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COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
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Chief Executive Officer

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

April 15, 2025

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

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 three (3) employee classifications and reclassifying seven (7) positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6-Salaries, of the County Code to:

1. Add three (3) new employee classifications for the Department of Public Works (DPW); and
2. Reclassify seven (7) positions in the Departments of Arts and Culture, Fire, and LA County Library.

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 12, 2023, the Board adopted a motion that directed the Chief Executive Office , in coordination with DPW, to create a Transportation Commission to advise and assist the Board on all matters pertaining to transportation policies, goals, plans, processes, contracts, and mobility-related major capital projects. In support of this commission, we are recommending the creation of three (3) new employee classifications, Transportation Planner (Item No. 4446), Senior Transportation Planner (Item No. 4447), and Supervising Transportation Planner (Item No. 4448) (Attachment A). These new Transportation Planner positions will develop long-term planning documents to guide the programming and implementation of transportation projects.

Reclassifications

There are seven (7) positions in three (3) 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 \$97,000 and the net County cost portion is \$66,000. 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

4/15/2025

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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:lm

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 | |
|---|---------------------|------------------------------------|--|------|
| Horizons/ Choices | 4446 | Transportation Planner | NO | 104E |
| Horizons/ Choices | 4447 | Senior Transportation Planner | NO | 106E |
| Horizons/ Choices | 4448 | Supervising Transportation Planner | NO | 116E |

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

ARTS AND CULTURE

| No of Pos. | Present Classification | No of Pos | Classification Findings |
|------------|---|-----------|--|
| 1 | Management Assistant Item No. 0904A N3 91E Non-Represented | 1 | Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented |

The subject Management Assistant position reports to an Administrative Services Manager II in the departments Human Resources division. The subject position is responsible for independently leading recruitment and examination activities; performing classification and compensation studies; and assisting with the development and implementation of administrative policies. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

FIRE - ADMINISTRATIVE

| No of Pos. | Present Classification | No of Pos. | Classification Findings |
|------------|--|------------|---|
| 5 | Supervising Payroll Clerk I Item No. 1338A NMVO 88L Represented | 5 | Supervising Payroll Clerk II Item No. 1339A NMVO 90K Represented |

The subject five (5) Supervising Payroll Clerk I positions are recommended for upward reallocation to provide a higher level of supervision and review to teams of payroll clerks allocated to the department. Supervising Payroll Clerks are allocated based on the size of the department and/or function supervised. Therefore, we recommend upward reallocation of the subject positions to Supervising Payroll Clerk II.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

LA COUNTY LIBRARY

| No of Pos. | Present Classification | No of Pos. | Classification Findings |
|------------|---|------------|---|
| 1 | Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented | 1 | Senior Marketing Analyst Item No. 1773A NMO 107D Non-Represented |

The subject Administrative Services Manager I position is assigned to the Marketing Unit and reports to a Head, Marketing and Communications. The subject position provides overall management, supervision, and oversight for the department's marketing program, including the growing demands to produce original content in a variety of formats and execute new and creative marketing campaigns to promote services, programs, and events across Los Angeles County. The subject position supervises subordinate marketing staff engaged in developing and implementing marketing campaigns and manages and oversees all stages of campaign planning, development, coordination, implementation, and performance tracking to ensure the continued success of the department and the effective promotion of its programs, services, and events. The duties and responsibilities of the subject position meet the classification criteria for Senior Marketing Analyst. Therefore, we recommend upward reallocation of the subject position to Senior Marketing Analyst.

ANALYSIS

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

- Adding and establishing the salary for three (3) employee classifications;
- and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the Departments of Arts and Culture, Fire, and LA County Library.

DAWYN R. HARRISON
County Counsel

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

GES:gr

Requested: 3/3/25
Revised: 3/12/25

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salaries for 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>4446</u> | <u>TRANSPORTATION PLANNER</u> | _____* | <u>NO</u> <u>104E</u> |
| <u>4447</u> | <u>SENIOR TRANSPORTATION PLANNER</u> | _____* | <u>NO</u> <u>106E</u> |
| <u>4448</u> | <u>SUPERVISING TRANSPORTATION PLANNER</u> | _____* | <u>NO</u> <u>116E</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 delete the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|----------------------|
| 0904A | 4 | MANAGEMENT ASSISTANT |

SECTION 3. Section 6.36.010 (Department of Arts and Culture) is hereby amended to change the number of ordinance positions for the following class:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|-----------------------------------|
| 1002A | 3 <u>4</u> | ADMINISTRATIVE SERVICES MANAGER I |

SECTION 4. Section 6.76.011 (Fire Department – Administrative) is hereby amended to delete the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|----------|----------------------------|--|
| 1338A | 5 | SUPERVISING PAYROLL CLERK I |

SECTION 5. Section 6.76.011 (Fire Department – Administrative) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|--------------|----------------------------|-------------------------------------|
| <u>1339A</u> | <u>5</u> | <u>SUPERVISING PAYROLL CLERK II</u> |

SECTION 6. Section 6.106.010 (LA County Library) is hereby amended to add the following class and number of ordinance positions:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|--------------|----------------------------|---------------------------------|
| <u>1773A</u> | <u>1</u> | <u>SENIOR MARKETING ANALYST</u> |

SECTION 7. Section 6.106.010 (LA County Library) is hereby amended to change the number of ordinance positions for the following class:

| ITEM NO. | NO. OF ORDINANCE POSITIONS | TITLE |
|-----------------|-----------------------------------|-----------------------------------|
| 1002A | 49 <u>18</u> | ADMINISTRATIVE SERVICES MANAGER I |

SECTION 8. Pursuant to Government Code section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSAPR2025ASCEO]