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Chief Executive Office.

COUNTY OF LOS ANGELES
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CHIEF EXECUTIVE OFFICER
Joseph M. Nicchitta

"To Enrich Lives Through Effective and Caring Service"

November 10, 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 reclassifying 11 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:

• Reclassify 11 positions in the Departments of County Counsel, Economic Opportunity, Internal Services, Parks and Recreation, Probation, Public Health, Public Social Services, Public Works, and Registrar-Recorder/County Clerk.

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 of the ordinance will provide 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 11 positions in nine (9) 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 $309,000 and the net County cost portion is $136,000. 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

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

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

COUNTY COUNSEL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NMO 99H Represented	1	Supervising Administrative Assistant II Item No. 0897A NMO 108A Non-Represented

The subject Administrative Assistant (AA) III position is recommended for reclassification to implement a minor reorganization within the County Counsel Administrative Services Bureau Financial Management Division (FMD). Specifically, the department is requesting to upwardly reclassify the subject position to Supervising AA (SAA) II, which would report to the Departmental Finance Manager II and oversee the FMD Reconciliation & Billing Unit. The specific duties of the SAA II include the following: Supervise two (2) AA IIIs for the unit and review incumbents' daily work for accuracy and compliance; serve as the primary responder for all client billing inquiries and resolve related discrepancies; develop comprehensive full-year billing estimates for departmental budget manager final review; assist with annual County Counsel budget development; and analyze budget accounts to recommend resource allocations and adjustments. Further, as part of unit oversight, the SAA II would introduce quality-control workflow and performance measures to ensure data integrity across departmental financial systems for budget forecasting and to provide continuous oversight of both client-facing revenue streams and internal budget variances across personnel and services and supplies accounts.

The duties and responsibilities of the subject position meet the classification criteria for SAA II. Positions allocable to this class function in the central administrative staff organization of a County department and are distinguished from the AA III by providing technical and administrative oversight to the work of one (1) or more teams of subordinate administrative generalists performing a wide variety of assignments in areas of organization, budget, systems and procedures, facilities planning, program, general management, and human resources. Therefore, we recommend upward reallocation of the subject position to SAA II.

ECONOMIC OPPORTUNITY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Management Assistant Item No. 0904A N3 92B Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 107A Non-Represented

The subject Management Assistant position independently analyzes and approves County film, television, and photography permits for compliance with Film Policy and Ordinance, manages and audits the County's third-party permit coordination contract, resolves constituent and Board complaints, and leads the review and alignment of departmental filming procedures to improve permitting outcomes. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager (ASM) I. Incumbents in the ASM I class independently perform a full range of difficult to complex analytical assignments requiring judgment and initiative and may lead lower-level analysts—consistent with the subject position's responsibilities. Therefore, we recommend upward reallocation of the position to ASM I.

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contract Program Monitor Item No. 4229A NMO 103D Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 107A Non-Represented

The subject Contract Program Monitor position is assigned to the Fleet Services Section of the Operations Service and is responsible for providing fleet system governance, overseeing contract compliance and enforcement, managing regulatory programs, performing financial and operational analysis, and supporting fleet operations across multiple departments and regulatory agencies. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager (ASM) I. Positions allocated to this class are responsible for performing various contract management and lead functions as well as performing a full range of difficult to complex analytical assignments and making recommendations on complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend upward reallocation of the subject position to ASM I.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Procurement Aid Item No. 2343A N3MO 83L Represented	2	Procurement Assistant I Item No. 2344A NMO 87K Represented

The two (2) subject Procurement Aid positions report to a Procurement Assistant II in the Procurement Unit and work alongside other Procurement Assistant I positions in the unit independently handling and managing a full range of procurement functions, such as ordering and managing supplies, equipment and services for their assigned major departmental function. The duties and responsibilities meet the classification criteria for Procurement Assistant I, a journey-level classification responsible for performing the full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department. Therefore, we recommend upward allocation of the subject positions to Procurement Assistant I.

PROBATION – SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Program Analyst, Probation Item No. 8641A NMO 117C Non-Represented	1	Administrative Services Manager III Item No. 1004A NMO 119L Non-Represented

The subject Supervising Program Analyst, Probation position is assigned to Budget Services and reports to a Departmental Finance Manager III. The subject position functions as the department's budget officer, manages and oversees the department's budget operations through subordinate Administrative Services Manager II and Administrative Services Manager I positions, and directs the full scope of the department's financial management and reporting responsibilities, including budget development and submission, fiscal analysis, comprehensive monitoring of all expenditures and revenue activities, and the preparation of detailed financial forecasting reports and estimated actuals. The subject position also serves as the department's principal budget authority and provides fiscal guidance to departmental leadership on matters that directly impact operational and financial stability, including budgetary

PROBATION (CONTINUED)

policies, resource allocation, fiscal forecasting, and risk mitigation strategies. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager III. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager III.

PUBLIC HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Manager II Item No. 0978N NMO 105K Non-Represented	1	Program Implementation Manager, Health Services Item No. 4629N N23 S12 Non-Represented

The subject Program Manager II position is assigned to the Children's Medical Services Administration Branch and is responsible for overseeing staff management, driving policy development, ensuring regulatory compliance, and assessing both quantitative and qualitative program effectiveness. Furthermore, the subject position fosters collaboration across departments, establishes and implements robust performance metrics and quality assurance systems, manages grants and expenditures, and works closely with stakeholders to significantly improve access and outcomes. The duties and responsibilities of the subject position meet the classification criteria for the Program Implementation Manager, Health Services. Therefore, we recommend the upward reallocation of the subject position to Program Implementation Manager, Health Services.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Manager I Item No. 1002A NMO 107A Non-Represented	2	Departmental Civil Service Representative Item No. 1881A NMO 108B Non-Represented

The two (2) subject Administrative Manager I positions are assigned to the Discipline, Policy, and Litigation Unit. Duties of the positions include analyzing investigative reports, preparing formal correspondence including notices of Letter of Intent, Performance Plans,

PUBLIC SOCIAL SERVICES (CONTINUED)

Medical Releases, Warnings, Reprimands, Suspensions, and Discharges; and ensuring disciplinary actions are appropriate and in compliance with departmental and County policies. The duties and responsibilities of the subject position meet the classification criteria for Departmental Civil Service Representative. Incumbents in the class of Departmental Civil Service Representative are responsible for independently investigating, preparing, and presenting cases involving all departmental actions which may be appealed to the Civil Service Commission. Therefore, we recommend the upward reallocation of the two (2) subject positions to Departmental Civil Service Representative.

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Video Production Equipment Operator Item No. 7136A N3MO 89B Represented	1	Video Production Specialist Item No. 7142A NMO 102A Represented

The subject Video Production Equipment Operator position is assigned to the department's Community and Government Relations Group (CGRG) and reports to a Head, Media Services. The purpose of subject position is to create and manage video content through all stages of production, from planning and filming to editing and finalizing media material. The position contributes to the unit's production of high-quality training materials and public communications to support the department's media outreach goals. The duties and responsibilities of the subject position meet the classification criteria for Video Production Specialist. Therefore, we recommend upward reallocation of the subject position to Video Production Specialist.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NMO 99H Represented	1	Administrative Services Manager I Item No. 1002A NMO 107A Non-Represented

The subject Administrative Assistant III position supports the Chief Deputy by providing high-level executive and administrative assistance, representing the office in meetings, coordinating programs and strategic projects, tracking cross-departmental deadlines, and producing executive-level data analysis and reports. It also formulates recommendations for major initiatives and supports strategic planning, process improvement, and consistent policy application. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I, which independently performs a full range of difficult to complex analytical assignments and makes recommendations on 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 Administrative Services Manager I.

ANALYSIS

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

- Adding, deleting, or changing certain employee classifications and number of ordinance positions in the Departments of County Counsel, Economic Opportunity, Internal Services, Parks and Recreation, Probation, Public Health, Public Social Services, Public Works, and Registrar–Recorder/County Clerk.

DAWYN R. HARRISON
County Counsel

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

GES:dh

Requested: 9/21/26
Revised: 10/5/26

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add, delete, or change certain employee classifications and number of ordinance positions in various departments of the County of Los Angeles.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.59.010 (Department of Economic Opportunity) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~0904A~~	~~1~~	~~MANAGEMENT ASSISTANT~~

SECTION 2. Section 6.59.010 (Department of Economic Opportunity) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~13~~	14	ADMINISTRATIVE SERVICES MANAGER I

SECTION 3. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0889A	~~4~~	3	ADMINISTRATIVE ASSISTANT III
0897A	~~1~~	2	SUPVG ADMINISTRATIVE ASSISTANT II

SECTION 4. Section 6.77.010 (Department of Public Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4629N	1	PROGRAM IMPLEMENTATION MANAGER,HS

SECTION 5. Section 6.77.010 (Department of Public Health) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0978N	4	3	PROGRAM MANAGER II

SECTION 6. 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
1002A	~~27~~	28	ADMINISTRATIVE SERVICES MANAGER I
4229A	~~18~~	17	CONTRACT PROGRAM MONITOR

SECTION 7 Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2343A~~	~~2~~	~~PROCUREMENT AID~~

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

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2344A	~~3~~	5	PROCUREMENT ASSISTANT I

SECTION 9. 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
1004A	~~5~~	6	ADMINISTRATIVE SERVICES MANAGER III
8641A	4	3	SUPERVISING PROGRAM ANALYST,PROB

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
1002A	~~156~~	154	ADMINISTRATIVE SERVICES MANAGER I
1881A	~~6~~	8	DEPARTMENTAL CIVIL SERVICE REP

SECTION 11. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~7136A~~	~~1~~	~~VIDEO PRODUCTION EQUIPMENT OPERATOR~~

SECTION 12. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
7142A	~~2~~	3	VIDEO PRODUCTION SPECIALIST

SECTION 13. 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
0889A	~~16~~	15	ADMINISTRATIVE ASSISTANT III
1002A	~~19~~	20	ADMINISTRATIVE SERVICES MANAGER I

SECTION 14. Pursuant to Government Code section 25123(f), this ordinance shall take effect immediately upon final passage.

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