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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

March 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 March 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 reclassifying 19 positions in various County departments.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6-Salaries of the County Code to reclassify 19 positions in the Departments of Animal Care and Control, Fire, Mental Health, Parks and Recreation, Public Social Services, Registrar-Recorder/County Clerk, and Treasurer and Tax Collector.

**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 (Attachment). 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.

#### Reclassifications

There are 19 positions in seven (7) departments that are being recommended for reclassification (Attachment). 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 \$198,000 and the net County cost portion is \$74,000. 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.

The Honorable Board of Supervisors

3/18/2025

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Respectfully submitted,

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

FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN

AYH:JR:AS:va

Enclosures

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

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant I Item No. 0887A N2MO 85G Represented	1	Staff Assistant I Item No. 0907A NMO 86F Represented

The subject Administrative Assistant I position reports to an Administrative Services Manager II position and is assigned to the Contracts, Grants and Analytics Division in the department's Administrative Office. The position's primary duties and responsibilities will include using data and analytic tools to measure and evaluate internal operations, providing recommendations for staffing and facility needs, and allocating resources efficiently. The subject position will also handle customized data reporting requests from internal management and make improvements to the department's animal software system, focusing on reducing input errors and enhancing data quality. The duties and responsibilities of the subject position meet the classification criteria for Staff Assistant I, a class that performs housekeeping and record keeping functions and conducts administrative studies of internal operations and procedures to support line operations in the department. Therefore, we recommend upward reallocation of the subject position to Staff Assistant I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### FIRE - EXECUTIVE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NMO 94L Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented
1	Administrative Assistant III Item No. 0889A NMO 98L Represented	1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented
1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented
1	Training and Communications Specialist, Fire Item No. 1859A NMO 109D Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 109B Non-Represented

The subject Administrative Assistant II position is assigned to the Manual Revisions Unit and will be responsible for assisting in the following duties: generating and distributing Major Incident Reports, reviewing and researching departmental policies and procedures including briefing manual directive and archival documents, and reviewing contents submitted for posting to the department's intranet site. 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 that are routine to moderately complex. Therefore, we recommend upward reallocation of the subject position to Management Analyst.

The subject Administrative Assistant III position is assigned to the Manual Revisions Unit and will serve as lead and handle the more complex review, analysis and research of departmental policies and procedures including briefing manual directive and archival documents, including updating procedural changes released via new policies and policy revisions and deletions. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I, a class that independently

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### **FIRE – EXECUTIVE (Continued)**

performs a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations, which may be of a confidential or sensitive nature. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

The subject Administrative Services Manager III position will be assigned to manage the department's Communications Division. The position will manage public relations matters; proactively identify opportunities to communicate more effectively with stakeholders, including County Board offices, media outlets, and community members; organize the various means of communication, including social media, the departmental website, new releases, etc.; and initiate community outreach/recruitment to foster public understanding of the Department's goals, policies, programs, and services. The duties and responsibilities of the subject position meet the classification criteria for Communications Manager (UC), a class that is part of the executive management team responsible for directing a comprehensive e-public information program to convey the department's missions, goals, and services. Therefore, we recommend upward reallocation of the subject position to Communications Manager (UC).

The subject Training and Communications Specialist, Fire position is assigned to the Communications Sections within the Communications Division. The position will provide supervision to the Multi-Media and Communications Units. In addition, the position will be responsible for the department's campaign/program development, events/community relations; developing and editing communications such as speeches, speaking points, fact sheets, new releases, newsletter, etc.; planning and strategizing social media contents. The duties and responsibilities of the subject position meet the classification criteria for Senior Public Information Specialist, a class which initiates, plans, develops, maintains, evaluates, implements, and coordinates more complex public information programs that may be highly-visible, controversial, or sensitive in nature. Therefore, we recommend downward reallocation of the subject position to Senior Public Information Specialist.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Graphic Arts Aid Item No. 7957A NMO 82H Represented	1	Graphic Artist Item No. 7959A NMO 90H Represented

The subject Graphic Arts Aid position reports to a Communications Manager, and performs duties such as developing branded templates used to promote mental health awareness, events, resources, services, education, and campaigns; designing original logos and generating highly publicized digital displays, signage, and printables; researching/creating graphics to produce a wide spectrum of outreach materials; creating and editing graphics and video content for use on social media platforms; and communicating and consulting with executive leadership, program managers, and staff on projects pertaining to the development of marketing materials. The duties and responsibilities of the subject position meet the classification criteria for Graphic Artist, a class which creates and produces creative and quality graphic design artwork for the more complex or difficult assignments or independently creates and produces a wide variety of artwork. Therefore, we recommend upward reallocation of the subject position to Graphic Artist.

#### PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Regional Recreation Director Item No. 8853A NMO 109A Non-Represented	1	Regional Operations Manager, Parks & Rec Item No. 8773A N23 S11 Non-Represented

The subject Regional Recreation Director position reports to an Assistant Director, Parks and Recreation, manages and supervises all recreational activities and maintenance operations, and assists in the overall direction of the newly formed Aquatics Agency. The duties and responsibilities of the subject position meet the classification criteria for Regional Operations Manager Parks & Rec, a classification assigned to assist in directing recreational and maintenance activities in an operations region of the Department of

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### **PARKS AND RECREATION (Continued)**

Parks and Recreation. Therefore, we recommend upward reallocation of the subject position to Regional Operations Manager, Parks & Rec.

#### **PUBLIC SOCIAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Eligibility Computation Clerk I Item No. 1302A NMVO 76K Represented	2	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented
1	Fiscal Officer I Item No. 0752A NMO 110B Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
7	Intermediate Clerk Item No. 1138A NMVO 75G Represented	7	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented

The subject Eligibility Computation Clerk I positions are located in the Bureau of Special Operations. Duties of the positions include scanning documents and typing various data into the Eligibility System; processing and distributing documents and mail from participants; reviewing and typing information onto tracking spreadsheets; and responding to calls and providing customers with program information. Incumbents in the class of Intermediate Typist-Clerk perform skilled typing duties as well as specialized clerical duties. The duties and responsibilities of the subject positions meet the classification criteria for Intermediate Typist-Clerk. Therefore, we recommend the lateral reallocation of the subject positions to Intermediate Typist-Clerk.

The subject Fiscal Officer I position is assigned to the Cost Accounting and Revenue Management Section of the Fiscal Operations Division and reports to an Administrative Services Manager III. Duties of the position include managing a team of Administrative Services Manager I's in various fiscal and administrative related functions; reviewing and providing oversight of the preparation of various claims for submission to State and county agencies; and analyzing State and federal finance policy and preparing high-level summaries and recommendations to the Administrative Services Manager III for implementation. The duties and responsibilities of the subject position meet the



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### **PUBLIC SOCIAL SERVICES (Continued)**

classification criteria for Administrative Services Manager II, a class which supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas including budget and fiscal areas. Therefore, we recommend the lateral reallocation of the subject position to Administrative Services Manager II.

The subject Intermediate Clerk positions are located in the Bureaus of Human Resources, Contract and Technical Services, and Special Operations. Duties of the positions include typing, entering data and maintaining logs; reviewing documents for accuracy and internal procedure compliance; and using computers to input data and perform computations. The duties and responsibilities of the subject positions meet the classification criteria for Intermediate Typist-Clerk, a class that performs skilled typing duties as well as specialized clerical duties. Therefore, we recommend the upward reallocation of the subject positions to Intermediate Typist-Clerk.

#### **REGISTRAR-RECORDER/COUNTY CLERK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Intermediate Clerk Item No. 1138A NMVO 75G Represented	1	Staff Assistant I Item No. 0907A NMO 86F Represented

The subject Intermediate Clerk position is responsible for coordinating and tracking operational functions and activities of the section; maintaining and verifying timekeeping records for permanent, temporary, and contract staff; liaising with human resources staff to onboard new personnel; serving as the supply coordinator; and supervising temporary staff during an election cycle. The duties and responsibilities of the subject position meet the classification criteria for Staff Assistant I, a class which is responsible for the housekeeping and record-keeping functions and conducts administrative studies of internal operations and procedures as an assistant to the manager of a line operation in a County department. Therefore, we recommend upward reallocation of the subject position to Staff Assistant I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT

#### TREASURER AND TAX COLLECTOR - OPERATING

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Departmental Personnel Assistant Item No. 1842A NMO 83E Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NMO 93B Non-Represented

The subject Departmental Personnel Assistant position reports directly to an Administrative Services Manager I located within the Operations/Exams Section of the Personnel/Payroll Division. The subject position administers lower-lever class examinations, conducts job analyses, develops exam bulletins, reviews applications, promulgates eligible lists, and generates reports. In addition, the subject position functions as the departmental Eligible List Manager by auditing eligible lists and providing technical guidance to departmental staff. The position assists with calculating salary and bonus adjustments due to cost of living adjustments and step or merit increases.


The duties and responsibilities of the subject position meet the classification criteria for Senior Departmental Personnel Assistant, a class which is responsible for analyzing personnel problems of varying levels of difficulty. Senior Departmental Personnel Assistant incumbents may assist with highly specialized examination administration, interpretation of salary provisions, and eligible list management. Also, the incumbents may conduct special assignments which require research in the Interpretive Manual, Civil Service Rules, and County Code. Therefore, we recommend upward reallocation of the subject position to Senior Departmental Personnel Assistant.

## ANALYSIS

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

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the Departments of Animal Care and Control, Fire, Mental Health, Parks and Recreation, Public Social Services, Registrar-Recorder/County Clerk, and Treasurer and Tax Collector.

DAWYN R. HARRISON  
County Counsel

By: 

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

GES:gr

Requested: 2/3/25  
Revised: 2/4/25

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to 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 6.34.010 (Department of Animal Care and Control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0887A	4	<del>ADMINISTRATIVE ASSISTANT I</del>

**SECTION 2.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0907A	3 <u>4</u>	STAFF ASSISTANT I

**SECTION 3.** Section 6.76.010 (Fire Department – Executive) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	4	<del>ADMINISTRATIVE ASSISTANT II</del>
0889A	4	<del>ADMINISTRATIVE ASSISTANT III</del>
1004A	4	<del>ADMINISTRATIVE SERVICES MANAGER III</del>
1859A	4	<del>TRAINING &amp; COMMUNICATIONS SPEC, FIRE</del>

**SECTION 4.** Section 6.76.010 (Fire Department – Executive) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1002A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>
<u>1609A</u>	<u>1</u>	<u>SR PUBLIC INFORMATION SPECIALIST</u>

**SECTION 5.** Section 6.76.010 (Fire Department – Executive) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	4 <u>5</u>	MANAGEMENT ANALYST

**SECTION 6.** Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>7957A</del>	<del>4</del>	<del>GRAPHIC ARTS AID</del>

**SECTION 7.** Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7959A	4 <u>2</u>	GRAPHIC ARTIST

**SECTION 8.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8773A	<del>7</del> <u>8</u>	REGIONAL OPERATIONS MGR,PARKS & REC
8853A	<del>4</del> <u>3</u>	REGIONAL RECREATION DIRECTOR

**SECTION 9.** 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
1302A	<del>2</del>	<del>ELIGIBILITY COMPUTATION CLERK I</del>
0752A	<del>4</del>	<del>FISCAL OFFICER I</del>
1138A	<del>7</del>	<del>INTERMEDIATE CLERK</del>

**SECTION 10.** 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
1003A	<del>50</del> <u>51</u>	ADMINISTRATIVE SERVICES MANAGER II
2214A	<del>1773</del> <u>1782</u>	INTERMEDIATE TYPIST-CLERK

**SECTION 11.** 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
1138A	428 <u>127</u>	INTERMEDIATE CLERK
0907A	4 <u>5</u>	STAFF ASSISTANT I

**SECTION 12.** Section 6.126.010 (Treasurer and Tax Collector – Operating) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1842A	4 <u>3</u>	DEPARTMENTAL PERSONNEL ASSISTANT
1843A	4 <u>2</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

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

[MAR2025GENRECLASSASCEO]