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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

August 12, 2025

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

23 August 12, 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 deleting one (1) represented classification and one (1) non-represented classification; changing the salary range of one (1) non-represented classification; reclassifying nine (9) positions in the Department of Health Services (DHS) following a reorganization study; reclassifying 26 positions in various County of Los Angeles (County) departments; and adjusting the staffing provision of the Los Angeles County Employees Retirement Association (LACERA).

**IT IS RECOMMENDED THAT THE BOARD:**

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

1. Delete one (1) represented classification and one (1) non-represented classification;
2. Change the salary range of one (1) non-represented classification in the Department of Beaches and Harbors;
3. Reclassify nine (9) positions in DHS following a Health Services Administration – Cost Reporting and Reimbursement Division Reorganization Study;
4. Reclassify 26 positions in the Departments of Arts and Culture, Beaches and Harbors, Internal Services, LA County Library, Mental Health, Parks and Recreation, Probation, Public Defender, Public Social Services, and Sheriff; and
5. Adjust the staffing provision to reflect the addition of 18 positions at LACERA.

## **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, B, and C). 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.

### **Deleted Classifications**

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) represented classification and one (1) non-represented classification from the Classification Plan (Attachment A). The positions are vacant, the represented classification has been approved for deletion by the Employee Relations Commission 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.

### **Salary Adjustment**

We are recommending a change in the salary range for one (1) non-represented classification assigned to the Department of Beaches and Harbors. Specifically, we are recommending that the classification of Assistant Division Chief, Beaches and Harbors classification (Item No. 8901), be moved from the Step Pay Plan to the Management Appraisal and Performance Plan (MAPP) to recognize the managerial duties and responsibilities assigned to this classification (Attachment A). This classification reports to the Division Chief, Beaches and Harbors and assists in overseeing the Operational Services Division (OSD) by developing long-term strategies, setting goals, and making decisions that impact OSD. The transition of this classification from Step Pay Plan to MAPP more accurately reflects the duties and responsibilities of this classification.

### **DHS – Health Services Administration – Cost Reporting and Reimbursement Division Reorganization**

The Department of Health Services is redesigning the staffing model in Health Services Administration Finance Division, specifically positions assigned to the Cost Reporting and Reimbursement Section, due to significant changes in the healthcare industry, such as expanding Medi-Cal eligibility, the transition of Medi-Cal revenues from a fee-for-service model to a managed care model, an increase in Medi-Cal patient retention, and an increase in complex reporting requirements. The reorganization of Cost Reporting and Reimbursement operations was prompted to ensure the department can maximize its revenue in the new environment and comply with increasingly complex reporting requirements. The objective of the reorganization request is to centralize the Finance Division's revenue, data, and reporting, which has shifted DHS' financial

system from a hospital-specific model to an enterprise-based one. This model will provide appropriate level of staffing, and the redesign will help adapt to changes in the healthcare industry that directly impact DHS' daily finance operations and overall departmental revenue.

As part of the Health Services Administration Finance Department reorganization, our office reviewed nine (9) positions assigned to the Cost Reporting and Reimbursement Section. Upon finalization of the reclassifications, the positions will be permanently assigned to the Cost Reporting and Reimbursement Section. Therefore, with this Board action, we are recommending reclassification of nine (9) ordinance positions to better align the classification levels of positions assigned to support DHS' Finance Division. (Attachment B)

### Reclassifications

There are 26 positions in ten (10) departments that are being recommended for reclassification (Attachment C). 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.

### LACERA Ordinance Adjustments

We are recommending approval of adjustments to the staffing provision of LACERA to reflect the addition of LACERA classifications that were established and approved by your Board on April 9, 2024. This includes six (6) Accountant II, LACERA (Item No. 0473) positions; one (1) Accounting Officer, LACERA (Item No. 0470) position; eight (8) Investment Accountant, LACERA (Item No. 0476) positions; one (1) Investment Accounting Officer, LACERA (Item No. 0474) position; and two (2) Senior Investment Accountant, LACERA (Item No. 0477) positions. The positions will all be located within LACERA's Financial and Accounting Services Division.

The Accountant II, LACERA positions will perform professional accounting and auditing work in the division and provide guidance to lower-level accounting staff.

The Accounting Officer, LACERA is responsible for planning, assigning, directing, evaluating, and overseeing the work of subordinate financial accounting and reporting staff; supervising cost studies; and managing special projects.

The Investment Accountant, LACERA positions will perform as technical specialists responsible for independently managing and performing highly complex investment/fund accounting assignments in connection with the overall operation of a large-scale investment program, including special accounting projects impacting LACERA's annual financial statements, ensuring compliance with financial statements and all legal/regulatory reporting standards, and preparing reports to LACERA's governing Boards.

The Investment Accounting Officer, LACERA will direct and oversee professional investment and financial accounting functions and supervise professional investment accounting staff as well as administer significant portions of LACERA's Annual Comprehensive Financial Report and manage special research projects and investment-related data requests.

The Senior Investment Accountant, LACERA positions will supervise and perform the more complex professional investment accounting and financial accounting work including investment information technology applications, coordinating and responding to internal and external auditors' questions regarding the financial statement investment information.

### **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**

If the 18 LACERA positions are filled, the estimated cost for the additional positions is \$3,000,000. 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 and salary adjustment is \$700,000 and the net County cost portion is \$300,000. Cost increases associated with the recommended 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, 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.

The Honorable Board of Supervisors

8/12/2025

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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

AE:JR:AS:lm

Enclosures

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

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

#### REPRESENTED CLASSIFICATION RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
7065	Photocopy Machine Operator II

#### NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
2237	Supervising Word Processor

#### NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR SALARY CHANGE IN THE CLASSIFICATION PLAN

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
8901	Assistant Division Chief, Beaches and Harbors	NMO	113H	N23	S9

**DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS****ATTACHMENT B****DEPARTMENT OF HEALTH SERVICES  
HEALTH SERVICES ADMINISTRATION – COST REPORTING AND  
REIMBURSEMENT DIVISION**

<b>No of Pos.</b>	<b>Present Classification and Salary</b>	<b>No of Pos.</b>	<b>Classification Findings and Salary</b>
<b>Administration</b>			
4	Fiscal Officer II, HS Item No. 0755A NMO 116L Non-Represented	4	Fiscal Officer II Item No. 0753A NMO 119C Non-Represented
<b>Ambulatory Care Network</b>			
1	Associate Hospital Administrator II Item No. 8075A N23 S12 Non-Represented	1	Chief, Program Reimbursement, HS Item No. 4607A N23 S12 Non-Represented
<b>Harbor Care South</b>			
1	Accounting Officer II Item No. 0657A NMO 103C Represented	1	Senior Accounting Systems Technician Item No. 0666A NMO 106J Non-Represented
<b>Los Angeles General Medical Center</b>			
1	Fiscal Officer I Item No. 0752A NMO 110B Non-Represented	1	Chief, Program Reimbursement, HS Item No. 4607A N23 S12 Non-Represented
1	Senior Health Servs Fiscal Analyst Item No. 0722A NMO 116F Non-Represented	1	Fiscal Officer II Item No. 0753A NMO 119C Non-Represented

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
<b>Rancho Los Amigos</b>			
1	Senior Health Servs Fiscal Analyst Item No. 0722A NMO 116F Non-Represented	1	Fiscal Officer II Item No. 0753A NMO 119C Non-Represented



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### ARTS AND CULTURE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Manager, Arts and Culture Item No. 8811A NMO 110E Non-Represented	1	Division Director, Arts and Culture Item No. 8809A N23 S10 Non-Represented
4	Program Associate, Arts and Culture Item No. 8805A NMO 99B Non-Represented	4	Senior Program Associate, Arts and Culture Item No. 8814A NMO 104B Non-Represented

The subject Manager, Arts and Culture position reports to the Chief Deputy Director and is responsible for the administration of the Cross Sector Initiatives Division. The duties include direction and oversight of complex, culturally inclusive, and impactful arts programs and initiatives; implementation and advancement of cross sector policies and Board initiatives; development and coordination of strategic partnerships and collaborations with cultural institutions and community organizations; and management of fiscal and budgetary activities for the Cross Sector Initiatives Division. The duties and responsibilities of the subject position meet the classification criteria for Division Director, Arts and Culture, a class that manages, develops, and administers various specialized arts and culture initiatives and comprehensive programs. Therefore, we recommend upward reallocation of the subject position to Division Director, Arts and Culture.

The four (4) subject Program Associate, Arts and Culture positions report to a Manager, Arts and Culture in the Arts Education and Youth Development Division and are responsible for managing culturally responsive and educational programming for system-impacted youth. The duties include development, evaluation, and assessment of arts education programs; preparation of reports for leadership and stakeholders; administration of program budgets, timelines, and strategic goals; management of solicitations and contracts; and the cultivation of partnerships with schools, agencies, and community groups. The duties and responsibilities of the four (4) subject positions meet the classification criteria for Senior Program Associate, Arts and Culture, a class that leads complex, multi-faceted programs and projects that require significant independence and decision making under broad policy direction. Therefore, we recommend upward reallocation of the four (4) subject positions to Senior Program Associate, Arts and Culture.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### **BEACHES AND HARBORS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Building Complex Manager II Item No. 6819A NMO 98D Non-Represented	1	Building Crafts Superintendent I Item No. 6679A NMO 116A Non-Represented

The subject Building Complex Manager II (BCM II) position reports to the Division Chief, Beaches and Harbors and is assigned to the Operational Services Division, Facilities Management section. The positions' primary duties and responsibilities include planning, assigning, coordinating, directing, and evaluating the work of positions engaged in the construction, maintenance, alteration, or repair of department facilities. Further, the BCM II manages improvements of beach and marina facilities, reviews construction plans, assesses facilities to identify and report condition deficiencies, inspects County projects during the construction phase, and recommends or initiates programs to update non-compliant facilities. The duties and responsibilities of the subject position meet the classification criteria for Building Crafts Superintendent I (BCS I), as the position will have immediate charge of the alteration, construction, maintenance, and repair programs of a County department or facility. Therefore, we recommend upward reallocation of the subject position to BCS I.

#### **INTERNAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Manager X, ISD Item No. 1078A NMO 116L Non-Represented	1	Administrative Manager XIII, ISD Item No. 1082A N23 S13 Non-Represented
1	Senior Information Systems Support Analyst Item No. 2536A NMO 110F Non-Represented	1	Operating Systems Analyst Item No. 2550A NMO 108C Represented

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### **INTERNAL SERVICES (CONTINUED)**

The subject Administrative Manager X, ISD position will report to the Chief Deputy, Internal Services Department and will serve as the Division Manager over the Executive Division. Duties and responsibilities of the subject position will include assisting and implementing the development of the department's strategic planning; overseeing department wide communications and providing direction to public affairs staff; developing and leading external communications campaigns; and directing, developing, and implementing Countywide initiatives. The duties and responsibilities of the subject position meet the classification criteria for Administrative Manager XIII, ISD. Positions allocated to this class manage and direct the activities of a division within the department and are responsible for a division which contributes to the direction of a service or the overall department such as strategic planning and internal and external stakeholder communications. Therefore, we recommend upward reallocation of the subject position to Administrative Manager XIII, ISD.

The subject Senior Information Systems Support Analyst position is allocated to the IBM/OS Communication Section within the Technology Division of the Shared Services Branch and reports to a Senior Operating Systems Analyst. Duties of the subject position include maintaining complex systems including preparing mainframe software products, renewal packages, installing software tools, performing upgrades on the mainframe, performing system health checks and resolving open tickets. Incumbents in the class of Operating Systems Analyst typically work under the direction of a Senior Operating Systems Analyst. Incumbents in this class maintain complex systems or mainframes hosting critical applications in a high-availability environment. Therefore, we recommend downward reallocation of the subject position to Operating Systems Analyst.

#### **LA COUNTY LIBRARY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Head, Marketing and Communications Item No. 1595A NMO 116F Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented

The subject Head, Marketing and Communications position is assigned to the Marketing Unit and reports to a Chief Deputy County Librarian. The subject position is part of the executive management team and directs the department's entire communications and public relations strategies. The subject position manages and directs the planning, development, evaluation, implementation, and administration of a comprehensive and

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### LA COUNTY LIBRARY (CONTINUED)

strategic public information and engagement program for a medium County department. The duties and responsibilities of the subject position meet the classification criteria for Communications Manager (UC). Therefore, we recommend upward reallocation of the subject position to Communications Manager (UC).

#### MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Departmental Personnel Assistant Item No. 1842A NMO 83E Represented	3	Senior Departmental Personnel Assistant Item No. 1843A NMO 93B Non-Represented

The subject three (3) Departmental Personnel Assistant positions are assigned to the department's Selections and Recruitment Unit and are responsible for performing duties such as working with departmental management to determine the best way to fill priority vacancies for programs, including vacancies for programs mandated by the Board of Supervisors; streamlining the list management process to make the department's hiring efforts as efficient as possible; analyzing and reviewing requests regarding canvassing for a special skill, or experience or knowledge not tested in the regular exam; and researching and evaluating canvassing criteria for exam bulletins and related documents. The duties and responsibilities of the subject positions meet the classification criteria for Senior Departmental Personnel Assistant, a class which assists technical human resources staff in carrying out the personnel program of a County department and which has responsibility for analyzing personnel problems of varying levels of difficulty under general supervision. Therefore, we recommend upward reallocation of the subject positions to Senior Departmental Personnel Assistant.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Floor Finisher Item No. 6278A F Represented	1	Carpenter Item No. 6257A F Represented
1	Recreation Services Manager Item No. 8800A NMO 95B Represented	1	Regional Recreation Director Item No. 8853A NMO 109A Non-Represented

The subject Floor Finisher position reports to a Carpenter Supervisor and works alongside Carpenters to handle a wide range of carpentry tasks, such as flooring, framing, cabinetry, doors, windows, and structural floor care to provide broad support for maintaining various facilities. In this role, the subject position supports the South Agency's Construction Division in repairing doors and door frames, erecting scaffold, roofs, windows, and window frames; and fabricating, installing, and altering cabinets and furniture. The duties and responsibilities of the subject position meet the classification criteria for Carpenter, a classification responsible for performing journey-level work on new construction, alteration and repair projects by constructing, repairing, and installing building frameworks and structures. Therefore, we recommend upward reallocation of the subject position to Carpenter.

The subject Recreation Services Manager position reports to an Assistant Director, Parks and Recreation and oversees the newly formed Recreation and Community Services Division in the East Agency. In this role, the subject position supports the East, North, and South agencies by managing recreational program curricula and monitoring program outcomes and evaluations of recreational and community programs for these agencies. The duties and responsibilities of the subject position meet the classification criteria for Regional Recreation Director, a classification responsible for directing all park recreation programs of an operational agency. Therefore, we recommend upward reallocation of the subject position to Regional Recreation Director.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### PROBATION – SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
6	Program Analyst, Probation Item No. 8638A NMO 104E Represented	6	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NMO 112F Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Supervising Payroll Clerk III Item No. 1340A NMVO 92K Represented	1	Supervising Payroll Clerk IV Item No. 1341A NMVO 96D Represented

The subject six (6) Program Analyst, Probation positions are assigned to the Budget Services Unit and report to an Administrative Services Manager II. The subject positions participate in the budget development process, interpret data from different sources to prepare detailed financial forecasting reports and estimated actuals, and conduct extensive and complex analyses of bureau programs, revenues, and contracts to measure performance, determine financial standing of the department, and make recommendations regarding position curtailments, facility closures, Countywide budget proposals, and the impact on the department's operations. The duties and responsibilities of the subject positions meet the classification criteria for Administrative Services Manager I. Therefore, we recommend upward reallocation of the subject positions to Administrative Services Manager I.

The subject Senior Information Systems Analyst position is assigned to the Business Applications and Data Management Division and reports to an Information Technology Manager II. The subject position will plan, organize, manage, and oversee the department's Data Management Section through subordinate information technology supervisors. The subject position will manage positions in the Data Science, Data Engineering and Reporting units with responsibility for analyzing complex data sets to uncover trends and patterns, developing predictive models and machine learning algorithms, supporting departmentwide data-driven decision making based on strategic initiatives, building and maintaining data pipelines and architecture, developing and

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### **PROBATION – SUPPORT SERVICES (CONTINUED)**

maintaining dashboards, reports, and visualizations, and translating raw data into actionable insights for business units. The duties and responsibilities of the subject position meet the classification criteria for Information Technology Manager I. Therefore, we recommend upward reallocation of the subject position to Information Technology Manager I.

The subject Supervising Payroll Clerk III position is assigned to the Payroll Unit and reports to an Administrative Services Manager II. The subject position supervises the department's payroll operations through a subordinate team of Supervising Payroll Clerk I and Payroll Clerk positions who perform the payroll processing for over 4,600 employees. The subject position plans, oversees, and reviews the work of subordinate staff, serves as subject matter expert for the department and subordinate staff, resolves the more complex payroll issues, collaborates with Auditor-Controller and the Department of Human Resources to ensure payroll workflows and protocols are in compliance, and reviews, updates, and implements payroll policies and procedures. The duties and responsibilities of the subject position meet the classification criteria for Supervising Payroll Clerk IV. Therefore, we recommend upward reallocation of the subject position to Supervising Payroll Clerk IV.

#### **PUBLIC DEFENDER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Division Chief, Public Defender Item No. 9259A N23 S19 Non-Represented	2	Division Chief, Public Defender (UC) Item No. 9260A N23 R19 Non-Represented

The subject two (2) Division Chief, Public Defender (DCPD) positions report to the Assistant Public Defender (UC) for the Chief of Staff Branch. The subject positions respectively oversee, through Head Deputy Public Defender unit heads, a major division of the Public Defender. The first subject position is responsible for the Training Division, which administers criminal-defense training for PD, Independent Defense Counsel Office, and PD-contracted attorneys, including mandated developmental training; and houses the DNA, Law Enforcement Accountability, and Special Circumstances Units. The second subject position is responsible for the Juvenile Services Division, comprised of East and West Regions, which operates PD's juvenile legal representation and advocacy programs.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### **PUBLIC DEFENDER (CONTINUED)**

The duties and responsibilities of the subject positions meet the classification criteria for Division Chief, Public Defender (UC), which reports to the Chief Deputy or an Assistant Public Defender (UC) and is distinguished by having administrative and technical responsibility over the operation of one (1) or more major divisions within the Office of the Public Defender, specifically the Juvenile Division, Strategic Communications Division, or Training Division. Positions participate in the development of divisional policies and procedures and make recommendations for their implementation; anticipate emergent and future needs of their respective divisions resulting from new legislation or policy and recommend mitigating measures; coordinate the work activities of the division with the courts and other divisions; consult with stakeholders on matters related to the division; and resolve difficult or controversial legal matters. Therefore, we recommend lateral reallocation of the two (2) subject positions to DCPD (UC).

#### **PUBLIC SOCIAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented	1	Communications Manager Item No. 1610A N23 S13 Non-Represented

The subject Administrative Services Manager III position will serve as the primary point of contact for all media requests for information and will develop, implement, and manage department-wide public information and media activities; implement communication strategies to address and respond to high-profile communication challenges, including disaster and emergency response; and supervise the department's Public Information Office and staff.

The Administrative Services Manager III classification oversees budget, contracts, and various administrative functions. The duties and responsibilities of the subject position meet the classification criteria for Communications Manager, a class that develops, manages, directs and implements a comprehensive and strategic public information program. Therefore, we recommend the upward reallocation of the subject position to Communications Manager.



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT C

#### SHERIFF – PATROL CLEARING ACCOUNT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Sheriff Station Clerk II Item No. 1133A NMVO 83H Represented	1	Operations Assistant I, Sheriff Item No. 1228A NMO 86K Represented

The subject Sheriff Station Clerk II position is responsible for providing support to the Industry Station. The subject position will maintain and track overtime for station personnel; coordinate the station's contracts, as well as the associated billings; process procurement requests; assist with personnel-related matters; and process and maintain station documents for submission to appropriate offices within the department. The duties and responsibilities meet the classification criteria for Operations Assistant I, Sheriff, a class that assists line operation by providing routine administrative staff support functions. Therefore, we recommend upward reallocation of the subject position to Operations Assistant I, Sheriff.


## ANALYSIS

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

- Deleting one (1) employee classification;
- Changing the salary of one (1) employee classification; and
- Adding, deleting, and/or changing certain employee classifications and

number of ordinance positions in the departments of Arts and Culture, Beaches and Harbors, Internal Services, LA County Library, Los Angeles County Employees Retirement Association, Mental Health, Parks and Recreation, Probation, Public Defender, Public Social Services, and Sheriff.

DAWYN R. HARRISON  
County Counsel

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

GES:gr

Requested: 6/30/25  
Revised: 7/1/25

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

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to delete one (1) employee classification; change the salary of one (1) employee classification; 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 delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<del>2237</del>	<del>SUPERVISING WORD PROCESSOR</del>	01/01/2021	NMO	86K
		10/01/2022	NMO	88K
		10/01/2023	NMO	90A
		10/01/2024	NMO	91G

**SECTION 2.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8901	ASSISTANT DIVISION CHIEF,B&H	01/01/2021	NMO	109D
		10/01/2022	NMO	111D
		10/01/2023	NMO	112F
		10/01/2024	NMO	113H
		_____*	<u>N23</u>	<u>S9</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 salary changes made to Section 6.28.050 of the County Code.

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8809A	4 <u>5</u>	DIVISION DIRECTOR,ARTS AND CULTURE
8811A	7 <u>6</u>	MANAGER,ARTS AND CULTURE
8805A	5 <u>1</u>	PROGRAM ASSOCIATE,ARTS AND CULTURE
8814A	15 <u>19</u>	SR PROG ASSOCIATE,ARTS AND CULTURE

**SECTION 4.** Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6819A	4	<del>BUILDING COMPLEX MANAGER II</del>

**SECTION 5.** Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6679A</u>	<u>1</u>	<u>BUILDING CRAFTS SUPERINTENDENT I</u>

**SECTION 6.** 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
0753A	<del>3</del>	<u>7</u>	FISCAL OFFICER II
0755A	<del>15</del>	<u>11</u>	FISCAL OFFICER II,HS

**SECTION 7.** Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0657A	<del>2</del>	<u>1</u>	ACCOUNTING OFFICER II
0666A	<del>7</del>	<u>8</u>	SENIOR ACCOUNTING SYSTEMS TECH

**SECTION 8.** Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<del>0722A</del>	<del>1</del>		<del>SENIOR HEALTH SERVS FISCAL ANALYST</del>

**SECTION 9.** Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>4607A</u>	<u>1</u>	<u>CHIEF,PROGRAM REIMBURSEMENT,HS</u>
<u>0753A</u>	<u>1</u>	<u>FISCAL OFFICER II</u>

**SECTION 10.** Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to change the number of ordinance positions for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0752A	4 <u>3</u>	FISCAL OFFICER I

**SECTION 11.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>0753A</u>	<u>1</u>	<u>FISCAL OFFICER II</u>

**SECTION 12.** 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
0722A	<del>2</del> <u>1</u>	SENIOR HEALTH SERVS FISCAL ANALYST

**SECTION 13.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4607A</u>	<u>1</u>	<u>CHIEF, PROGRAM REIMBURSEMENT, HS</u>

**SECTION 14.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8075A	<del>2</del> <u>1</u>	ASSOCIATE HOSPITAL ADMINISTRATOR II

**SECTION 15.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1078A	<del>45</del> <u>14</u>	ADMINISTRATIVE MANAGER X, ISD
1082A	<del>29</del> <u>30</u>	ADMINISTRATIVE MANAGER XIII, ISD

2550A	<del>3</del>	<u>4</u>	OPERATING SYSTEMS ANALYST
2536A	4	<u>3</u>	SENIOR INFO SYSTEMS SUPPORT ANALYST

**SECTION 16.** Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1842A	4	<u>1</u>	DEPARTMENTAL PERSONNEL ASSISTANT
1843A	<del>6</del>	<u>9</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

**SECTION 17.** 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
6257A	<del>11</del>	<u>12</u>	CARPENTER
6278A	2	<u>1</u>	FLOOR FINISHER
8800A	<del>30</del>	<u>29</u>	RECREATION SERVICES MANAGER
8853A	<del>3</del>	<u>4</u>	REGIONAL RECREATION DIRECTOR

**SECTION 18.** Section 6.100.010 (Probation Department – Support Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<del>1340A</del>	<del>4</del>		<del>SUPERVISING PAYROLL CLERK III</del>



**SECTION 19.** Section 6.100.010 (Probation Department – Support Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1341A</u>	<u>1</u>	<u>SUPERVISING PAYROLL CLERK IV</u>

**SECTION 20.** Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	44 <u>50</u>	ADMINISTRATIVE SERVICES MANAGER I
2565A	3 <u>4</u>	INFORMATION TECHNOLOGY MANAGER I
8638A	<del>30</del> <u>24</u>	PROGRAM ANALYST, PROBATION
2593A	<del>40</del> <u>9</u>	SENIOR INFORMATION SYSTEMS ANALYST

**SECTION 21.** Section 6.104.010 (Public Defender - Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9260A</u>	<u>2</u>	<u>DIVISION CHIEF, PUBLIC DEFENDER(UC)</u>

**SECTION 22.** Section 6.104.010 (Public Defender - Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9259A	3 <u>1</u>	DIVISION CHIEF, PUBLIC DEFENDER

**SECTION 23.** Section 6.106.010 (LA County Library) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1595A	4	<del>HEAD,MARKETING AND COMMUNICATIONS</del>

**SECTION 24.** 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>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>

**SECTION 25.** Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1610A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER</u>

**SECTION 26.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	54 <u>50</u>	ADMINISTRATIVE SERVICES MANAGER II

**SECTION 27.** Section 6.120.018 (Sheriff – Patrol Clearing Account) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1228A	48	<u>19</u>	OPERATIONS ASSISTANT I,SHERIFF
1133A	294	<u>290</u>	SHERIFF STATION CLERK II

**SECTION 28.** Section 6.127.010 (Los Angeles County Employees Retirement Association) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>0473A</u>	<u>6</u>		<u>ACCOUNTANT II,LACERA</u>
<u>0470A</u>	<u>1</u>		<u>ACCOUNTING OFFICER,LACERA</u>
<u>0476A</u>	<u>8</u>		<u>INVESTMENT ACCOUNTANT,LACERA</u>
<u>0474A</u>	<u>1</u>		<u>INVESTMENT ACCOUNTING OFFR,LACERA</u>
<u>0477A</u>	<u>2</u>		<u>SR INVESTMENT ACCOUNTANT,LACERA</u>

**SECTION 29.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSAUG2025ASCEO]