,

LACERA (Item No. 0472) to Document Processing Supervisor, LACERA. The title and salary changes have been approved by the Employee Relations Commission (ERCOM).

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of seven (7) represented classifications and three (3) non-represented classifications from the Classification Plan (Attachment A). The positions are vacant, the represented classifications have been approved for deletion by ERCOM and 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 91 positions in eight (8) 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 estimated annual cost for the LACERA salary changes is \$44,000. This could potentially result in future costs to the County in the form of increased employer contribution.

The total cost resulting from the recommended reclassifications is \$1,714,000 and the net County cost portion is \$477,000. 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.

California Government Code Sections 31522.1, 31522.2 and 31522.4, County Employees Retirement Law of 1937 (CERL), states that retirement system employees are County employees who are to be included in the salary ordinance adopted by the Board. Further, the Constitution and our County Charter provides the Board with the authority to create classifications and set the compensation of County employees.

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,

A handwritten signature in black ink, appearing to read "Fesia A. Davenport". The signature is fluid and cursive, with a large initial "F" and "D".

FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN

AYH:JR:AS:va

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	
			N23	R14
Savings/ Megaflex	1068	Executive Director, Prevention and Promotion Systems Governing Committee (UC)	N23	R14
Savings/ Megaflex	0302	Executive Officer, Arboretum (UC)	N23	R10

**REPRESENTED CLASSIFICATIONS RECOMMENDED FOR
TITLE AND SALARY CHANGE IN THE CLASSIFICATION PLAN**

Item No.	Current Title	Current Salary Schedule and Level		Recommended Title Change	Recommended Salary Schedule and Level	
		NMO	97D		NMO	96A
0790	Disability Retirement Support Specialist I, LACERA	NMO	97D	Disability Retirement Support Specialist, LACERA	NMO	96A
0471	Document Processing Assistant, LACERA	NMO	84C	Document Processing Specialist, LACERA	NMO	85A
0472	Document Processing Coordinator, LACERA	NMO	87C	Document Processing Supervisor, LACERA	NMO	90B

CLASSIFICATION PLAN CHANGES

ATTACHMENT A

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
5531	Consulting Pharmacologist
0791	Disability Retirement Support Specialist II, LACERA
6552	Elevator Operator
2674	Senior Data Conversion Equipment Operator
7068	Senior Photocopy Machine Operator
7133	Video Production Assistant
7139	Video Production Technician

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
6808	Contract Services Analyst, Building Services
0860	Executive Director, Women & Girls Initiative (UC)
4868	Exercise Physiology Technician

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Deputy I (UC) Item No. 1043A N23 R12 Non-Represented	1	Administrative Deputy II (UC) Item No. 1045A N23 R13 Non-Represented

The subject Administrative Deputy I (UC) position reports to the Chief Deputy, Agricultural Commissioner, Weights and Measures (ACWM), and is responsible for the oversight, through subordinate managers, for the ACWM Administrative Services Bureau, comprised of the Budget and Fiscal Services, Contracts, Human Resources, and Management and Technical Services functions, in addition to facilities management and administrative support.

ACWM carries out a range of mandated, fee-driven programs operating under various and complex regulatory and contractual requirements, in areas of Environmental Protection, Pest Exclusion and Produce Quality, Weed Hazard & Pest Management, and Weights and Measures (encompassing Device Accuracy, Metrology, Business Practices/Investigations, and Price Verification).

The duties and responsibilities of the subject position are consistent the classification criteria for Administrative Deputy II (UC), a class that is distinguished by its responsibility for directing the planning, implementation, and evaluation of the centralized administrative operations and support services for a County department with extensive, diverse, and complex administrative requirements. The Administrative Deputy II (UC) typically works under the general direction of a chief deputy director or department director and functions as the highest-level executive manager for an administrative division staffed by a variety of professional, technical, and administrative and clerical support personnel. Therefore, we recommend upward reallocation of the subject position to Administrative Deputy II (UC).

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NMO 98L Represented	4	Management Analyst Item No. 1848A NMO 99E Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMVO 80L Represented		
1	Staff Assistant I Item No. 0907A NMO 86F Represented		
1	Youth Worker Item No. 8252M N1 F Represented		

The four (4) subject positions are located in Human Resources and report to an Administrative Services Manager I. The primary purpose of the subject positions is to perform a variety of analytical, technical, and confidential/sensitive assignments in core functional areas of human resources. All positions perform specialized human resources duties.

The subject Administrative Assistant III position independently performs duties in performance management and employee relations. Duties include reviewing and analyzing policy violations and grievances and recommending corrective actions and interpreting applicable civil service rules or policies related to human resources operations. The subject Senior Typist-Clerk position independently performs cross-functional duties in classification/compensation and operations. Duties include reviewing and preparing budget duty statements and organizational charts, reviewing department position control to ensure organizational alignment, reviewing and making recommendations for new bonus requests, preparing new compensation or bonus request memos, and processing employee transactions in accordance with County policies and procedures. The subject Staff Assistant I position independently performs cross-functional duties in examinations/talent acquisition and operations. Duties include

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CONSUMER AND BUSINESS AFFAIRS (Continued)

preparing, processing, and finalizing examination and certification processes, developing job analysis, rating tools and other exam materials, preparing examination bulletins, screening applications, scheduling and administering exams, and processing employee transactions in accordance with County policies and procedures. The subject Youth Worker position independently performs duties in classification/compensation. Duties include reviewing and preparing budget duty statements and organizational charts, reviewing department position control to ensure organizational alignment, reviewing and making recommendations for new bonus requests, and preparing new compensation or bonus request memos.

Based on the reporting relationship to the Administrative Services Manager I, the variety of routine to moderately complex assignments, and responsibility for providing technical support to a comprehensive human resources program in a small size County department, we recommend upward reallocation of the four (4) subject positions to Management Analyst.

COUNTY COUNSEL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Associate County Counsel Item No. 9204A NMXO 113A Non-Represented	1	Assistant County Counsel Item No. 9208A N23 S18 Non-Represented

The subject Senior Associate County Counsel position functions as the County Counsel Chief Diversity Officer to participate in, respond to, and oversee the Office's compliance with Board of Supervisors Diversity, Equity, and Inclusion (DEI) priorities and initiatives. Specifically, this position coordinates all DEI-related efforts including Anti-Racism, Diversity, and Inclusion (ARDI) and Women & Girls Initiatives, Government Alliance on Race and Equity, and Gender Impact Assessment (GIA); participates in and/or oversees ARDI-related trainings, meetings, and motions and manages the Office's compliance from inception to conclusion; acts as the Office's Equity Action Team lead and liaison for Office ARDI efforts; participates in GIA including coordinating and facilitating meetings, attending coaching sessions, developing goals, and completing necessary goal-related tasks; works with the Prevention and Promotion Coordination Implementation Team on cross-departmental ARDI efforts and ensures that the County Counsel advances ARDI Initiatives in all aspects of the Office's work; leads the Office's 45-employee Inclusion, Diversity, Equity, and Anti-racism Committee; represents County Counsel in meetings

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

COUNTY COUNSEL (Continued)

with County departments/entities such as the Chief Executive Office and Human Relations Commission; and coordinates related communications and outreach efforts with outside agencies and professional organizations.

The duties and responsibilities of the subject position meet the classification criteria for Assistant County Counsel, a class that reports to a Senior Assistant County Counsel (UC) and is distinguished from the lower-level Deputy County Counsel classifications by its responsibility for managing a division of the Office of the County Counsel and/or for performing highly specialized legal work of a complex and often sensitive nature. Therefore, we recommend upward reallocation of the subject position to Assistant County Counsel.

HEALTH SERVICES – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Physician Specialist, Radiology-General/Diagnostic (Non Megaflex) Item No. 5476A-80 N43 D27 Represented	1	Senior Physician, Radiology-General/Diagnostic Item No. 5456A-80 N42 E29 Non-Represented
1	Physician Specialist, Radiology-Vascular/Internal Diagnostic (Non Megaflex) Item No. 5476A-81 N43 D30 Represented	1	Senior Physician, Radiology-Vascular/Internal Diagnostic Item No. 5456A-81 N42 E32 Non-Represented

The two (2) subject Physician Specialist (Non Megaflex) positions report to the Chief Physician, Radiology. The first position will serve as the Enterprise Vice-Chief of Breast Imaging and the second position will serve as the Enterprise Vice-Chief of IR. The Vice-Chiefs of Breast Imaging and IR will oversee the breast imaging and IR service lines for all DHS facilities, medical centers, and ambulatory care centers. The positions will focus on the interpretation and performance of studies by physicians specialized in radiology. They will provide technical oversight of radiology technical operations for their service lines to ensure procedural safety and accuracy. These physicians will oversee their service lines' operations and strategy at the enterprise level with the goal of driving standardization, creating economies of scale, and using best practices to improve fiscal

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – ADMINISTRATION (Continued)

sustainability and patient access to radiology services. Both will also be tasked with creating service lines at RLANRC. These positions will begin the migration toward an enterprise, subspecialized radiology model, foreseeing the creation of future enterprise subspecialty leads in other areas such as neuroradiology, nuclear medicine, body imaging, and emergency radiology.

The duties and responsibilities of the subject positions meet the classification criteria for Senior Physician, Radiology, a class that will take the lead over IR and Breast Imaging services for the department by improving access to quality imaging through standardization. The purpose of the positions is to improve patient access to timely radiology procedures and enhance internal cooperation between facilities, reduce radiology procedural backlogs, increase physician productivity, improve patient satisfaction, reduce out-of-network referrals, and improve hiring and retention. Therefore, we recommend upward reallocation of the subject positions to Senior Physician, Radiology - General/Diagnostic and Senior Physician, Radiology - Vascular/Internal Diagnostic.

HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Chief Physician I – OBGYN – General Item No. 5457A-69 N42 E21 Non-Represented	1	Chief Physician I – Emergency Medicine Item No. 5457A-53 N42 E20 Non-Represented
1	Chief Physician I – Pediatrics Item No. 5457A-75 N42 E09 Non-Represented	1	Chief Physician I – Radiology – General/Diagnostic Item No. 5457A-80 N42 E30 Non-Represented
1	Chief Physician II – Int Med – Endocrinology Item No. 5458A-55 N42 E13 Non-Represented	1	Chief Physician I – OBGYN – Gynecologic Oncology Item No. 5457A-70 N42 E29 Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

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

2	Nuclear Medicine Technologist II Item No. 5803A NMO 112A Represented	2	Nuclear Medicine Technologist, Special Procedures Item No. 5809A NMO 114A Non-Represented
1	Physical Therapist I Item No. 5837A NMWO 107C Represented	1	Physical Therapist II Item No. 5839A NMWO 111C Represented

The subject Chief Physician I - OBGYN-General position serves as the Chief of the Department of Emergency Medicine and reports directly to Olive View Medical Center's (OVMC) Chief Medical Officer. The position has immediate administrative oversight of the Department of Emergency Medicine, a medical division of the hospital. The position's scope of responsibility includes budget preparation, personnel functions, and coordinating the staffing and scheduling of physicians, and work of the department; designing and implementing process improvement strategies to improve and optimize emergency services; and coordinating and integrating services within the department and with other departments. In addition, the position has responsibility for formulating overall policy, planning, and directing the medical activities of the division.

The duties and responsibilities meet the classification criteria for Chief Physician I, as the subject position has immediate responsibility for supervising a medical division at OVMC. Therefore, we recommend the downward reallocation of the subject position to Chief Physician I - Emergency Medicine.

The subject Chief Physician I – Pediatrics position serves as the Chief of the Department of Radiology and provides direction and oversight of all clinical, operational, and administrative functions for the division. Specific duties include providing direct supervision of physicians in multiple areas and oversight of over 125 support technical staff (Radiologic Technicians, Ultrasound Technicians, and Nuclear Medicine Technicians) who report to a Chief Radiologic Technologist; directing the planning, implementation, administration, and evaluation of the department's radiological operations and services; preparing and controlling the division's budget; and establishing and advancing the department's strategic direction.

The duties and responsibilities of the subject position meet the classification criteria for Chief Physician I, as the subject position has immediate responsibility for the Department of Radiological Services, a medical division of OVMC. Therefore, we recommend the upward reallocation of the subject position to Chief Physician I – Radiology.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

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

The subject Chief Physician II - Int Med-Endocrinology position reports directly to OVMC's Chief Medical Officer and provides oversight for the clinical and administrative functions of the Obstetrics and Gynecology Division. The position has responsibility for overseeing a variety of clinical, nursing, and technical positions, including physicians, physician assistants, nurse practitioners, nurse midwives, genetic counselors, and clerical personnel. Other duties include responsibility for the administrative aspects of the division, including budget preparation and control, personnel functions, procurement of equipment and supplies; reviewing clinical operations to improve quality of the clinical practice; and formulating overall policies, plans, and procedures for clinical and administrative operations.

The duties and responsibilities of the subject position meet the classification criteria for Chief Physician I, as the position supervises a medical division of a hospital and has responsibility for formulating and setting organizational policies and goals, and planning, directing, and controlling operations and assigned personnel. Therefore, we recommend the upward reallocation of the subject position to Chief Physician I – OBGYN-Gynecological Oncology.

The two (2) subject Nuclear Medicine Technologist II positions work under the direction of a Nuclear Medicine Physician and report to a Supervising Nuclear Medicine Technologist. Positions are responsible for performing complex and specialized nuclear medicine procedures utilizing dual mode scanners. These responsibilities include obtaining a patient's medical history; calculating radiopharmaceutical doses and injecting contrast into patients; conducting scans, processing, and evaluating acquired images for technical quality before submitting to physician for assessment and diagnosis; performing daily quality control of machine, maintaining records, and ordering/receiving, administering; and disposing radioactive materials.

The duties and responsibilities of the position meet the classification criteria for Nuclear Medicine Technologist, Special Procedures, as the position performs specialized nuclear medicine diagnostic studies using dual-mode PET/CT or SPECT/CT scanners for the assessment and diagnosis of pathological diseases, which requires the position to be dually certified as a diagnostic radiologic technologist and nuclear medicine technologist. Therefore, we recommend upward reallocation of the subject positions to Nuclear Medicine Technologist, Special Procedures.

The subject Physical Therapist I position reports to a Physical Therapy Supervisor I and is assigned to the Physical Therapy outpatient setting and provides physical therapy services to patients with musculoskeletal, neurological, and cardiopulmonary conditions, as well as vestibular dysfunction and complex stroke patients. Specific duties include reviewing and triaging referrals for vestibular rehabilitation; providing specialized patient evaluations using physical therapy tests and measurements, establishing therapeutic

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

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

intervention goals, and implementing therapeutic intervention plans utilizing physical therapy modalities and procedures; educating patient/families to promote and coordinate continuing patient care; and assisting with reviewing and modifying departmental policies and procedures.

The duties and responsibilities of the subject position meet the classification criteria for Physical Therapist II, as the position independently manages a caseload of patients with musculoskeletal, neurological, and cardiopulmonary conditions. Therefore, we recommend upward reallocation of the subject position to Physical Therapist II.

HEALTH SERVICES – RANCHO LOS AMIGOS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Typist-Clerk Item No. 2216A NMVO 80L Represented	1	Volunteer Programs Coordinator II Item No. 2683A NMO 90A Non-Represented

The subject Senior Typist-Clerk position is assigned to the Rancho Los Amigos National Rehabilitation Center's (RLANRC) Volunteer Services Department (VSD) and will report to the chief engagement and equity officer. Specific duties include coordinating onboarding processes, performing outreach and recruitment efforts, and training volunteers. The subject position also serves as the point of contact to nine (9) RLANRC departments (Nursing, Occupational Therapy, Pastoral Care, Pharmacy, Phlebotomy Lab, Physical Therapy/Pediatrics, Recreational Therapy, Speech Pathology, and Gift Shop), and participates in the coordination of seasonal and special projects requiring additional volunteer involvement and services. In addition, the subject position participates in the development and revision of volunteer programs and training materials.

The duties and responsibilities of the subject position meet the classification criteria for Volunteer Programs Coordinator II. The position is responsible for coordinating VSD operations and logistics to ensure sufficient volunteers are staffed where needed. Therefore, we recommend upward reallocation of the subject position to Volunteer Programs Coordinator II.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

JUSTICE, CARE AND OPPORTUNITIES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Health Program Analyst I Item No. 4727A NMO 105E Non-Represented	3	Justice Program Analyst Item No. 3060A NMO 105E Non-Represented
25	Health Program Analyst II Item No. 4729A NMO 109E Non-Represented	25	Justice Program Senior Analyst Item No. 3061A NMO 109E Non-Represented
7	Health Program Analyst III Item No. 4731A NMO 116F Non-Represented	7	Justice Program Director Item No. 3062A NMO 116F Non-Represented

The 35 subject positions are assigned to various functions throughout JCOD and perform a range of duties including analytical, technical, and/or client background research in functional areas impacting the administration of service-based programs. The classes are responsible for interacting with clients, contractors, courts, law enforcement, and internal and external stakeholders in the planning and coordination of justice-related programs. The Justice Program Director is a class that supervises teams of analysts engaged in planning, implementing administering, and evaluating justice and service-based programs. These positions require expert knowledge of principles of program administration, organization, and planning; methodologies, concepts, and practices of the justice system, human services program development, support, and evaluation. The Justice Program Senior Analyst is a class that is responsible for the solution of complex and difficult problems and makes recommendations in areas of resources and personnel utilization, program development, implementation, and improvement. The Justice Program Analyst is a class that performs moderately complex to difficult program work directly related to the department's core mission or business. The duties and responsibilities of the subject positions meet the classification criteria for the Justice Program Analyst series, which was approved by the Board of Supervisors on November 1, 2023, to focus on the development, implementation, and management of justice programs. Therefore, we recommend lateral reclassification of the subject Health Program Analyst positions to the Justice Program Analyst series.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant I Item No. 0887A N2MO 85G Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented
6	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented	6	Departmental Civil Service Representative Item No. 1881A NMO 107E Non-Represented
2	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented	1	Head Departmental Civil Service Representative Item No. 1882A NMO 114D Non-Represented
		1	Senior Departmental Employee Relations Representative Item No. 1908A NMO 114D Non-Represented
13	Eligibility Computation Clerk II Item No. 1303A NMVO 78K Represented	13	Eligibility Worker II Item No. 9179A N3MWO 83C Represented
3	Supervising Eligibility Computation Clerk II Item No. 1307A NMVO 83K Represented	3	Eligibility Supervisor Item No. 9181A NMWO 88J Represented

The subject Administrative Assistant I position is located in the Risk Management and Safety Section. Duties of the position include assisting management with sensitive and special assignments that require developing health and safety related policies; coordinating with managers and employees to collect documentation; and consulting with

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES (Continued)

CEO Risk Management to determine needs regarding confidential claims. The assignments are sensitive in nature and require sophisticated critical thinking skills along with the ability to work independently.

The duties and responsibilities of the subject position meet the classification criteria for Management Analyst, a class that performs a variety of analytical, technical, and/or confidential and sensitive assignments in core administrative functional areas such as human resources and department administration. Therefore, we recommend upward reallocation of the subject position to Management Analyst.

The six (6) subject Administrative Services Manager I positions are located in the Discipline, Policy, and Litigation Unit. Duties of the positions include preparing formal letters including Warnings, Reprimands, Suspensions, Reductions and Discharges; and ensuring disciplinary actions are in compliance with departmental and County policies and have sufficient basis for defense in the event of appeals to the Civil Service Commission.

The duties and responsibilities of the subject positions meet the classification criteria for Departmental Civil Service Representative, a class that is responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission. Therefore, we recommend the upward reallocation of the subject positions to Departmental Civil Service Representative.

The subject Administrative Services Manager II position is located in the Discipline, Policy, and Litigation Unit. Duties of the position include managing and supervising the activities of the unit; overseeing the review and approval of Medical Releases, Warnings, Reprimands, Suspensions, Reductions and Discharges; and testifying as the Department's decision-maker before the Civil Service Commission, Employee Relations Commission and Arbitrations.

The duties and responsibilities of the subject position meet the classification criteria for Head Departmental Civil Service Representative, a class that is responsible for providing full administrative and technical supervision over a staff of departmental representatives who prepare and present cases involving all departmental actions which may be appealed to the Civil Service Commission. Therefore, we recommend the upward reallocation of the subject position to Head Departmental Civil Service Representative.

The subject Administrative Services Manager II position is located in the Internal Affairs and Employee Relations Section. Duties of the position include supervising Departmental Employee Relations Representatives, leading and conducting investigations related to grievances, and facilitating and preparing for all SEIU related meetings.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES (Continued)

The duties and responsibilities of the subject position meet the classification criteria for Senior Departmental Employee Relations Representative, a class that represents the management of a large County department in the conduct of contacts with employees, employee organizations, employee relations administrators, and the Civil Service and Employee Relations Commissions. Therefore, we recommend the upward reallocation of the subject position to Senior Departmental Employee Relations Representative.

The 13 subject Eligibility Computation Clerk II positions are located in the Welfare Fraud Prevention and Investigation Training Section. Duties of the subject positions include reviewing and analyzing data including case information, participant income, assistance size, and benefits to determine eligibility for various public assistance programs; and making determinations for participant payment or benefit amounts.

The duties and responsibilities of the subject positions meet the classification criteria for Eligibility Worker II. Positions in this class review and analyze financial and eligibility information to determine eligibility for assistance programs and compute benefits for eligible applicants of public assistance programs to determine whether funds can be authorized. Therefore, we recommend the upward reallocation of the 13 subject positions to Eligibility Worker II.

The three (3) subject Supervising Eligibility Computation Clerk II positions are located in the Welfare Fraud Prevention and Investigation Training Section. Duties of the subject positions include supervising subordinates engaged in reviewing, researching, and completing the more complex public assistance eligibility and budget calculations.

The duties and responsibilities of the subject positions meet the classification criteria for Eligibility Supervisor. Positions in this class supervise a unit of Eligibility Workers engaged in making eligibility and grant determinations for public assistance applicants and participants. Therefore, we recommend the upward reallocation of the three (3) subject positions to Eligibility Supervisor.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
11	Member, Los Angeles County Highway Safety Commission Item No. 9418 Non-Represented	11	Member, Transportation Commission Item No. 9422 Non-Represented

The 11 subject Member, Los Angeles County Highway Safety Commission positions are located in the Transportation Planning and Programs Division. On September 12, 2023, the Board adopted a motion that directed the CEO, in coordination with the Department of Public Works, to create a Transportation Commission. The purpose of the Commission is to advise and assist the Board on all matters pertaining to transportation policies, State and federal legislation, goals, plans, processes, contracts, and mobility-related major capital projects within the unincorporated communities of the County. Concurrently, the Board instructed the dissolution of the existing Highway Safety Commission and, in its place, to establish a new Transportation Commission for the County. Therefore, we recommend reallocation of the subject positions to Member, Transportation Commission.

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Geographic Information Systems Technician I Item No. 4419A NO 100G Represented	2	Geographic Information Systems Analyst Item No. 4413A NO 107D Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

REGISTRAR-RECORDER/COUNTY CLERK (Continued)

2	Geographic Information Systems Technician II Item No. 4411A NO 102G Represented	1	Principal Geographic Information Systems Analyst Item No. 4415A NMO 116F Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A NO 112C Represented
1	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 80L Represented

The two (2) subject Geographic Information Systems Technician I positions are responsible for creating custom tools for Geographic Information Systems Technicians to create streets, sub-precincts, and precincts and write scripts to validate entries and verify information in the database. The duties and responsibilities of the subject positions meet the classification criteria for Geographic Information Systems Analyst, a class which is responsible for carrying out a wide range of difficult and responsible assignments in maintaining the accuracy and quality of Geographic Information Systems database information, developing cartographic products, and data analysis and visualization to support a wide variety of County or departmental functions, processes, and analytical requirements. Therefore, we recommend upward reallocation of the subject positions to Geographic Information Systems Analyst.

The subject Geographic Information Systems Technician II position is responsible for, in conjunction with the Geographic Information Systems Manager I, leading and directing highly complex applications and projects conducted in the section to create novel technical solutions for existing operational challenges. Solutions may involve utilizing existing personnel to develop applications, purchasing off-the-shelf products, or contracting work through developing a scope of work. The duties and responsibilities of the subject position meet the classification criteria for Principal Geographic Information Systems Analyst, a class which is responsible for performing complex duties focused on large-scale Geographic Information Systems application and database projects and highly complex analytical assignments to meet departmental/County-wide business, information, and decision-support requirements. Therefore, we recommend upward reallocation of the subject position to Principal Geographic Information Systems Analyst.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

REGISTRAR-RECORDER/COUNTY CLERK (Continued)

The subject Geographic Information Systems Technician II position is responsible for creating custom tools used by lower-level staff, web maps with dynamic data sources, working as a supervisor to provide technical guidance to lower-level staff, and is assigned one of two databases to maintain the database's security, integrity, deficiency, and compliance with standard business practices. The duties and responsibilities of the subject position meet the classification criteria for Senior Geographic Information Systems Analyst, a class which is responsible for performing duties of considerable difficulty focused on data analysis and visualization, database maintenance, cartography, or application development. Therefore, we recommend upward reallocation of the subject position to Senior Geographic Information Systems Analyst.

The subject Intermediate Typist-Clerk position reports to an Election Programs Coordinator and is responsible for performing duties, such as preparing responses to public records requests and nonroutine voter inquiries; monitoring proposed legislation and researching its impact on the division's procedures; generating reports from the Election Management System and ensuring the accuracy for reports; reviewing election materials to ensure compliance with the CEC; and preparing correspondence for procedural changes to executive management. The duties and responsibilities of the subject position meet the classification criteria for Senior-Typist Clerk, which per the classification specification does skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend upward reallocation of the subject position to Senior Typist-Clerk.

ANALYSIS

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

- Adding and establishing the salary for two (2) employee classifications;
- Deleting three (3) employee classifications; and
- Adding, deleting, and/or changing certain employee classifications and

number of ordinance positions in the Departments of Agricultural

Commissioner/Weights and Measures, Consumer and Business Affairs, County

Counsel, Health Services, Justice, Care and Opportunities, Los Angeles County

Employees Retirement Association, Public Social Services, Public Works, and

Registrar-Recorder/County Clerk.

DAWYN R. HARRISON
County Counsel



By:

GRAEME E. SHARPE
Senior Deputy County Counsel
Labor & Employment Division

GES:gr

Requested: 1/6/25
Revised: 1/15/25

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; delete three (3) 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>1068</u>	<u>EXEC DIR,PPSGC(UC)</u>	_____*	<u>N23</u>	<u>R14</u>
<u>0302</u>	<u>EXEC OFFICER,ARBORETUM(UC)</u>	_____*	<u>N23</u>	<u>R10</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	
6808	CONTRACT SERVICES ANALYST, BLDG SERV	01/01/2021	NMO	93C
		10/01/2022	NMO	95C
		10/01/2023	NMO	96E
		10/21/2024	NMO	97G
0860	EXEC DIR, WOMEN & GIRLS INITIAT(UC)	01/01/2021	N23	R15
		10/01/2022	N23	R15
		10/01/2023	N23	R15
		10/01/2024	N23	R15
4868	EXERCISE PHYSIOLOGY TECHNICIAN	01/01/2021	NMO	96B
		10/01/2022	NMO	98B
		10/01/2023	NMO	99D
		10/01/2024	NMO	100F

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures)

is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1043A	4	ADMINISTRATIVE DEPUTY I(UC)

SECTION 4. Section 6.32.010 (Agricultural Commissioner/Weights and Measures)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1045A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY II(UC)</u>

SECTION 5. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	2 <u>1</u>	ADMINISTRATIVE ASSISTANT III
1848A	6 <u>10</u>	MANAGEMENT ANALYST
2216A	2 <u>1</u>	SENIOR TYPIST-CLERK
0907A	4 <u>3</u>	STAFF ASSISTANT I
8252M	2 <u>1</u>	YOUTH WORKER

SECTION 6. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9208A	24 <u>22</u>	ASSISTANT COUNTY COUNSEL
9204A	5 <u>4</u>	SENIOR ASSOCIATE COUNTY COUNSEL

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
5476A	23 <u>21</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5456A	6 <u>8</u>	SENIOR PHYSICIAN

SECTION 8. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2683A</u>	<u>1</u>	<u>VOLUNTEER PROGRAMS COORDINATOR II</u>

SECTION 9. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	28 <u>27</u>	SENIOR TYPIST-CLERK

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5803A	2	NUCLEAR MEDICINE TECHNOLOGIST II

SECTION 11. 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
5457A	7 <u>8</u>	CHIEF PHYSICIAN I
5458A	4 <u>3</u>	CHIEF PHYSICIAN II
5809A	4 <u>3</u>	NUCLEAR MED TECHNOL,SPECIAL PROC
5837A	8 <u>7</u>	PHYSICAL THERAPIST I
5839A	7 <u>8</u>	PHYSICAL THERAPIST II

SECTION 12. Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4727A	3	HEALTH PROGRAM ANALYST I
4729A	25	HEALTH PROGRAM ANALYST II
4731A	7	HEALTH PROGRAM ANALYST III

SECTION 13. Section 6.102.010 (Justice, Care and Opportunities Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3060A	9 <u>12</u>	JUSTICE PROGRAM ANALYST
3062A	4 <u>8</u>	JUSTICE PROGRAM DIRECTOR
3061A	6 <u>31</u>	JUSTICE PROGRAM SR ANALYST

SECTION 14. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0887A	4	ADMINISTRATIVE ASSISTANT I
1307A	3	SUPVG ELIGIBILITY COMP CLERK II

SECTION 15. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1881A</u>	<u>6</u>	<u>DEPARTMENTAL CIVIL SERVICE REP</u>
<u>1882A</u>	<u>1</u>	<u>HEAD DEPARTMENTAL CIVIL SERVICE REP</u>
<u>1908A</u>	<u>1</u>	<u>SENIOR DEPTL EMPLOYEE RELATIONS REP</u>

SECTION 16. 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
1002A	464 <u>155</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	52 <u>50</u>	ADMINISTRATIVE SERVICES MANAGER II
1303A	45 <u>2</u>	ELIGIBILITY COMPUTATION CLERK II
9181A	4408 <u>1111</u>	ELIGIBILITY SUPERVISOR
9179A	7195 <u>7208</u>	ELIGIBILITY WORKER II
1848A	438 <u>139</u>	MANAGEMENT ANALYST

SECTION 17. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9418	44	MEMBER, LA CO HIGHWAY SAFETY COMM*

SECTION 18. Section 6.109.010 (Department of Public Works) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9422</u>	<u>11</u>	<u>MEMBER, TRANSPORTATION COMMISSION</u>

SECTION 19. 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
4415A	<u>1</u>	<u>PRIN GEOGRAPHIC INFO SYST ANALYST</u>

SECTION 20. 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
4413A	2 <u>4</u>	GEOGRAPHIC INFO SYSTEMS ANALYST
4419A	4 <u>2</u>	GEOGRAPHIC INFO SYSTEMS TECHNICIAN I
4411A	4 <u>2</u>	GEOGRAPHIC INFO SYST TECHNICIAN II
2214A	254 <u>250</u>	INTERMEDIATE TYPIST CLERK
4414A	4 <u>2</u>	SENIOR GEOGRAPHIC INFO SYST ANALYST
2216A	86 <u>87</u>	SENIOR TYPIST-CLERK

SECTION 21. Section 6.127.010 (Los Angeles County Employees Retirement Association) is hereby amended to change the title of the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0790A	2	DISAB RETIRE SUPPORT SPEC I,LACERA <u>DISAB RETIRE SUPPORT SPEC,LACERA</u>
0471A	12	DOCUMENT PROCESSING ASSISTANT,LACERA <u>DOCUMENT PROCESSING SPECIALIST,LACERA</u>

0472A 3

~~DOCUMENT PROCESSING COORDINATOR, LACERA~~
DOCUMENT PROCESSING SUPERVISOR, LACERA

SECTION 22. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[FEB2025GENRECLASSASCEO]