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COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
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INTERIM CHIEF EXECUTIVE OFFICER

Joseph M. Nicchitta

"To Enrich Lives Through Effective and Caring Service"

May 05, 2026

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 one (1) new employee classification; changing the title of one (1) non-represented classification; deleting two (2) non-represented classifications; and reclassifying six (6) positions in various County of Los Angeles (County) departments.

IT IS RECOMMENDED THAT THE BOARD:

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

1. Add one (1) new employee classification for the Departments of Health Services (DHS) and Homeless Services and Housing (HSH);
2. Change the title of one (1) non-represented classification;
3. Delete two (2) non-represented classifications; and
4. Reclassify six (6) positions in the Departments of Children and Family Services, LA County Library, Public Social Services, and Sheriff.

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 Classification

We are recommending the establishment of Deputy, Management Programs (Item No. 4623) in the County Classification Plan (Attachment A). The classification of Deputy, Management Programs is being established in DHS and HSH to provide specialized management and technical support to carry out the departments' functions to plan, organize and direct the major planning, program implementation, and audit and compliance review functions for the DHS and HSH. Specifically, positions will be responsible for developing and implementing policies, programs, and priorities to support departmental program development and decision making.

Title Change

We are recommending a title change for the classification of Consumer and Business Affairs Supervisor (Item No. 1668) to Consumer and Business Affairs Manager (Attachment A). The new title will more accurately represent the role and responsibilities of positions within this class with the Department of Consumer and Business Affairs, which currently oversee large scale program areas requiring strategic planning, resource allocation, and Countywide coordination, and implement improvements aligned with departmental and Board priorities.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications from the Classification Plan (Attachment A). The positions are vacant, 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 six (6) positions in four (4) 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 \$241,000, and the net County cost portion is \$193,000. 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.

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,



Joseph M. Nicchitta
Interim Chief Executive Officer

JMN:JG:NV
AE:JR:AS:lm

Enclosures

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

CLASSIFICATION PLAN CHANGES

ATTACHMENT A

**CLASSIFICATION RECOMMENDED FOR
ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Horizons/ Megaflex	4623	Deputy, Management Programs	N23	S15

**NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR
TITLE CHANGE IN THE CLASSIFICATION PLAN**

Item No.	Current Title	Recommended New Title
1668	Consumer and Business Affairs Supervisor	Consumer and Business Affairs Manager

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED
FOR DELETION FROM THE CLASSIFICATION PLAN**

Item No.	Title
4568	Director, Office of Managed Care (UC)
4580	Director, Patient Access & Experience (UC)

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NMO 105C Represented	1	Senior Application Developer Item No. 2525A NMO 110C Represented

The subject Information Systems Analyst II position's primary function is to serve as the senior-level APEX developer in reviewing functional and user requirements of systems and applications, validating workflows and design of the systems, writing SQL codes and APEX codes to create initial applications, writing codes to access and retrieve data from Oracle databases, and building security measures and administration modules into the applications.

The duties and responsibilities of the subject position meet the classification criteria for Senior Application Developer (SAD) as this position requires extensive programming knowledge and experience. This position will serve as the main senior-level APEX developer, which is responsible for complex web programming and the development and maintenance of applications. The position is also responsible for reviewing functional and user requirements of systems and applications, validating workflows and design systems, writing SQL and APEX codes to create initial applications, and supporting over 50 APEX applications in production by reviewing tickets and implementing solutions for various issues. Furthermore, this position requires the testing and debugging of web and mobile applications to create new business applications and interfaces to ensure user interface functionality is consistent with system design and web program development standards. Therefore, we recommend upward reallocation of the subject position to SAD.

LA COUNTY LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Library Assistant I Item No. 8326A NMO 84F Represented	1	Staff Assistant II Item No. 0913A NMO 93F Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

LA COUNTY LIBRARY (CONTINUED)

The subject Library Assistant I position is assigned to the Marketing and Communications Division and reports to a Communications Manager (UC). The subject position provides overall administrative support to the manager and handles procurement, requisition approvals, distribution of marketing materials, assists in the review of the division's budget, and plans logistical support for publicity-related special events. The duties and responsibilities of the subject position meet the classification criteria for Staff Assistant II, a classification responsible for assisting the manager of a major division or bureau in a County department by analyzing and making recommendations for the solution of a variety of problems of organization, budget, procedures, systems, program, general management and personnel. Therefore, we recommend upward reallocation of the subject position to Staff Assistant II.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Secretary IV Item No. 2097A NMVO 86J Represented	1	Senior Secretary IV Item No. 2103A NMO 94L Non-Represented

The subject Secretary IV position is assigned to the Communications and Public Affairs Division Administration within the Office of Special Services. The position reports to and provides secretarial support to the Division Manager, the head of the Communication and Public Affairs Division. According to the classification standards for Senior Secretary IV, the position acts as the secretary to the head of a major division in a very large and complex County department. The duties and responsibilities of the subject position meet the classification criteria for Senior Secretary IV. Therefore, we recommend upward reallocation of the subject position to Senior Secretary IV.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

SHERIFF - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Employment Services Assistant I, Sheriff Item No. 1923A NMO 87G Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
2	Employment Services Assistant I, Sheriff Item No. 1923A NMO 87G Non-Represented	2	Senior Employee Services Representative, Sheriff Item No. 1847A NMO 107E Non-Represented

The one (1) subject Employment Services Assistant (ESA) I, Sheriff position will be assigned to the Disability Management and Compliance Unit (DMCU) and report to an Administrative Services Manager (ASM) III. The position will serve as first-line supervisor, providing administrative and technical supervision to four (4) Senior Employee Services Representative, Sheriff (SESR) positions responsible for coordinating the department's return-to-work program. The position will ensure employees comply with County, State, and federal guidelines governing worker's compensation, disability management, and compliance procedures. The duties and responsibilities of the subject position meet the classification criteria for ASM II, a class that supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one (1) or more administrative functional areas and makes recommendations on highly complex issues which directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature. Therefore, we recommend upward reallocation of the subject position to ASM II.


The two (2) subject ESA I, Sheriff positions will be assigned to the DMCU and report to an ASM II. The positions will be responsible for analyzing and interpreting highly complex employee benefits to ensure that applicable resources and benefits are provided to injured and/or ill employees. The positions will coordinate the department's disability management and compliance program, assist managers and supervisors in monitoring workers' compensation claims and the status of ill and injured employees, and facilitate employees' early return-to-work. The duties and responsibilities of the subject positions meet the classification criteria for SESR, a class that coordinates the department's return-to-work functions; assists unit managers and supervisors in monitoring the status of ill or injured employees; and analyzes and interprets highly complex employee benefits. Therefore, we recommend upward reallocation of the subject positions to SESR.

ANALYSIS

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

- Adding and establishing the salary for one (1) new employee classification;
- Changing the title of one (1) employee classification;
- Deleting two (2) employee classifications; and
- Adding, deleting, or changing certain employee classifications and number of ordinance positions in the Departments of Children and Family Services, Consumer and Business Affairs, Economic Opportunity, LA County Library, Public Social Services, and Sheriff.

DAWYN R. HARRISON
County Counsel

By: 

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

GES:gr

Requested: 3/24/26
Revised: 4/16/26

SECTION 3. Section 6.28.050 (Tables if 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	
4568	DIRECTOR, OFFICE OF MANAGED CARE(UC)	01/01/2021	N23	R18
		10/01/2022	N23	R18
		10/01/2023	N23	R18
		10/01/2024	N23	R18
4580	DIR, PATIENT ACCESS & EXPERIENCE(UC)	07/27/2021	N23	R18
		10/01/2022	N23	R18
		10/01/2023	N23	R18
		10/01/2024	N23	R18

SECTION 4. Section 6.53.010 (Department of Children and Family Services) is

hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2591A	20 <u>19</u>	INFORMATION SYSTEMS ANALYST II
2525A	23 <u>24</u>	SENIOR APPLICATION DEVELOPER

SECTION 5. Section 6.59.010 (Department of Economic Opportunity) is hereby

amended to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1668A	1	CONS & BUSINESS AFFAIRS SUPERVISOR <u>CONS & BUSINESS AFFAIRS MANAGER</u>

SECTION 6. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the title of the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1668A	9	CONS & BUSINESS AFFAIRS SUPERVISOR <u>CONS & BUSINESS AFFAIRS MANAGER</u>
1668N	3	CONS & BUSINESS AFFAIRS SUPERVISOR <u>CONS & BUSINESS AFFAIRS MANAGER</u>

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8326A	464 <u>163</u>	LIBRARY ASSISTANT I
0913A	8 <u>9</u>	STAFF ASSISTANT II

SECTION 8. 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
2097A	74 <u>73</u>	SECRETARY IV
2103A	27 <u>28</u>	SENIOR SECRETARY IV

SECTION 9. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
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1003A	23	<u>24</u>	ADMINISTRATIVE SERVICES MANAGER II
1923A	35	<u>32</u>	EMPLOYMENT SERVS ASST I,SHERIFF
1847A	42	<u>14</u>	SR EMPLOYEE SERVICES REP,SHERIFF

SECTION 10. Pursuant to Government Code section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENERALRECLASSMAY26VACEO]