



April 01, 2025

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

Dear Commissioners:

**COMPREHENSIVE AGENCY-WIDE CLASSIFICATION AND COMPENSATION PLAN
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends authority to implement a classification and compensation plan for all non-represented positions within the Los Angeles County Development Authority (LACDA), to replace the classification and salary plan that was adopted nearly 31 years ago on May 26, 1994. All LACDA positions are unclassified and exempt from civil service rules.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Director or designee to update the LACDA's current classification and salary plan based on the recommended action.
2. Authorize the Executive Director or designee to regularly maintain the recommended classification and compensation plan to ensure the proper allocation and compensation of positions based on market data for similar roles to reduce the number of costly personnel-related issues.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In September 2019, the Los Angeles County Development Authority (LACDA) entered a contract with Koff & Associates (K&A) to conduct a comprehensive classification and compensation study that was concluded in the fall of 2023. The scope of work encompassed a thorough review of the LACDA's current classification structure, assigned duties, organizational charts, reporting relationships, job descriptions, and salary schedules to achieve the following objectives:

1) Ensure job descriptions accurately reflect the work performed and are properly allocated within a clear and systematic classification structure. This includes recognizing staff alignments, reporting relationships, and organizational structure.

2) Establish a pay structure that offers competitive salaries compared to the marketplace, ensures internal equity, and can attract and retain high-quality staff. This structure must be sustainable for both current and future operational needs and economic conditions.

The 54 existing classification specifications are outdated and do not accurately reflect the job functions, qualifications, level of responsibility, decision making authority, and work complexity typically defined in a series. The proposed classification plan includes 58 non-represented classifications, which consists of a combination of existing classifications, redefined classifications, and new classifications.

The LACDA's current salary structure is not standardized and lacks internal and market alignment. K&A created a salary range structure based on market data as defined by job scope, level, duties and responsibilities, and the qualifications required for successful job performance. It also addresses internal relationships and standardizes the range spread and differential between classifications. The LACDA recommends approving the proposed salary structure with modifications to include both 40% and 50% range spreads, depending on class concept. The recommended classification and salary plan is attached as Exhibit A.

Implementation of Strategic Plan Goals

Approval of the above actions will further the County Strategic Plan North Star Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The cost of implementing the recommended classification and compensation changes is roughly \$183,168 and has been included in the LACDA’s approved Fiscal Year 2024-2025 budget. Additional cost associated with the recommended actions will be included in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This action is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24 of the Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA guidelines Section 15060(c)(3) and 15378 because it is not defined a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

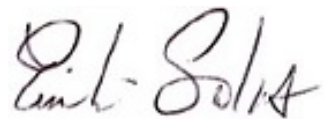
Approval of this action will ensure the proper allocation and compensation of positions based on the duties and responsibilities assigned to these jobs. Additionally, these actions are important in addressing operational needs associated with the FY 2025-2026 Budget.

The Honorable Board of Commissioners

4/1/2025

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas". The signature is written in a cursive, flowing style.

Emilio Salas

Executive Director

ES:KT

Enclosures

CURRENT CLASSIFICATIONS*	CURRENT ANNUAL SALARY		PROPOSED CLASSIFICATIONS	NEW ANNUAL SALARY	
	MINIMUM	MAXIMUM		MINIMUM	MAXIMUM
ACCOUNTANT III	\$76,253.49	\$108,082.44	ACCOUNTANT	\$71,253.00	\$99,755.00
ANALYST II	\$73,096.51	\$103,597.90			
ACCOUNTANT II	\$63,528.39	\$90,095.69	ACCOUNTING TECHNICIAN	\$55,829.00	\$78,161.00
ACCOUNTING TECHNICIAN III	\$50,689.96	\$74,537.38			
ADMINISTRATIVE ASSISTANT II	\$56,437.30	\$80,041.88	ADMINISTRATIVE ASSISTANT	\$53,170.00	\$74,439.00
ANALYST I	\$65,762.57	\$86,339.67	ADMINISTRATIVE SPECIALIST	\$71,253.00	\$99,755.00
ANALYST I	\$65,762.57	\$86,339.67	ANALYST	\$74,816.00	\$104,743.00
ANALYST II	\$73,096.51	\$103,597.90			
DEVELOPMENT SPECIALIST II	\$63,900.75	\$90,597.57			
MANAGER II	\$132,933.63	\$195,409.69			
CONSULTANT I	\$98,158.16	\$144,263.43	ASSISTANT DIRECTOR	\$131,672.00	\$197,508.00
CONSULTANT II	\$104,051.21	\$158,707.64	ASSISTANT MANAGER	\$108,327.00	\$162,490.00
CONSULTANT III	\$114,428.81	\$173,958.34			
ARCHITECTURAL ENGINEER IV	\$112,113.68	\$164,859.72			
N/A	\$-	\$-			
OFFICE ASSISTANT III	\$54,339.69	\$79,853.46	BUDGET MANAGER	\$113,743.00	\$170,615.00
ANALYST III	\$87,715.80	\$124,320.71	CENTRAL SERVICES ASSISTANT	\$45,931.00	\$64,303.00
N/A	\$-	\$-	CENTRAL SERVICES SUPERVISOR	\$71,253.00	\$99,755.00
N/A	\$-	\$-	CHIEF FINANCIAL OFFICER	\$152,427.00	\$228,640.00
N/A	\$-	\$-	CHIEF INFORMATION OFFICER	\$152,427.00	\$228,640.00
N/A	\$-	\$-	COMMUNICATION AND PUBLIC AFFAIRS OFFICER	\$108,327.00	\$162,490.00
ANALYST I	\$65,762.57	\$86,339.67	COMMUNICATIONS OFFICER	\$67,860.00	\$95,005.00
ARCHITECTURAL ENGINEER III	\$96,879.17	\$137,337.24	CONSTRUCTION INSPECTOR	\$82,485.00	\$115,479.00
ARCHITECTURAL ENGINEER IV	\$112,113.68	\$164,859.72			
ARCHITECTURAL ENGINEER III	\$96,879.17	\$137,337.24	CONSTRUCTION PROJECT MANAGER	\$105,274.00	\$147,383.00
N/A	\$-	\$-	CONSTRUCTION PROJECT SPECIALIST	\$82,485.00	\$115,479.00
ANALYST II	\$73,096.51	\$103,597.90	CONTRACT MANAGER	\$74,816.00	\$104,743.00
ASSISTANT EXECUTIVE DIRECTOR	\$167,871.02	\$246,860.57	DEPUTY EXECUTIVE DIRECTOR	\$204,266.00	\$306,399.00
DEVELOPMENT SPECIALIST II	\$63,900.75	\$90,597.57	DEVELOPMENT OFFICER	\$86,609.00	\$121,253.00
DIRECTOR	\$152,604.12	\$224,373.07	DIRECTOR	\$152,427.00	\$228,640.00
N/A	\$-	\$-	ENVIRONMENTAL COMPLIANCE OFFICER	\$95,486.00	\$133,681.00
CONSULTANT II	\$104,051.21	\$158,707.64	EMPLOYEE RELATIONS OFFICER	\$108,327.00	\$162,490.00
EXECUTIVE ASSISTANT II	\$64,629.30	\$91,633.71	EXECUTIVE ASSISTANT	\$64,629.00	\$90,481.00
EXECUTIVE ASSISTANT III	\$69,146.22	\$98,028.64			
ANALYST IV	\$99,647.61	\$146,516.80	EXECUTIVE ASSISTANT TO EXECUTIVE DIRECTOR	\$78,557.00	\$109,980.00
EXECUTIVE DIRECTOR	\$343,784.96	\$343,784.96	EXECUTIVE DIRECTOR	\$260,701.00	\$391,052.00
CONSULTANT II	\$104,051.21	\$158,707.64	INFORMATION SECURITY OFFICER	\$113,743.00	\$170,615.00
INFORMATION SYSTEMS III	\$74,391.68	\$124,984.50	INFORMATION TECHNOLOGY ANALYST	\$90,939.00	\$127,315.00
N/A	\$-	\$-	INFORMATION TECHNOLOGY SPECIALIST	\$78,557.00	\$109,980.00
INFORMATION SYSTEMS IV	\$112,162.25	\$141,287.53	INFORMATION TECHNOLOGY SUPERVISOR	\$108,327.00	\$162,490.00
INFORMATION SYSTEMS V	\$119,900.93	\$157,428.66			
INFORMATION SYSTEMS II	\$62,152.26	\$84,850.22	INFORMATION TECHNOLOGY TECHNICIAN	\$64,629.00	\$90,481.00
MAINTENANCE WORKER VI	\$90,322.34	\$128,060.54	MAINTENANCE SUPERINTENDENT	\$90,939.00	\$127,315.00
MAINTENANCE WORKER V	\$75,962.08	\$103,695.04	MAINTENANCE SUPERVISOR	\$78,557.00	\$109,980.00
ANALYST II	\$73,096.51	\$103,597.90	MANAGEMENT ANALYST	\$90,939.00	\$127,315.00
ANALYST III	\$87,715.80	\$124,320.71			
DEVELOPMENT SPECIALIST III	\$76,690.61	\$108,730.04			
DEVELOPMENT SPECIALIST IV	\$94,758.32	\$134,293.57			
CONSULTANT I	\$98,158.16	\$144,263.43			
MANAGER II	\$132,933.63	\$195,409.69	MANAGER	\$125,402.00	\$188,103.00
OFFICE ASSISTANT II	\$44,182.36	\$62,650.23	OFFICE ASSISTANT	\$45,931.00	\$64,303.00
OFFICE ASSISTANT III	\$54,339.69	\$79,853.46			
ANALYST II	\$73,096.51	\$103,597.90	OPERATIONS SPECIALIST	\$71,253.00	\$99,755.00
ANALYST III	\$87,715.80	\$124,320.71			
DEVELOPMENT SPECIALIST III	\$76,690.61	\$108,730.04			
N/A	\$-	\$-			
DEVELOPMENT SPECIALIST V	\$100,538.05	\$147,844.35	PRINCIPAL	\$103,168.00	\$154,753.00
			PRINCIPAL DEVELOPMENT OFFICER	\$108,327.00	\$162,490.00

CONSULTANT I	\$98,158.16	\$144,266.43	PROPERTY MANAGER	\$100,261.00	\$140,365.00
N/A	\$-	\$-	REGIONAL HOUSING OPERATIONS MANAGER	\$113,743.00	\$170,615.00
RESIDENT MANAGER II	\$41,370.58	\$78,290.48	RESIDENT MANAGER	\$48,227.00	\$67,518.00
ANALYST III	\$87,715.80	\$124,320.71	SENIOR ACCOUNTANT	\$82,485.00	\$115,479.00
ANALYST II	\$73,096.51	\$103,597.90	SENIOR COMMUNICATIONS OFFICER	\$78,557.00	\$109,980.00
ARCHITECTURAL ENGINEER III	\$96,879.17	\$137,337.24	SENIOR CONTRACT MANAGER	\$90,939.00	\$127,315.00
ANALYST III	\$87,715.80	\$124,320.71			
DEVELOPMENT SPECIALIST III	\$76,690.61	\$108,730.04	SENIOR DEVELOPMENT OFFICER	\$100,261.00	\$140,365.00
DEVELOPMENT SPECIALIST IV	\$94,758.32	\$134,293.57			
N/A	\$-	\$-	SENIOR DIRECTOR	\$160,048.00	\$240,072.00
ANALYST II	\$73,096.51	\$103,597.90	SENIOR HUMAN RESOURCES ANALYST	\$90,939.00	\$127,315.00
ANALYST III	\$87,715.80	\$124,320.71			
CONSULTANT II	\$104,051.21	\$158,707.64	SENIOR INFORMATION TECHNOLOGY ANALYST	\$105,274.00	\$147,383.00
INFORMATION SYSTEMS IV	\$112,162.25	\$141,287.53			
INFORMATION SYSTEMS V	\$119,900.93	\$157,428.66			
ANALYST III	\$87,715.80	\$124,320.71	SENIOR MANAGEMENT ANALYST	\$105,274.00	\$147,383.00
ANALYST IV	\$99,647.61	\$146,516.80			
DEVELOPMENT SPECIALIST V	\$100,538.05	\$147,844.35			
DEVELOPMENT SPECIALIST III	\$76,690.61	\$108,730.04	SENIOR OPERATIONS SPECIALIST	\$78,557.00	\$109,980.00
PROGRAM SPECIALIST IV	\$75,298.30	\$110,721.37	SUPERVISING HOUSING INSPECTOR	\$78,557.00	\$109,980.00
PROGRAM SPECIALIST IV	\$75,298.30	\$110,721.37	SUPERVISING HOUSING SERVICES SPECIALIST	\$78,557.00	\$109,980.00
PROGRAM SPECIALIST IV	\$75,298.30	\$110,721.37	SUPERVISING OFFICE ASSISTANT	\$58,620.00	\$82,069.00
TRAFFIC COURT SPECIALIST IV	\$70,166.17	\$101,784.66	SUPERVISING TRAFFIC COURT SPECIALIST	\$58,620.00	\$82,069.00
ANALYST IV	\$99,647.61	\$146,516.80	SUPERVISOR	\$103,168.00	\$154,753.00
ARCHITECTURAL ENGINEER IV	\$112,113.68	\$164,859.72			
CONSULTANT I	\$98,158.16	\$144,266.43			
CONSULTANT II	\$104,051.21	\$158,707.64			
DEVELOPMENT SPECIALIST IV	\$94,758.32	\$134,293.57			
DEVELOPMENT SPECIALIST V	\$100,538.05	\$147,844.35			
TRAFFIC COURT SPECIALIST I	\$43,825.52	\$54,769.76	TRAFFIC COURT SPECIALIST	\$45,931.00	\$64,303.00
TRAFFIC COURT SPECIALIST II	\$51,256.59	\$64,095.02			
TRAFFIC COURT SPECIALIST III	\$59,982.85	\$80,997.07	TRAFFIC COURT SPECIALIST TRAINER	\$50,639.00	\$70,894.00

NOTE: Classification title changes do not necessarily affect every employee within that classification.