



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

FESIA A. DAVENPORT
Chief Executive Officer

DATE: July 20, 2022
TIME: 2:00 P.M. – 4:00 P.M.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**
TELECONFERENCE ID: 439827168#

To Join Via Phone, Dial 1(323)776-6996, Then Press 439827168#.

YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:

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THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED UNDER STATE LAW

AGENDA

Members Of The Public May Address The Operations Cluster On Any Agenda Item After All Informational Items Are Presented.
Two (2) Minutes Are Allowed For Each Item.

1. **Call To Order – Koffi Kouassi/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
 - A) Board Letter:
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS TO IMPLEMENT THE AUGUST 9, 2022 GENERAL RECLASS BOARD LETTER
CEO/CLASSIFICATION – Jennifer Revuelta, Principal Analyst
 - B) Board Letter:
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS TO IMPLEMENT THE AUGUST 9, 2022 PUBLIC INFORMATION OFFICER REORGANIZATION STUDY
CEO/CLASSIFICATION – Jennifer Revuelta, Principal Analyst

CONTINUED ON PAGE 2

- C) Board Letter:
APPROVE PURCHASE ORDER WITH DELL MARKETING LP
(DELL) FOR SERVERS AND STORAGE
CIO/LACDA – Douglas Van Gelder, IT Manager

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**
(2 Minutes Each Speaker)

5. **NOTICE OF CLOSED SESSION**

CS-1 CONFERENCE WITH LEGAL COUNSEL
(Subdivision (a) of Government Code Section 54956.9)

6. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

- A) RR/CC – REQUEST APPROVAL OF SOLE SOURCE AMENDMENT
NUMBER SIX TO CONTRACT NUMBER 15-003 WITH K&H
PRINTERS-LITHOGRAPHERS, INC. (K&H) FOR OUTGOING VOTE BY
MAIL ELECTION MAILING SERVICES
- B) ASSESSOR – NOTIFICATION OF INTENT TO ENTER INTO
NEGOTIATIONS FOR SOLE SOURCE AMENDMENT TO AGREEMENT
WITH ORACLE AMERICA, INC. (ORACLE) TO PROVIDE CONTINUOUS
SUPPORT FOR THE DEVELOPMENT OF ASSESSOR
MODERNIZATION PROJECT (AMP) PHASE IV
- C) DCBA – CANNABIS BUSINESS TAX ORDINANCE AND BALLOT
MEASURE

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	7/20/2022	
BOARD MEETING DATE	8/9/2022	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE	
SUBJECT	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$1,824,000 (all funds) \$1,193,000 (NCC)	Funding source: TERMS (if applicable): Explanation:
PURPOSE OF REQUEST		
BACKGROUND (include internal/external issues that may exist including any related motions)	1. Addition of one (1) unclassified classification: <ul style="list-style-type: none"> Chief Deputy, Department of Economic Opportunity (8233) (R14) \$12,151.26 - \$18,897.70 (Control Point: \$15,691.56) 2. Amendment of Section 6.44.020 – Assessment Appeals Board (AAB) to increase the stipend amounts for AAB members. 3. Reclassification of 52 positions in the Departments of Auditor-Controller, Chief Executive Officer, District Attorney, Fire, Health Services, Human Resources, Internal Services, Parks and Recreation, Public Defender, Public Social Services, and Sheriff.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, JRevuelta@ceo.lacounty.gov	



CEO August 9, 2022 General Reclass Board Letter Summary

CEO Classification/Compensation Contact Information:

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This Board Letter includes:

1. Addition of one (1) unclassified classification
 - Chief Deputy, Department of Economic Opportunity (8233) (R14) \$12,151.26 - \$18,897.70 (Control Point: \$15,691.56)
On April 20, 2021, the Board directed the Chief Executive Officer, Workforce Development, Aging and Community Services, Auditor-Controller, and other relevant departments to implement a phased approach to begin working towards establishing two (2) new departments - the Aging and Disabilities Department and the Department of Economic Opportunity. In order to support this directive, we are recommending the establishment of the Chief Deputy, Department of Economic Opportunity (UC) (Item No. 8233) classification. This classification will have executive decision-making authority and administrative responsibility for assisting the Director, Department of Economic Opportunity in planning, evaluating, and directing the daily operations of the new department.

For Aging and Disabilities Department, we will present a title change of the existing Chief Deputy, WDACS in a future Board Letter. In the interim, the department will be able to recruit with the new title.
2. Amendment of Section 6.44.020 – Assessment Appeals Board (AAB) to increase the stipend amounts for AAB members.
 - An increase in the stipend amounts is being recommended to assist in the recruitment of qualified professionals and accurately compensate AAB members for the complex job knowledge and time commitment needed.
3. Reclassification of 52 positions in the Departments of Auditor-Controller, Chief Executive Officer, District Attorney, Fire, Health Services, Human Resources, Internal Services, Parks and Recreation, Public Defender, Public Social Services, and Sheriff.



FESIA A. DAVENPORT
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

August 9, 2022

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 unclassified classification; amending Section 6.44.020 – Assessment Appeals Board (AAB) to increase the stipend amounts for AAB members; and reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new unclassified classification for the Department of Economic Opportunity; amend Section 6.44.020 – AAB to increase the stipend amounts for AAB members; and reclassify 52 positions in the Departments of Auditor-Controller, Chief Executive Officer (CEO), District Attorney, Fire, Health Services, Human Resources, Internal Services (ISD), Parks and Recreation, Public Defender, Public Social Services (DPSS), and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification 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 Unclassified Classification

On April 20, 2021, the Board directed the CEO, Workforce Development, Aging and Community Services, Auditor-Controller, and other relevant departments to implement a phased approach to begin working towards establishing two (2) new departments - the Aging and Disabilities Department and the Department of Economic Opportunity. In order to support this directive, we are recommending the establishment of the Chief Deputy, Department of Economic Opportunity (UC) (Item No. 8233) classification (Attachment A). This classification will have executive decision-making authority and administrative responsibility for assisting the Director, Department of Economic Opportunity in planning, evaluating, and directing the daily operations of the new department.

Amendment of Section 6.44.020

We are recommending amendment of Section 6.44.020 - AAB to increase the stipend amount for AAB members. The AAB is the administrative "quasi-judicial" property tax trial court for factual and legal resolutions of taxpayer property valuation appeals. Appeals, per state law, must be heard within two (2) years of the appeal being filed unless the taxpayer grants a "time waiver" to the AAB. Los Angeles County is expanding the number of AAB "panels" to ensure the timely hearing of all tax appeals. AAB members must meet statutory professional experience eligibility requirements in the Revenue and Taxation Code to be appointed. The current stipend level was established in 1995 and has not changed since. The stipend greatly influences the availability of the current AAB members. Therefore, an increase in the stipend amounts is being recommended to assist in the recruitment of qualified professionals and accurately compensate AAB members for the complex job knowledge and time commitment needed.

Reclassifications

There are 52 positions in 11 departments 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 classified in the recommended classes.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan 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 projected budgeted annual cost resulting from these recommended actions is estimated to total \$1,824,000 (all funds). Net County cost is estimated to be \$1,193,000. Cost increases associated with upward reclassification actions and the AAB stipend increase 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 recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors
08/09/22
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Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:AC:AYH
JR:AB:mmg

Enclosures

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

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CLASSIFICATION PLAN CHANGES

ATTACHMENT A

UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Megaflex	8233	Chief Deputy, Department of Economic Opportunity (UC)	N23	R14

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Equipment Maintenance Worker Item No. 6613A N2O 88E Represented	1	Equipment Maintenance Supervisor Item No. 6616A NMO 89C Represented

The subject Senior Equipment Maintenance Worker position is located within the Disbursements Division, Special Projects Section, Mailroom Unit, and reports directly to a Program Specialist II, Auditor-Controller. The position is responsible for supervising the Mailroom Unit and ensuring daily warrant and direct deposit mailing deadlines are met. The position maintains inventory of mailing and machine supplies, provides training and administrative oversight for staff, and works with contracted vendors on various machine operation issues.

The duties and responsibilities of the subject position meet the classification criteria for the Equipment Maintenance Supervisor, a class that is responsible for supervising positions engaged in the repair, maintenance, and fabrication of various kinds of equipment and tools used in a variety of services. Therefore, we recommend upward reallocation of the Senior Equipment Maintenance Worker to Equipment Maintenance Supervisor.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CHIEF EXECUTIVE OFFICER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Supervising Clerk Item No. 1176A NMVO 79F Represented	1	Program Aid II, CEO Item No. 0824A NMO 82B Non-Represented
2	Senior Clerk Item No. 1140A NMVO 75H Represented	2	Program Aid I, CEO Item No. 0823A NMO 78B Non-Represented

The subject Intermediate Supervising Clerk position is assigned to the Claims Management Section of the Risk Management Branch. Duties include developing effective and efficient record keeping systems; reviewing and proofreading documents to insure accurate and complete documents, charts, and forms; gathering and analyzing data for supervisors; and recommending solutions to problems and procedures. Incumbents in the class of Intermediate Supervising Clerk supervise a large number of employees performing general and specialized office clerical work. In contrast, incumbents in the class of Program Aid II, CEO provide more complex and specialized support services, under general supervision, to analyst staff in the CEO. A review of the proposed reclassification confirms the duties are consistent with the class of Program Aid II, CEO. Therefore, we recommend upward reallocation to Program Aid II, CEO.

The first subject Senior Clerk position is assigned to the Claims Management Section of the Risk Management Branch. Duties include reconciling payments and preparing deposits, preparing monthly statistical reports, gathering case information from other departments, insurance companies, and claimants; and managing the Liability Unit roundtable calendar. Incumbents in the class of Senior Clerk perform highly-specialized clerical duties requiring a specialized knowledge of a particular function. In contrast, incumbents in the class of Program Aid I, CEO provide support services, under close supervision, to analyst staff in the CEO. A review of the proposed reclassification confirms the duties are consistent with the class of Program Aid I, CEO. Therefore, we recommend upward reallocation to Program Aid I, CEO.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CHIEF EXECUTIVE OFFICER (Continued)

The second subject Senior Clerk position is assigned to the Claims Management Section of the Risk Management Branch. Duties include reviewing and preparing claim correspondence to departments and the public; sorting branch mail; executing reports in Risk Management Information System and Electronic Countywide Accounting and Purchasing System (eCAPS); preparing daily interface reports for the Auditor-Controller; and assisting senior-level staff with clerical duties on special projects. Incumbents in the class of Senior Clerk perform highly-specialized clerical duties requiring specialized knowledge of a particular function. In contrast, incumbents in the class of Program Aid I, CEO provide support services, under close supervision, to analyst staff in the Chief Executive Office. A review of the proposed reclassification confirms the duties are consistent with the class of Program Aid I, CEO. Therefore, we recommend upward reallocation to Program Aid I, CEO.

DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMVO 72B Represented	1	Volunteer Programs Coordinator I Item No. 2681A NMO 78H Non-Represented

The subject Intermediate Typist-Clerk (ITC) position reports to a Deputy District Attorney (DDA) IV for the Office of the District Attorney Recruitment Unit, which houses the Volunteer Program that processes 1,200 applications each year for placement into 900 seasonal unpaid legal clerkships and volunteer positions. The unit also processes 500 applications yearly for placement into 10 paid legal clerkships each summer and fall as part of the Paid Summer and Post-Bar Law Clerk programs. Specifically, the subject ITC evaluates applications for unpaid legal clerkships, volunteer positions, and paid legal clerkships against program requirements and prepares synopses of suitable candidates for referral to the DDA IV; coordinates the processing of volunteers such as background clearances and provision of parking and building access; provides onboarding forms and instructions to volunteers; disseminates and collects volunteer evaluations and processes volunteer extensions; assists in maintaining records of volunteer status and generates certificates of completion and program statistical reports; and assists in developing volunteer recruitment and orientation materials. The duties and responsibilities of the position are allocable to Volunteer Programs Coordinator I, which assists a higher-level volunteer director in the administration of a large volunteer program. Therefore, we recommend upward reallocation to Volunteer Programs Coordinator I.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

FIRE – ADMINISTRATIVE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NMO 100K Represented	1	Information Technology Security Analyst Item No. 2602A NMO 106C Non-Represented
1	Senior Operating Systems Analyst Item No. 2551A NMO 108L Represented	1	Information Technology Security Specialist Item No. 2603A NMO 112E Non-Represented

The subject Information Systems Analyst II position will report directly to the Departmental Information Security Officer II in the department's Information Management Division's Data Security Section. The subject position will be responsible for assisting in the development, administration, and monitoring of the department's data security program primarily by identifying and addressing vulnerabilities within the department's information systems and educating staff on cyber security awareness.

An upward reallocation of the subject position to the Information Technology Security Analyst class is recommended as positions allocable to this class perform the full range of activities related to the development, implementation, and monitoring of information systems security standards. Incumbents in this class carry out routine to complex assignments in one or more Information Technology (IT) security-related areas including application, network, physical/environmental, server, and workstation security; security incident response, awareness training, identity, and access management; and risk assessment.

The subject Senior Operating Systems Analyst position will report directly to the Departmental Information Security Officer II in the department's Information Management Division's Data Security Section. The subject position will be responsible for the administration of data security, which requires experience in the implementation, management, and monitoring of IT security solutions and programs. Additional responsibilities of the subject position will include providing recommendations and project-management expertise in the development, implementation, and monitoring of the department's IT infrastructure, including the drafting of policies and procedures, and defining security goals and objectives. The subject position may serve as the administrator, lead, or department liaison, while performing the aforementioned duties.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

FIRE – ADMINISTRATIVE (continued)

An upward reallocation of the subject position to Information Technology Security Specialist is recommended. Positions allocable to this class generally work under the direction of a Departmental Information Security Officer II and act as lead technical consultant, systems architect, or project manager providing expertise in the development, implementation, and monitoring of a departmental IT security program. Assignments fall within one or more IT security-related areas including application, network, physical/environmental, server, workstation security, incident response, awareness training, identity and access management, and risk assessment.

HEALTH SERVICES – RANCHO LOS AMIGOS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Pharmacy Helper Item No. 5501A NMO 74B Represented	1	Pharmacy Technician Item No. 5504A NMO 76K Represented

The subject Pharmacy Helper position reports to a Pharmacy Supervisor I and is assigned to Rancho Los Amigos National Rehabilitation Center's Pharmacy Procurement unit to assist pharmacists in the storage, dispensing, and distribution of drugs through automated drug delivery systems. These duties require a licensed Pharmacy Technician with the appropriate knowledge and skills to assist with technical and support services. The position checks physician orders for accuracy, places orders in the pharmacy system, receives and opens packages and verifies accuracy of medications, and scans and stocks medications into automatic dispensing station. The duties and responsibilities meet the allocation criteria for Pharmacy Technician. Therefore, we recommend upward reallocation from Pharmacy Helper to Pharmacy Technician.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HUMAN RESOURCES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Examination Proctor Item No. 1289A NMO 77A Non-Represented	2	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented
2	Examination Proctor Item No. 1289F NMO 77A Non-Represented	2	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented
1	Principal Analyst, Human Resources Item No. 1914A NMO 116A Non-Represented	1	Information Technology Project Management Office Manager Item No. 2607A N23 S12 Non-Represented

The subject four (4) Examination Proctor positions are located in the Countywide Talent Assessment Division's Employment Information Services Office and report to a Principal Personnel Assistant. The positions perform highly-specialized clerical duties and complete various computer and online documents and reports to successfully prepare, monitor, and review remote online examinations for County candidates. The positions also assist in identifying test-related technical issues and work with the appropriate technical support to obtain a resolution, as well as performing general office duties such as scheduling, front counter phone coverage, and responding to inquiries. The nature of examination work has evolved with the implementation of new testing methods and protocols, requiring staff to be adept in the use of computer-based technology and possess typing proficiency. As such, the Senior Typist-Clerk is the appropriate classification for this role.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HUMAN RESOURCES (Continued)

The subject Principal Analyst, Human Resources position will report to a Departmental Chief Information Officer II (UC) and direct the Information Technology Division's Project Management and Change Management Sections, which house Countywide human resources information systems and project management services to support the County enterprise. The position will perform highly-complex information technology project management oversight at the enterprise level, providing a suite of services and subject matter expertise to all County departments and stakeholders. This position will manage, through subordinate staff project management initiatives intended to modernize and improve the delivery of human resources services across the County and will also provide key IT project management portfolio performance, risk, and financial health assessments and metrics to senior and executive management as part of a comprehensive risk mitigation strategy.

Given the complex nature of the IT project management environment, as well as the level of responsibility required of the subject position, the Information Technology Project Management Office Manager is the appropriate classification for this work.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Capital Projects Program Manager Item No. 4113A NO 116A Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 104L Non-Represented
1	Facilities Project Manager I Item No. 4125A NO 107F Represented	1	Administrative Services Manager I Item No. 1002A NMO 101L Non-Represented
1	Intermediate Typist-Clerk Item No. 2214A NMVO 72B Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented
1	Secretary III Item No. 2096A NMVO 80E Represented	1	Administrative Assistant II Item No. 0888A NMO 90G Represented
2	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented	1	Administrative Assistant I Item No. 0887A N2MO 81C Represented
		1	Information Technology Technical Support Analyst II Item No. 2546A NMO 96C Represented
1	Staff Assistant II Item No. 0913A NMO 89B Represented	1	Staff Assistant III Item No. 0915A NMO 93K Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES (Continued)

The subject Capital Projects Program Manager position is assigned to the Operations Administration Division and reports to an Administrative Manager XV, ISD (UC). Duties of the position include supervising Customer Center staff who perform and evaluate service requests, finance estimates, and customer assistance requests; and analyzing Key Performance Indicators (KPI) data to examine trends and provide program recommendations. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of an Administrative Services Manager II. Positions allocated to this class supervise a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and make recommendations on highly-complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend the downward reallocation of the subject position to Administrative Services Manager II.

The subject Facilities Project Manager I position is assigned to the Customer Center Section and reports to the Capital Projects Program Manager (the above mentioned position). Duties of the position include tracking and analyzing all Board and Civic Center requests that come into the Customer Center; engaging with Division, Section, and Craft Supervisors to understand barriers pertaining to approvals, policies, or delivery of services; and analyzing high-level Service Request (SR) data. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of an Administrative Services Manager I. Positions allocated to this class independently perform complex analytical assignments and make recommendations on issues which directly impact departmental programs and administrative operations. Therefore, we recommend the downward reallocation of the subject position to Administrative Services Manager I.

The subject Intermediate Typist-Clerk position is located in the District 3 Section of the Maintenance & Operations Division within ISD where it reports to a Manager II, Facilities Operations and Crafts. The subject position is responsible for full clerical support to the section. Duties of the subject position include updating daily reports, maintaining data and spreadsheets, proofreading various documents, answering questions requiring searching technical data from the Financial Accounting Management Information System, and assisting customers with the status of service requests.

Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of a Senior Typist-Clerk. Positions allocated to this class perform skilled typing work and more complex clerical duties that require a highly-specialized knowledge of a particular function. Therefore, we recommend the upward reallocation of the subject position to Senior Typist-Clerk.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES (Continued)

The subject Secretary III position is assigned to the Operations Administration Division and will report to an Administrative Services Manager II. Duties of the position include analyzing service and estimate requests; interpreting and adapting specific rules to each request prior to submittal to Finance; recommending solutions to improve affected processes and procedures; and composing weekly KPI reports which include current data trends and potential impacts to Operations Services. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of an Administrative Assistant II. Positions allocated to this class independently analyze and make recommendations for the solution of a variety of problems such as organization, budget, systems, procedures, program, facilities planning, general management, and personnel. Therefore, we recommend the upward reallocation of the subject position to Administrative Assistant II.

The first subject Senior Typist-Clerk position is assigned to the Operations Administration Division and will report to an Administrative Services Manager II. Duties of the position include engaging with administrative and management level staff to clarify procedural steps, information, and corrections related to SR; analyzing causes or trends of process issues; revising and interpreting standard procedures reports; and collecting data to support the development of workload and performance. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of an Administrative Assistant I. Positions allocated to this class independently analyze and recommend solutions for less complex problems of programs, procedures, budget issues, and personnel matters, or solutions of more difficult problems under close supervision and guidance. Therefore, we recommend the upward reallocation of the subject position to Administrative Assistant I.

The second subject Senior Typist-Clerk position is located in the Purchasing Programs Section of the Purchasing Division and reports to a Section Manager, Administration, ISD. The position is responsible for providing help desk support for the County's Enterprise Financial Procurement system and the Electronic Countywide Accounting and Purchasing System Procurement system for users that include County departments as well as vendors who procure commodities and services for the County. Duties of the position include providing functional help desk support to the department and end users who utilize Los Angeles County eCAPS Procurement system and other procurement systems; conducting systems testing; conducting end user training for eCAPS systems; and preparing system specifications and reviewing existing systems specifications. Based on the duties and responsibilities of the position, the work performed is consistent with the classification of Information Technology Technical Support Analyst II. Positions allocated to this class perform a full range of technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications. Therefore, we recommend upward reallocation of the subject position to Information Technology Technical Support Analyst II.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES (Continued)

The subject Staff Assistant II position is located in the Information Technology Service Planning and Administration Section and supports the General Manager of the Information Technology Service (ITS). Duties of the subject position include making recommendations for the solution of complex problems for fiscal processes; participating in the planning and preparation of the ITS' annual budget submission; assisting with the Fiscal Year-End Closing/Opening process by performing independent analysis; updating Information Technology Support Services Master Agreement orders; and assisting ISD and ITS management with special assignments including ITS reorganizations and implementation of new systems.

Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of a Staff Assistant III. Positions allocated to this class support a deputy director of a line operation in a large County department and are distinguished by their responsibility for independently analyzing and making recommendations for the solution of a full range of complex operational problems affecting the management of the branch. Therefore, we recommend the upward reallocation of the subject position to Staff Assistant III.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NMO 90G Represented	1	Park Project Coordinator Item No. 4105A NO 101G Represented

The subject Administrative Assistant II position reports to a Departmental Facilities Planner II with duties that include planning and coordinating capital improvement and maintenance construction projects; overseeing project implementation, including project budget, scope of work, and scheduling; and preparing various written documents and reports related to capital improvements, maintenance construction projects, and facility inspections. These duties are characteristic of the Park Project Coordinator, a class that coordinates and inspects park and landscape construction projects for the Department of Parks and Recreation. As such, we recommend upward reallocation of the subject position to Park Project Coordinator.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC DEFENDER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Legal Office Support Assistant II Item No. 2161A N2MLO 82E Represented	1	Senior Secretary III Item No. 2102A NMO 88G Non-Represented

The subject Legal Office Support Assistant II position reports to and provides full-time secretarial support to the Unclassified Departmental Chief Information Officer I (DCIO I) for the Public Defender Information Technology Division. Specifically, the position coordinates meetings and schedules appointments on behalf of the DCIO I; serves as unit timekeeper; provides administrative support to IT staff; responds to email and phone inquiries; administers and provides access to the Continuing Education of the Bar Library; maintains unit files, records, and reports; manages procurement of unit office supplies; and sorts and distributes incoming mail. The duties and responsibilities of the position are allocable to Senior Secretary III, a class that provides full-time secretarial assistance to the head of a major division or minor branch in a large and complex County department having 1,000 or more employees and characterized by the technical nature of the work performed, or major protective or recreational services provided. Therefore, we recommend upward reallocation to Senior Secretary III.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Human Services Administrator I Item No. 8021A NMO 101L Non-Represented	3	Human Services Administrator II Item No. 8022A NMO 104L Non-Represented
4	Information Technology Technical Support Analyst I Item No. 2545A NMO 92C Represented	4	Information Technology Technical Support Analyst II Item No. 2546A NMO 96C Represented

The three (3) subject Human Services Administrator I positions are located in the Bureau of Special Operations, where they each support a Human Services Administrator III in the administration and operation of the district offices. Duties of each of the three (3) positions include directing, through subordinate supervisors, work units engaged in the delivery of social services; conducting and analyzing quality control compliance audits; interpreting program policies and concepts for department staff; performing functions including Return-to-Work Coordinator, Risk Management Liaison, Civil Rights Liaison, and Building Emergency Coordinator; and acting for the Human Services Administrator III in their absence.

Based on the duties and responsibilities of the positions, the work performed is consistent with the classification of a Human Services Administrator II. Positions allocated to this class are responsible for supervising the formulation and recommendation of policies and procedures for the administration of County public assistance, social services or fiscal programs, or directing a special social services or public assistance program. Therefore, we recommend the upward reallocation of the three (3) positions to Human Services Administrator II.

The four (4) subject Information Technology Technical Support Analyst I positions are located in the Bureau of Contract and Technology Services, where they each support an Information Technology Manager I with a variety of complex information technology support. Duties of each of the four (4) positions include troubleshooting, diagnosing, resolving, and documenting intricate hardware, software, and network connectivity problems; installing and configuring highly complex technical hardware, software, and peripherals for Customer Service Centers; working with ISD network and telecom management staff for site preparations and telecom equipment; and providing high-level technical support for end users using multiple applications and systems.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES (Continued)

Based on the duties and responsibilities of the positions, the work performed is consistent with the classification of an Information Technology Technical Support Analyst II. Positions allocated to this class work under general supervision and provide a full range of the more complex technical information technology support services, including installation, configuration, testing, troubleshooting and repair of hardware, software, networks, and applications in a centralized IT organization. Therefore, we recommend the upward reallocation of the four (4) positions to Information Technology Technical Support Analyst II.

PUBLIC SOCIAL SERVICES – FISCAL OPERATIONS DIVISION REORGANIZATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Accountant II Item No. 0647A NMO 88A Represented	2 1	Accountant III Item No. 0648A NMO 92C Represented Accounting Systems Technician Item No. 0665A NMO 92F Represented
1	Accounting Officer III Item No. 0658A NMO 107J Non-Represented	1	Administrative Services Manager III Item No. 1004A NMO 114K Non-Represented
1	Division Chief, PSS Item No. 8014A N23 S12 Non-Represented	1	Administrative Services Division Manager Item No. 1007A N23 S13 Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES – FISCAL OPERATIONS DIVISION REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Eligibility Computation Clerk I Item No. 1302A NMVO 72F Represented	3	Account Clerk II Item No. 0578A NMVO 75G Represented
		1	Accountant II Item No. 0647A NMO 88A Represented
		2	Accounting Officer I Item No. 0656A NMO 94A Represented
		1	Accounting Technician II Item No. 0643A NMO 82H Represented
3	Eligibility Computation Clerk II Item No. 1303A NMVO 74F Represented	1	Accountant III Item No. 0648A NMO 92C Represented
		1	Accounting Officer I Item No. 0656A NMO 94A Represented
		1	Accounting Technician II Item No. 0643A NMO 82H Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PUBLIC SOCIAL SERVICES – FISCAL OPERATIONS DIVISION REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMVO 72B Represented	1	Account Clerk II Item No. 0578A NMVO 75G Represented
1	Secretary III Item No. 2096A NMVO 80E Represented	1	Senior Secretary II Item No. 2101A NMO 86G Non-Represented
2	Senior Clerk Item No. 1140A NMVO 75H Represented	1	Accountant II Item No. 0647A NMO 88A Represented
		1	Accounting Officer I Item No. 0656A NMO 94A Represented
1	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented	1	Accounting Technician I Item No. 0642A NMO 78J Represented
2	Supervising Clerk Item No. 1174A NMVO 75H Represented	2	Accountant II Item No. 0647A NMO 88A Represented

This is to implement the findings of the organizational study of the Fiscal Operations Division (FOD), located in the Bureau of Administrative Services. This reorganization will improve the efficiency and responsiveness of the FOD and will allow the department to consolidate fiscal operations to centralize and implement controls to strengthen the reconciliation of fiscal account activities. As such, we recommend the reallocation of the 22 subject positions as listed above.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

SHERIFF – COURT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Court Records System Clerk II, Sheriff Item No. 2239A NMVO 80B Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 76G Represented

The subject Court Records System Clerk II, Sheriff position is located in the Court Services Division's Headquarters and reports to a Sergeant. The position is responsible for providing clerical support to the Training Unit. Duties include answering telephone calls; reviewing training enrollment forms for accuracy and completeness; preparing, maintaining, and updating the division's personnel training files and logs; conducting queries to retrieve information from databases and systems; ordering services and supplies; processing enrollment documents and confirming training registrations; gathering information to prepare division reports; typing and preparing memorandums and letters; and collecting data to produce charts and tables.

The duties and responsibilities of the subject position are consistent with the classification standards for Senior Typist-Clerk, a classification that performs highly-specialized clerical duties requiring a highly-specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend downward reallocation of the subject position to Senior Typist-Clerk.

ANALYSIS

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

- Adding and establishing the salary for one unclassified classification;
- Amending Section 6.44.020 Assessment appeals board to increase the stipend amounts for the Assessment Appeals Board members; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Auditor-Controller, Chief Executive Officer, District Attorney, Fire, Health Services, Human Resources, Internal Services, Parks and Recreation, Public Defender, Public Social Services, and Sheriff.

DAWYN R. HARRISON
Acting County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salary for one unclassified classification; amend Section 6.44.020 to adjust the compensation for Assessment Appeals Board members; 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 class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>8233</u>	<u>CHIEF DEP,DEPT OF ECON OPPORT(UC)</u>	_____*	<u>N23</u>	<u>R14</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 classification added to Section 6.28.050 of the County Code.

SECTION 2. Section 6.40.010 (Auditor-Controller) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6613A	4	SENIOR EQUIPMENT MAINTENANCE WORKER

SECTION 3. Section 6.40.010 (Auditor-Controller) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6616A</u>	<u>1</u>	<u>EQUIPMENT MAINTENANCE SUPERVISOR</u>

SECTION 4. Section 6.44.020 is hereby amended to read as follows:

6.44.020 Assessment appeals board.

A. Each member of an assessment appeals board (Item No. 9389) shall be entitled to receive as compensation the sum of ~~\$150.00~~ \$248.00 for each half day one session of the board ~~he or she~~ they attends a session of the board, the sum of ~~\$225.00~~ \$371.00 for each full day two sessions of the board ~~he or she~~ they attends a session of the board, and the sum of ~~\$300.00~~ \$495.00 for each three sessions of the board they attend exceeding a full day in any calendar day.

B. For purposes of this section, a half day one session is defined as a session of four hours or less in any calendar day, and a full day two sessions is defined as a session of more than four hours but not exceeding six hours in any calendar day, and three sessions is defined as a session of more than six hours but not exceeding eight hours in any calendar day.

SECTION 5. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4176A	4	INTERMEDIATE SUPERVISING CLERK

SECTION 6. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0823A	4 <u>3</u>	PROGRAM AID I,CEO
0824A	5 <u>6</u>	PROGRAM AID II,CEO
1140A	3 <u>1</u>	SENIOR CLERK

SECTION 7. Section 6.70.010 (District Attorney) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2681A</u>	<u>1</u>	<u>VOLUNTEER PROGRAMS COORDINATOR I</u>

SECTION 8. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	50 <u>49</u>	INTERMEDIATE TYPIST-CLERK

SECTION 9. Section 6.76.011 (Fire Department - Administrative) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2602A</u>	<u>1</u>	<u>IT SECURITY ANALYST</u>
<u>2603A</u>	<u>1</u>	<u>IT SECURITY SPECIALIST</u>

SECTION 10. Section 6.76.011 (Fire Department - Administrative) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2591A	8 <u>7</u>	INFORMATION SYSTEMS ANALYST II
2551A	6 <u>5</u>	SENIOR OPERATING SYSTEMS ANALYST

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5501A	4	PHARMACY HELPER

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
5504A	20 <u>21</u>	PHARMACY TECHNICIAN

SECTION 13. Section 6.80.010 (Department of Human Resources) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1289A	2	EXAMINATION PROCTOR

SECTION 14. Section 6.80.010 (Department of Human Resources) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2607A</u>	<u>1</u>	<u>INFO TECH PROJECT MGMT OFFICE MGR</u>

SECTION 15. Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1289F	30 <u>28</u>	EXAMINATION PROCTOR
1914A	36 <u>35</u>	PRINCIPAL ANALYST, HUMAN RESOURCES
2216A	44 <u>15</u>	SENIOR TYPIST-CLERK

SECTION 16. 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
0887A	2 <u>3</u>	ADMINISTRATIVE ASSISTANT I
0888A	9 <u>10</u>	ADMINISTRATIVE ASSISTANT II
1002A	20 <u>21</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	36 <u>37</u>	ADMINISTRATIVE SERVICES MANAGER II

4113A	2	<u>1</u>	CAPITAL PROJECTS PROGRAM MANAGER
4125A	7	<u>6</u>	FACILITIES PROJECT MANAGER I
2546A	46	<u>17</u>	IT TECHNICAL SUPPORT ANALYST II
2214A	48	<u>17</u>	INTERMEDIATE TYPIST-CLERK
2096A	33	<u>32</u>	SECRETARY III
2216A	46	<u>45</u>	SENIOR TYPIST-CLERK
0913A	24	<u>20</u>	STAFF ASSISTANT II
0915A	40	<u>11</u>	STAFF ASSISTANT III

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
0888A	3	<u>2</u> ADMINISTRATIVE ASSISTANT II
4105A	8	<u>9</u> PARK PROJECT COORDINATOR

SECTION 18. Section 6.104.010 (Public Defender) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2102A</u>	<u>1</u>	<u>SENIOR SECRETARY III</u>

SECTION 19. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2161A	86 <u>85</u>	LEGAL OFFICE SUPPORT ASSISTANT II

SECTION 20. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0658A	4	ACCOUNTING OFFICER III

SECTION 21. 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
0578A	8 <u>12</u>	ACCOUNT CLERK II
0647A	27 <u>28</u>	ACCOUNTANT II
0648A	7 <u>10</u>	ACCOUNTANT III
0656A	3 <u>7</u>	ACCOUNTING OFFICER I
0665A	5 <u>6</u>	ACCOUNTING SYSTEMS TECHNICIAN
0642A	23 <u>24</u>	ACCOUNTING TECHNICIAN I

0643A	40	<u>42</u>	ACCOUNTING TECHNICIAN II
1007A	4	<u>5</u>	ADMINISTRATIVE SERVICES DIV MGR
1004A	25	<u>26</u>	ADMINISTRATIVE SERVICES MANAGER III
8014A	15	<u>14</u>	DIVISION CHIEF,PSS
1302A	9	<u>2</u>	ELIGIBILITY COMPUTATION CLERK I
1303A	18	<u>15</u>	ELIGIBILITY COMPUTATION CLERK II
8021A	300	<u>297</u>	HUMAN SERVICES ADMINISTRATOR I
8022A	78	<u>81</u>	HUMAN SERVICES ADMINISTRATOR II
2545A	96	<u>92</u>	IT TECHNICAL SUPPORT ANALYST I
2546A	16	<u>20</u>	IT TECHNICAL SUPPORT ANALYST II
2214A	1891	<u>1890</u>	INTERMEDIATE TYPIST-CLERK
2096A	7	<u>6</u>	SECRETARY III
1140A	250	<u>248</u>	SENIOR CLERK
2101A	33	<u>34</u>	SENIOR SECRETARY II
2216A	7	<u>6</u>	SENIOR TYPIST-CLERK
1174A	172	<u>170</u>	SUPERVISING CLERK

SECTION 22. Section 6.120.011 (Sheriff – Court Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2239A	118	<u>117</u> COURT RECORDS SYS CLERK II,SHERIFF
2216A	3	<u>4</u> SENIOR TYPIST-CLERK

SECTION 23. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSCSCEO]

DRAFT

**COUNTY OF LOS ANGELES
POSITION DESCRIPTION
DRAFT**

ITEM # 8233

APPROVAL DATE:

TITLE: Chief Deputy, Department of Economic Opportunity (UC)

DEFINITION: The Chief Deputy has responsibility for guiding departmental mission and vision, policy, and strategy as well as directing the operations of the Department of Economic Opportunity to ensure enhanced economic security and mobility for LA County residents. This includes overseeing leads for economic and workforce development policy, programs and services, and commissions, administration, public affairs and communications, and IT and data management and analytics.

CLASS STANDARDS: The one position allocable to this class serves as the operations executive for Economic Opportunity, building on existing and successful portfolios of work and helping to establish departmental culture and an enhanced organizational infrastructure positioned to lead a comprehensive economic and workforce development strategy, optimize performance, quality, and scale, produce efficiencies, identify new and aligned opportunities, and communicate equitable impact. This includes ongoing evaluation of effectiveness of departmental policies, operational practices and programs by formulating revisions in policies and developing changes in organization, staffing, work processing, and management information systems as needed to increase effectiveness and efficiency and reduce administrative costs.

EXAMPLES OF DUTIES:

Oversees leads for economic and workforce development policy, programs and services, as well as commissions supported by the department, and departmental administration, public affairs and communications, and IT and data management and analytics.

Assists in directing the development and implementation of policies, goals, objectives, and plans for the department.

Assists in directing the policy and administration of Workforce Investment Opportunity Act (WIOA) programs, employment and business services programs, and economic development programs.

Assists in directing strategies for staff development and succession planning within the department.

Assists in overseeing the management of critical policy concerns and makes recommendations to the Director for implementation of policy changes to resolve complex issues and/or ensure compliance with evolving legislation.

Assists in directing the administration of the approved budget within authorized appropriation limits.

Assists in directing the development of changes in organization, staffing, workload, and management information systems to increase effectiveness and efficiency.

As needed with, or in place of, the Director, represents the department at meetings or related functions involving other governmental agencies, employee groups, consultants, government officials, community organizations, and stakeholders to ensure the department's alignment with best practices, current technology, and relevant developments in workforce, economic, and related fields.

MINIMUM REQUIREMENTS:

Possession of education and experience that demonstrate the ability to keep current staff engaged, bring new resources to bear, and continue to improve the efficacy and responsiveness to clients. Specifically:

- Five years of progressively responsible executive experience managing a complex and diverse organization in fields such as workforce, economic, and community development and social services.
- Demonstrated success and skills in change leadership within an organization and assisting key stakeholders outside the organization in managing the impact of change.
- Knowledge of federal, state and local statutes, ordinances, regulations, and funding sources relating to economic development and workforce development.
- Well-established financial analytical skills to oversee multi-million-dollar budgets and direct the management of a multitude of contracts while maximizing resources to create operational efficiencies.
- Highly skilled program and project management acumen.
- Awareness and ability to manage self and staff in politically challenging situations.
- Excellent written and verbal communication skills.
- Results-driven and demonstrable impact in a highly complex bureaucracy or environment.
- An undergraduate degree in an appropriate field. Preference for a Master's Degree in Economics, Business Administration, or Public Administration.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience managing a complex and multi-million-dollar public organization, such as directing programmatic leads, communications and public affairs, IT and data management and analyses, budget, personnel, fiscal, supply and other communications, technology, and administrative functions of an organization as well as the direction of line functions.
- Demonstrated knowledge, skills, and abilities working effectively with public officials, organized groups, and the public at large.

- Extensive experience in the public sector in organizations engaged in workforce development, economic development, community development, social services, or other relevant fields
- A track record for leadership during organizational changes.
- Demonstrated experience leveraging data and an equity lens to develop policy and programs that serve and uplift persons and communities that have historically been under-served.
- Ability to facilitate positive outcomes from staff in a nimble and flexible manner by addressing new and complex issues in a dynamic environment.
- Demonstrated strong communication and interpersonal skills, and ability to build relationships with elected officials and staff, partners from other County departments, professional staff, and the community.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - LIGHT: Light physical effort which may include occasional light lifting to a 10- pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	7/20/2022	
BOARD MEETING DATE	8/9/2022	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE	
SUBJECT	PUBLIC INFORMATION OFFICER REORGANIZATION STUDY	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$132,000 (all funds) \$105,000 (NCC)	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST		
BACKGROUND (include internal/external issues that may exist including any related motions)	The Public Information Officer Reorganization Study Board Letter recommends reclassification of 10 positions in 5 departments.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov	



CEO August 9, 2022
Public Information Officer Reorganization Study
Board Letter Summary

CEO Classification/Compensation Contact Information:

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Irish Wong, Principal Analyst, (213) 893-7818, iwong@ceo.lacounty.gov

Elizabeth Mejia, Analyst, (213) 974-0839, EMejia2@ceo.lacounty.gov

This Board letter will implement Phase III of the Public Information Officer (PIO) Reorganization Study.

Phase I of the study included a review of public information classifications which focused on public relations and communication work. The goal of Phase I was to determine whether the existing series was current and covered all facets of modern public information/relations functions. As a result, our office developed five (5) new classifications which better reflect the duties and responsibilities assigned to positions performing public information/relations work. The new classes were approved by your Board on December 8, 2020 and June 22, 2021.

Phase II of the study included the reallocation of positions for departments that participated in the study. There were 45 positions in 15 departments reclassified during this phase which was approved by your Board on February 15, 2022.

Phase III is the last phase of the study. It includes the reallocation of positions for departments that did not participate during Phase II. There are 10 positions in five (5) departments being recommended for reclassification in this phase.



FESIA A. DAVENPORT
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

August 9, 2022

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 PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the departmental staffing provisions by implementing a Countywide Public Information Officer (PIO) Reorganization Study resulting in reclassification of positions in various departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 10 positions to implement the results of the PIO Reorganization Study in the Departments of Beaches and Harbors, Board of Supervisors, District Attorney, Medical Examiner-Coroner, and Mental Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification 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 classification and compensation 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 classification and compensation of positions facilitates efficient business operations and can reduce the number of costly personnel-related problems.

PIO Reorganization Study

Phase I of the Countywide PIO Reorganization Study included a review of public information classifications which focused on public relations and communication work. The goal of Phase I was to determine whether the existing series was current and covered all facets of modern public information/relations functions. As a result, our office developed five (5) new classifications which better reflect the duties and responsibilities assigned to positions performing public information/relations work. The new classes were approved by your Board on December 8, 2020 and June 22, 2021.

Phase II of the study included the reallocation of positions for departments that participated in the study. There were 45 positions in 15 departments reclassified during this phase which was approved by your Board on February 15, 2022.

This letter is to implement Phase III, the last phase of the study, which includes the reallocation of positions for departments that did not participate during Phase II. There are 10 positions in five (5) departments being recommended for reclassification.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan 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 projected budgeted annual cost resulting from these recommended actions is estimated to total \$132,000 (all funds). Net County cost is estimated to be \$105,000. 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 recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:AC:AYH
JR:CL:mmg

Enclosures

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

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Beaches and Harbors			
1	Marketing Specialist, Beaches and Harbors Item No. 1776A NMO 112B Non-Represented	1	Head, Marketing and Communications Item No. 1595A NMO 112B Non-Represented
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Board of Supervisors			
2	Community Information Officer Item No. 1612A NMO 113H Non-Represented	2	Communications Manager Item No. 1610A N23 S13 Non-Represented
District Attorney			
1	Special Assistant, DA (UC) Item No. 9954A N23 R12 Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented
Medical Examiner-Coroner			
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Mental Health			
1	Head, Marketing and Communications Item No. 1595A NMO 112B Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented
1	Marketing Analyst Item No. 1772A NMO 97L Non-Represented	1	Public Information Associate Item No. 1607A NMO 91J Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (Continued)

Mental Health (Continued)			
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
1	Senior Marketing Analyst Item No. 1773A NMO 102L Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented

ANALYSIS

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

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Beaches and Harbors, Board of Supervisors, District Attorney, Medical Examiner-Coroner, and Mental Health.

DAWYN R. HARRISON
Acting County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

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

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

SECTION 1. Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1776A	4	MARKETING SPECIALIST, BEACHES & HARB
1600A	4	PUBLIC INFORMATION OFFICER I

SECTION 2. Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1595A</u>	<u>1</u>	<u>HEAD, MARKETING AND COMMUNICATIONS</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 3. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1612A	2	COMMUNITY INFORMATION OFFICER

SECTION 4. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1610A</u>	<u>2</u>	<u>COMMUNICATIONS MANAGER</u>

SECTION 5. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1601A	4	PUBLIC INFORMATION OFFICER II

SECTION 6. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 7. Section 6.70.010 (District Attorney) 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 8. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9954A	2 <u>1</u>	SPECIAL ASSISTANT,DA(UC)

SECTION 9. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1595A	4	HEAD,MARKETING AND COMMUNICATIONS
1772A	4	MARKETING ANALYST
1601A	4	PUBLIC INFORMATION OFFICER II
1773A	4	SENIOR MARKETING ANALYST

SECTION 10. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>
<u>1607A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SR PUBLIC INFORMATION SPECIALIST</u>

SECTION 11. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[PIOREORGSTUDYCSCEO]

DRAFT

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	7/20/2022	
BOARD MEETING DATE	8/9/2022	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Los Angeles County Development Authority (LACDA)	
SUBJECT	Approve Purchase Order with Dell Marketing LP (Dell) for Servers and Storage	
PROGRAM	Information Technology	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why: N/A	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$250,000	Funding source: LACDA's Fiscal Year 2022-23 Operating Budget.
	TERMS (if applicable): The Purchase Order term is one year.	
	Explanation: The one-time Purchase Order will not exceed \$250,000, based on the current pricing from Dell at the time of Board approval	
PURPOSE OF REQUEST	Requesting authorization for the LACDA to process a Purchase Order with Dell to purchase three Dell AX-750 Hyperconverged Infrastructure (HCI) systems and one Dell PowerEdge R750 and associated support services. The LACDA's servers and Storage Area Network (SAN) that have reached end-of-life and need to be replaced to support LACDA's data center environment.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The LACDA requires new on-site servers and storage to replace Cisco UCS servers and Tegile SAN located at the LACDA's data center that are end of life and are no longer vendor supported. This new server hardware will support mission critical applications and data, provide advanced security to protect against security threats, and provide integration with Microsoft Azure public cloud services.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Douglas Van Gelder, IT Manager, (626) 586-1727 Douglas.VanGelder@lacda.org	



August 9, 2022

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:

**APPROVE PURCHASE ORDER WITH DELL MARKETING LP FOR SERVERS AND
STORAGE
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter requests approval of a Purchase Order with Dell Marketing LP for Dell servers for data center compute, storage, and networking and associated support services for a total cost not to exceed \$250,000.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Executive Director or his designee, to execute the attached Purchase Order with Dell Marketing LP (Dell) to purchase Dell servers for a total cost not to exceed \$250,000.
2. Find that approval of Purchase Order for Dell servers is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
3. Authorize the Executive Director or his designee, upon his determination and as necessary and appropriate under terms of the Purchase Order, to



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Sheila Kuehl, Janice Hahn, Kathryn Barger



amend the Purchase Order to add or delete services and utilize pool dollars, and if necessary, terminate for convenience the Purchase Order with Dell.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase three Dell AX-750 Hyperconverged Infrastructure (HCI) systems and one Dell PowerEdge R750 through Dell to replace the LACDA's end-of-life of legacy servers and a Storage Area Network (SAN) at LACDA's data center in Alhambra.

The LACDA's legacy servers and SAN have reached end-of-life and are no longer supported by the vendor. Due to the age of the equipment, third party support is not available. Also, the equipment lacks the hardware requirements to operate the latest supported version of the LACDA's server virtualization software.

The new Dell server hardware will deliver improved capability to run the LACDA business applications, including Laserfiche Electronic Records Management System; provide advanced multi-layer security to protect against security threats; and support integration with Microsoft Azure public cloud services to scale data storage and computing resources on as-needed basis to meet the LACDA business and business continuity needs. In addition, the new equipment will allow the LACDA to gain cost efficiencies by reducing the number of physical servers and storage infrastructure.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The one-time Purchase Order will not exceed \$250,000, based on the current pricing from Dell at the time of Board approval. The LACDA will use funds included in the LACDA's Fiscal Year (FY) 2022-2023 Recommended Budget for the procurement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Purchase Order will be awarded using the General Services Administration (GSA) Federal Supply Schedule 70, Information Technology (IT), by State and Local Government Entities, including public housing agencies under the United States Housing Act of 1937, as approved by the U.S. Department of Housing and Urban Development (HUD). GSA has included cooperative purchasing per Section 211 of the E-Government Act of 2002 amended by the Federal Property and Administrative Services Act to allow for cooperative purchasing to acquire automated data processing equipment (including firmware), software, supplies, support equipment, and services. The cooperative government agreement number 47QSMD20R0001 is the purchasing vehicle, and Dell Marketing, LP has accepted the LACDA Purchase Order.

The Purchase Order terms and conditions will incorporate the latest applicable Board mandated provisions. In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology (IT) components of this request and recommends Board

authorization of the proposed Purchase Order with Dell. The OCIO determined it does not constitute a technology-related acquisition of hardware, software, or professional services that would necessitate a formal written CIO Analysis.

ENVIRONMENTAL DOCUMENTATION

The proposed Purchase Order is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (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 CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

The proposed Purchase Order will allow the LACDA to replace obsolete servers and SAN to effectively support mission critical data center operations, gain efficiencies by reducing physical server and storage hardware, and maximize the return on the LACDA's technology investments.

Respectfully submitted,

Reviewed by:

EMILIO SALAS
Executive Director

PETER LOO
Acting Chief Information Officer

Enclosures

**LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
PURCHASE ORDER REQUISITION**

Procurement (626) 586-1696
FAX: (626) 943-3808

P.O.

For Procurement use only

PO # _____

Date _____

Entered by _____

Date 8/9/2022 ☐ Revision # _____ to P.O. # _____

Vendor: Dell Marketing, LP	Division/Site: Administrative Services/Alhambra
Address: One Dell Way	Address: 700 W. Main Street
City & Zip: Round Rock, TX 78682	City & Zip: Alhambra 91801
Contact Person: Jerry Sivret Phone #: (512) 513-9378	Contact Person: Maryann Raygoza-Robles Phone #: (626) 586-1725

☒ Federal I.D. No. 74-2616805 ☐ Social Security No. ☐ IRS Non-Profit No. (Section 501 (c)3) _____

Description	Acct. # - Proj. #	Qty	Price	Sub-Total
Dell AX-750	4111-XX0302	3	\$52,761.72	\$158,285.16
Dell PowerEdge R750	4111-XX0302	1	\$13,288.20	\$13,288.20
Pool Dollars	4111-XX0302	1	\$18,153.93	\$18,153.93
				0
				0
				0
				0
Comments/Discount: Replacing end of life server to support applications and provide storage for applications and data. Per Board Letter, cost is not to exceed \$250,000.00, as above cost is based on the current pricing from Dell at the time of Board approval 8/9/2022.		Delivery Acct. # _____ Proj. # _____		\$ 0
Requested By: (print name & sign) Maryann Raygoza-Robles	Date:	Shipping + Handling Acct. # _____ Proj. # _____		\$ 0
Authorizing Signature (print name & sign) Douglas Van Gelder	Date:	Tax Acct. # <u>4111</u> Proj. # <u>XX0302</u>		\$ 9,965.90
Authorizing Signature: (print name & sign) Becky Yee	Date:			
Authorizing Signature: (print name & sign) Tracie Mann				
Authorizing Signature: (print name & sign) Kathy Thomas				
		TOTAL		\$199,693.19
Executive Director Approval: (Up to \$100,000) Emilio Salas	Date:	Budget Review: (initial & date)		

VENDOR SOLICITATION INFORMATION

VENDOR NO.	NAME, ADDRESS AND PHONE NO. ¹	DATE	Section-3 Y or N	PRICE AMOUNT ²	BCO CODE ³
1.	Dell Marketing, LP	06/01/2022	N	\$199,693.19	N
10587	One Dell Way, Round Rock, TX 78682				
	Phone No. (512) 513-9378 Contact Person: Jerry Sivret				
2.					
3.					
	Phone No. Contact Person:				
4.					
	Phone No. Contact Person:				
5.					
	Phone No. Contact Person:				

BUSINESS CONTRACTING OPORTUNITIES CODES

<u>B</u>	African American	<u>F</u>	Female	<u>UA</u>	Utility Agency	<u>N</u>	Non-Minority
<u>H</u>	Hispanic American	<u>I</u>	American Indian	<u>NP</u>	Non-Profit	<u>O</u>	Other Minority
<u>A</u>	Asian American		Or Alaska Native	<u>GA</u>	Government Agency	<u>U</u>	Unknown

PROCUREMENT METHOD:**SELECTION JUSTIFICATION:**

<input type="checkbox"/> Micro-Purchase (The Micro-purchase method shall be used in accordance with LACDA procurement policy.)
<input type="checkbox"/> Request for Quotes (RFQ) <input type="checkbox"/> Lowest Quote <input type="checkbox"/> Other than Lowest Quote ⁴
<input type="checkbox"/> Invitation for Bids (IFB) <input type="checkbox"/> Lowest Bid <input type="checkbox"/> Other than Lowest Bid ⁴
<input type="checkbox"/> Non-Competitive ⁵ <input type="checkbox"/> Sole Source <input type="checkbox"/> Inadequate Procurement <input type="checkbox"/> Emergency <input type="checkbox"/> HUD Approved
<input checked="" type="checkbox"/> Cooperative Government Agreement ⁶ No. 47QSMD20R0001 (Refresh #0009) <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Other: GSA
<input type="checkbox"/> Exemption from procurement requirements as allowed under Section 6.5, Exceptions of the Procurement Manual:
<input type="checkbox"/> Section 3 Requirements Applicable ⁷
<input type="checkbox"/> Other: _____

COMMENTS:¹ Complete **all** contact information and if necessary, attach a sheet for the additional vendors. Incomplete information will be returned.² The price amount shall be a yearly cost, unless otherwise noted and shall include all associated fees such as taxes, shipping fees, etc.³ Identify the BCO code for all vendors listed. This shall be used to determine whether the outreach requirement has been met.⁴ Attach a memo explaining the reasoning and justification for selecting other than the lowest quote/bid.⁵ Attach the corresponding approved memo.⁶ Attach a copy of the contract or cooperative government agreement for review and approval.⁷ Determine the applicability of Section 3 requirements based on the funding source.

ATTACHMENT A

LOS ANGELES COUNTY DEVELOPMENT AUTHORITY PURCHASE ORDER TERMS AND CONDITIONS

1. TERMINATION FOR IMPROPER CONSIDERATION

- A. The Los Angeles County Development Authority (LACDA) may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Agreement, if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County office, LACDA officer, employee or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment or extension of this Agreement or the making of any determinations with respect to the Contractor's performance pursuant to this Agreement. In the event of such termination, the LACDA shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.
- B. The Contractor shall immediately report any attempt by a LACDA officer or employee to solicit such improper consideration. The report shall be made either to the manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- C. Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

2. TERMINATION FOR CONVENIENCE

This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the LACDA, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

A. After receipt of a notice of termination and except as otherwise directed by the LACDA, the Contractor shall:

- B. Stop work under this Contract on the date and to the extent specified in such notice, and
- C. Complete performance of such part of the work as shall not have been terminated by such notice.
- D. All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Paragraph 8.41 – Record Retention and Inspection/Audit Settlement.

3. TERMINATION FOR CAUSE

This Agreement may be terminated by the Commission upon written notice to the Contractor for just cause (failure to perform satisfactorily) with no penalties incurred by the Commission upon termination or upon the occurrence of any of the following events in A, B, C or D:

- A. Should the Contractor fail to perform all or any portion of the work required to be performed hereunder in a timely and good workmanlike manner or properly carry out the provisions of this Agreement in their true intent and meaning, then in such case, notice thereof in writing will be served upon the Contractor, and should the Contractor neglect or refuse to provide a means for satisfactory compliance with this Agreement and with the direction of the Commission within the time specified in such notice, the Commission shall have the power to suspend or terminate the operations of the Contractor in whole or in part.
- B. Should the Contractor fail within five (5) days to perform in a satisfactory manner, in accordance with the provisions of this Agreement, or if the work to be done under this Agreement is abandoned for more than three days by the Contractor, then notice of deficiency thereof in writing will be served upon Contractor by the Commission. Should the Contractor fail to comply with the terms of this Agreement within five (5) days, upon receipt of said written notice of deficiency, the Executive Director of Commission shall have the power to suspend or terminate the operations of the Contractor in whole or in part.
- C. In the event that a petition of bankruptcy shall be filed by or against the Contractor.
- D. If, through any cause, the Contractor shall fail to fulfill, in a timely and proper manner, the obligations under this Agreement, or if the Contractor shall violate any of the covenants, Contracts, or stipulations of this Agreement, the Commission shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor under this Agreement shall, at the option of the Commission become its property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed.

4. INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the LACDA, County of Los Angeles (County), and its Special Districts, elected and appointed officers, employees, agents and volunteers ("LACDA Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees arising from the sole negligence or willful misconduct of the LACDA Indemnitees.

5. CONFIDENTIALITY

The Contractor shall maintain the confidential all reports and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, the LACDA policies concerning information technology security and the protection of confidential records and information.

6. ASSIGNMENT AND DELEGATION/MERGERS OR ACQUISITIONS

- A. The Contractor shall notify the LACDA of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Contractor is restricted from legally notifying the LACDA of pending acquisitions/mergers, then it should notify the LACDA of the actual acquisitions/mergers as soon as the law allows and provide to the LACDA the legal framework that restricted it from notifying the LACDA prior to the actual acquisitions/mergers.
- B. The Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of the LACDA, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph, the LACDA consent shall require a written amendment to the Contract, which is formally approved and executed by the Parties. Any payments by the LACDA to any approved delegate or assignee on any claim under this Contract shall be deductible, at the LACDA's sole discretion, against the claims, which the Contractor may have against the LACDA.
- C. Shareholders, partners, members, or other equity holders of the Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of the Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of the LACDA in accordance with applicable provisions of this Contract.
- D. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without the LACDA's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, the LACDA shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by the Contractor.

7. LACDA'S QUALITY ASSURANCE PLAN

The LACDA or its agent(s) will monitor the Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Agreement terms and conditions and performance standards. The Contractor deficiencies, which the LACDA determines are significant or continuing and that may place performance of the Agreement in jeopardy, if not corrected, will be reported to the Board of

Commissioners (BOARD) and listed in the appropriate LACDA reports. The report to the BOARD will include improvement/corrective action measures taken by the LACDA and the Contractor. If improvement does not occur consistent with the corrective measure, the LACDA may terminate this Agreement, or impose other penalties as specified in this Agreement.

A. A performance review will be conducted no later than ninety (90) days prior to the end of the first and second years of this Contract to evaluate the performance of the Contractor. Based on the assessment of the performance review, as determined by the LACDA in its sole discretion, written notification will be given to the Contractor whether this Contract will be terminated at the end of the current year or will be continued into the next contract year.

8. COMPLIANCE WITH APPLICABLE LAWS

In the performance of this Agreement, the Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

9. ACCESS AND RETENTION OF RECORDS

A. The Contractor shall provide access to the LACDA, the Federal Grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

B. The Contractor is required to retain the aforementioned records for a period of five years after the Commission pays final payment and other pending matters are closed under this Agreement.

10. OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHTS

The LACDA shall be the sole owner of all right, title and interest, in and to all plans, diagrams, facilities, and tools (hereafter "materials") which are originated or created through the Contractor's work pursuant to this Contract. The Contractor, for valuable consideration herein provided, shall execute all documents necessary to assign and transfer to, and vest in the LACDA all of the Contractor's right, title and interest in and to such original materials, including any copyright, patent and trade secret rights which arise pursuant to the Contractor's work under this Contract.

11. ENERGY EFFICIENCY

The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this Agreement is performed.

12. CONTRACTOR'S WARRANTY OF ADHERENCE TO LACDA'S CHILD SUPPORT COMPLIANCE PROGRAM

A. The Contractor acknowledges that the LACDA has established a goal of ensuring that all individuals who benefit financially from the LACDA through an Agreement, are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the LACDA and its taxpayers.

B. As required by LACDA Child Support Compliance Program and without limiting Contractor's duty under this Agreement to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall, during the term of this Agreement, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

13. TERMINATION FOR BREACH OF WARRANTY TO COMPLY WITH COMMISSION'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 15, "CONTRACTOR'S WARRANTY OF ADHERENCE TO Commission CHILD SUPPORT COMPLIANCE PROGRAM" shall constitute default under this Agreement. Without limiting the rights and remedies available to Commission's under any other provision of this Agreement, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which Commission may terminate this Agreement pursuant to Section 3 - "TERMINATION FOR CAUSE" and pursue debarment of Contractor, pursuant to Commission Policy.

14. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit I, Safely Surrendered Baby Law of this Contract. Additional information is available on at www.babysafela.org.

15. CONTRACTOR'S ACKNOWLEDGMENT OF LACDA'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the LACDA places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the LACDA's policy to encourage all LACDA Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in Exhibit I, in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. Information and posters for printing are available at www.babysafela.org.

16. CONTRACTOR'S CHARITABLE ACTIVITIES COMPLIANCE

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification, Exhibit L, the LACDA seeks to ensure that all LACDA contractors which receive or raise charitable contributions comply with California law in order to protect the LACDA and its taxpayers. A Contractor that receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Agreement termination or debarment proceedings, or both. (County Code Chapter 2.202)

17. CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Agreement. It is the LACDA's policy to conduct business only with responsible Contractors.

B. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the LACDA acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the LACDA may, in addition to other remedies provided in the Agreement, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on LACDA contracts for a specified period of time, which generally will not to exceed five years but may exceed five years or be permanent if warranted by circumstances, and terminate any or all existing Contracts the Contractor may have with the LACDA.

C. The LACDA may debar a contractor if the Board finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of an Agreement with the LACDA or a nonprofit corporation created by the LACDA, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform an Agreement with the LACDA, or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the LACDA or any other public entity.

D. If there is evidence that the Contractor may be subject to debarment, the LACDA will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

E. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the LACDA shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

G. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The LACDA

may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the LACDA.

H. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the ground for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment Hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Commissioners. The Board of Commissioners shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

I. These terms shall also apply to subcontractors of the LACDA Contractors.

18. COMPLIANCE WITH JURY SERVICE PROGRAM

This Agreement is subject to the provisions of the County ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Section 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

A. Unless the Contractor has demonstrated to the LACDA's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

B. For purposes of this sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has an Agreement with the LACDA, or a subcontract with a Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more LACDA contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the LACDA or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the LACDA under the Agreement, the subcontractor shall also be subject to the provisions of this sub-paragraph. The provisions of this sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the subcontract agreement.

C. If the Contractor is not required to comply with the Jury Service Program when the Agreement commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify the LACDA if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The LACDA may also require, at any time during the Agreement and at its sole discretion, that the Contractor demonstrate to the LACDA's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

D. The Contractor's violation of this sub-paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, LACDA may, in its sole discretion, terminate the Agreement and/or bar Contractor from the award of future LACDA contracts for a period of time consistent with the seriousness of the breach.

19. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Contractor acknowledges that LACDA has established a goal of ensuring that all individuals and businesses that benefit financially from the LACDA through Agreement are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the LACDA and its taxpayers.

Unless the Contractor qualifies for an exemption or exclusion, the Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code, Chapter 2.206.

20. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in Paragraph 8.49 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Agreement. Without limiting the rights and remedies available to the LACDA under any other provision of this Agreement, failure of the Contractor to cure such default within 10 days of notice shall be grounds upon which LACDA may terminate this Agreement and/or pursue debarment of the Contractor, pursuant to County Code, Chapter 2.206.

21. NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

22. RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Agreement.

23. CONSIDERATION OF HIRING GAIN-GROW PARTICIPANTS

A. Should the Contractor require additional or replacement personnel after the effective date of this Agreement, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services (DPSS) Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The LACDA will refer GAIN/GROW participants by job category to the Contractor. Contractors shall report all job openings with job requirements to: GAINGROW@DPSS-LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV and DPSS will refer qualified GAIN/GROW job candidates.

B. In the event that both laid-off LACDA and County employees shall be given first priority.

24. INTENTIONALLY OMITTED

25. PROCUREMENT OF RECOVERED MATERIALS

A. In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

B. Paragraph (a) of this clause shall apply to items purchased under this Agreement where: (1) the Contractor purchases in excess of \$10,000 of the item under this Agreement; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under an Agreement that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that Agreement.

26. CONTRACTOR'S COMPLIANCE WITH LACDA'S SMOKE FREE POLICY AT ALL HOUSING DEVELOPMENT PROPERTIES (IF APPLICABLE)

The Contractor represents that it will comply with LACDA's policy strictly prohibiting smoking on all LACDA's housing development properties, except at the

South Bay Gardens Senior Housing Development located at 230 E. 130th Street, Los Angeles, CA 90061, where smoking is permitted only in a specified open area that is at least 25 feet away from a LACDA building and is clearly labeled as a **"Smoking Designated Area."** The Contractor acknowledges and understands that the LACDA's smoke free policy applies to all residents, guests, visitors, vendors, contractors, and staff.

27. TIME OFF FOR VOTING

The Contractor shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every Contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

28. COMPLIANCE WITH COUNTY'S ZERO TOLERANCE HUMAN TRAFFICKING

The Contractor acknowledges that the LACDA has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of the Contractor's staff is convicted of a human trafficking offense, the LACDA shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. The LACDA will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of the Contractor's staff pursuant to this paragraph shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

29. INTENTIONALLY OMITTED