



**OPERATIONS CLUSTER  
AGENDA REVIEW MEETING**

**DATE:** January 18, 2023  
**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:**

[Click here to join the meeting](#)

**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 – Carlos Arreola/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
  - A) Board Letter:  
APPROVAL TO AMEND A SOLE SOURCE DATA MANAGEMENT SERVICES CONTRACT WITH AUTOMATED CASE MANAGEMENT SYSTEMS, INC. TO EXTEND THE TERM EFFECTIVE MARCH 1, 2023 THROUGH FEBRUARY 29, 2024  
DPH/CIO – Joshua Bobrowsky, Director of Government Affairs and Michael Owens, Deputy County Counsel
  - B) Board Letter:  
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS  
CEO/CLASSIFICATION – Jennifer Revuelta, Principal Analyst
3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

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

5. **Adjournment**

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### **FUTURE AGENDA TOPICS**

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#### **CALENDAR LOOKAHEAD:**

None available.

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	1/18/2023		
<b>BOARD MEETING DATE</b>	2/7/2023		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Department of Public Health		
<b>SUBJECT</b>	Approval to Amend a Sole Source Data Management Services Contract with Automated Case Management Systems, INC. to extend the term Effective March 1, 2023 Through February 29, 2024		
<b>PROGRAM</b>	Division of HIV and STD Programs		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>DEADLINES/ TIME CONSTRAINTS</b>	February 28, 2023		
<b>COST &amp; FUNDING</b>	Total cost: \$660,000 (annually)	Funding source: Health Resources and Services Administration, Ryan White Programs Funds Part A	
	TERMS (if applicable): March 1, 2023 through February 29, 2024 and delegated authority to extend through February 28, 2025		
	Explanation:		
<b>PURPOSE OF REQUEST</b>	Public Health is requesting approval to extend the current sole source contract with ACMS for 12 months, effective March 1, 2023 through February 29, 2024, and delegated authority to extend an additional 12 months through February 28, 2025, to accommodate the development and implementation of a replacement data management (DM) system.		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	Public Health's Division of HIV and STD Programs (DHSP) has approximately 108 HIV/AIDS care contracts that require HIV/AIDS Care services client data to be transmitted to DHSP HIV Casewatch, DHSP's current HIV/AIDS care and support the DM system. As a recipient of federal and State funding for HIV/AIDS care services, DHSP is required to collect and submit client-level data. DHSP's current HIV Casewatch, DHSP's current HIV/AIDS care and support DM system, is used to meet this reporting requirement. Until a replacement DM system for HIV Casewatch is developed and finalized, the continuation of the HIV Casewatch system in the interim will help DHSP maintain its current operations and avoid federal sanctions up to, and including, the elimination of federal funding for these services in the County.		
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: (2) Develop and implement strategies that identify, prioritize and effectively support the most disadvantaged geographies and populations. Clients who access Ryan White Program Funded services, are people living with HIV and who also have no other source of medical coverage and have income 400 percent below of the most current Federal Poverty Level.		
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how: N/A		
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Joshua Bobrowsky, Director Government Affairs, Public Health (213) 288-7871, <a href="mailto:jbobrowsky@ph.lacounty.gov">jbobrowsky@ph.lacounty.gov</a> Michael Owens, Deputy County Counsel, (213) 972-5726 <a href="mailto:mowens@counsel.lacounty.gov">mowens@counsel.lacounty.gov</a>		



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**MEGAN McCLAIRE, M.S.P.H.**  
Chief Deputy Director

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**BOARD OF  
SUPERVISORS**

**Hilda L. Solis**  
First District

**Holly J. Mitchell**  
Second District

**Lindsey P. Horvath**  
Third District

**Janice Hahn**  
Fourth District

**Kathryn Barger**  
Fifth District

February 7, 2023

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

Dear Supervisors:

**APPROVAL TO AMEND A SOLE SOURCE DATA MANAGEMENT SERVICES  
CONTRACT WITH AUTOMATED CASE MANAGEMENT SYSTEMS, INC.  
TO EXTEND THE TERM EFFECTIVE MARCH 1, 2023  
THROUGH FEBRUARY 29, 2024  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION: APPROVE ( ) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

Request approval to execute an amendment to sole source Contract Number H-204251 for the provision of Data Management (DM) services with Automated Case Management Systems, Inc. (ACMS) to extend the term effective March 1, 2023 through February 29, 2024, with an option to extend for an additional one-year term through February 28, 2025.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (Public Health), or designee, to execute a sole source contract amendment, substantially similar to Exhibit I, with ACMS, Contract Number H-204251, for the provision of DM services

for various HIV/STD services contracts, to extend the contract term for 12 months, at an annual maximum obligation of \$660,000, effective March 1, 2023 through February 29, 2024, with an option to extend for an additional one-year term through February 28, 2025, contingent upon performance and the availability of funding, and exercised through written notification from the Director of Public Health, or designee, to the Contractor prior to the end of the contract term; 100 percent offset by Health Resources and Services Administration (HRSA) Ryan White Program (RWP) Part A funds.

2. Delegate authority to the Director of Public Health or designee, to execute amendments to Contract Number H-204251 that: a) allow a no-cost adjustment through August 31, 2025; b) allow the rollover of unspent contract funds as allowed by the grant; c) provide an increase or decrease in funding up to 10 percent above or below each term's annual base maximum obligation, effective upon amendment execution; and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and the Chief Information Office (CIO), and notification to your Board and the Chief Executive Office (CEO).
3. Delegate authority to the Director of Public Health, or designee, to execute change notices to the contracts that authorize modifications to the budget or within budget categories, and make corresponding service adjustments, as necessary; changes to hours of operation and/or service delivery locations; and/or corrections of errors in the contract's terms and conditions.
4. Delegate authority to the Director of Public Health, or designee, to immediately suspend the contract upon issuing written notice to the contractor who fails to perform and/or fully comply with program requirements; to terminate contracts for convenience by providing a 30-calendar day advance written notice to contractor; and to accept a voluntary contract termination notice from the contractor.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Public Health's Division of HIV and STD Programs (DHSP) has approximately 108 HIV/AIDS care contracts that require HIV/AIDS Care services client data to be transmitted to DHSP HIV Casewatch, DHSP's current HIV/AIDS care and support DM system. ACMS is the sole proprietor of the HIV Casewatch system and is the only provider with the rights to maintain this system which currently supports all Public Health funded care services providers.

As a recipient of federal and State funding for HIV/AIDS care services, DHSP is required to collect and submit client-level data. DHSP's current HIV Casewatch, DHSP's current HIV/AIDS care and support DM system, is used to meet this reporting requirement. The DM system includes a significant amount of historical information and is used by all DHSP contracted HIV/AIDS Care services providers for invoicing and other critical financial functions. HIV Casewatch includes database services such as:

administration, security, maintenance, encryption, conversion and migration, design and modification, and development of interfaces with other Electronic Health Record systems. The DM system is used as a tool to help quantify the delivery of HIV/AIDS care services to people living with HIV/AIDS and is an important tool to ensure accountability and productivity among contracted providers. HIV Casewatch also provides valuable clinical outcome data for clients served by DHSP.

Approval of Recommendation 1 will allow Public Health to continue providing uninterrupted HIV data management and billing support to DHSP contracted HIV/AIDS care services providers and ensure compliance with State and federal data collection and reporting requirements associated with the delivery of HIV Care services to Los Angeles County residents. Additionally, information within the current DM system allows for coordinated care among DHSP contracted providers. Public Health anticipates replacing the HIV Casewatch system; however, Public Health must continue extending these services until a new DM system is fully developed and implemented, and the new DM system is functioning. Upon successful development and implementation of a new system, DHSP will need to have the two systems operating concurrently to allow Public Health time to reconcile all final data variables in the transfer between data management systems. This will ensure that data collection efforts are not jeopardized or interrupted before a new DM system is finalized.

Approval of Recommendation 2 will allow Public Health to execute an amendment to the contract to adjust the term of the contract at no cost through August 31, 2025; rollover of unspent funds as allowed by the grant; increase and/or decrease funding up to 10 percent above or below each term's annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary. This recommended action will enable Public Health to amend the contract and adjust the term for a period of up to six months beyond the expiration date. Such amendments will only be executed if and when there is an unanticipated extension of the term of the applicable grant funding to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance Public Health's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant funds.

Approval of Recommendation 3 will allow Public Health to execute change notices to the contract such as authorizing modifications to, or within budget categories, and make corresponding service adjustments, as necessary; changes to hours of operation and/or service locations; and/or corrections of errors in the contract's terms and conditions.

Approval of Recommendation 4 will allow Public Health to immediately suspend the contract with the contractor who fails to perform and/or fully comply with program requirements, to terminate contract for convenience by providing 30-calendar days advance written termination notice to the contractor, and to accept a voluntary request to terminate their contract.

### **Implementation of Strategic Plan Goals**

The recommended actions support Strategy 1.2, Enhance Our Delivery of Comprehensive Interventions, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total program cost for the amendment is \$660,000 for the term effective March 1, 2023 through February 29, 2024; 100 percent funded by HRSA RWP Part A funds.

Funding for this contract is included in Public Health's Adopted Budget for fiscal year (FY) 2022-23 and will be included in future FYs, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

DHSP has initiated a multi-phased modernization initiative to replace its outdated legacy DM systems. Phase I focused on the implementation of the On-line Real-Time Centralized Health Information Database (ORCHID) to track clinical services such as STD screening and treatment and pre-exposure prophylaxis (PrEP) provided in Public Health sexual health clinics. Phase II includes the extension of the ACMS contract during the development and replacement of the HIV Casewatch system. Finally, Phase III will include the replacement of software tools used to track HIV Testing Services for HIV/STD services delivered by DHSP contracted providers.

The continuation of the HIV Casewatch system in the interim will help DHSP maintain its current operations and avoid federal sanctions up to, and including, the elimination of federal funding for these services in the Los Angeles County (LAC).

As required under Board Policy 5.100, your Board was notified on December 8, 2022, of Public Health's intent to extend the term of the sole source contract with ACMS.

County Counsel has reviewed and approved Exhibit I as to form. Attachment A is the Sole Source Checklist signed by the CEO. The CIO has reviewed this request and has determined that this does not introduce any new technology-related issues that would necessitate a formal CIO analysis.

### **CONTRACTING PROCESS**

Since the original award, Contract Number H-204251 has undergone multiple amendments including term extensions, adjustments to funding allocations, and revisions to scopes of work.

On February 4, 2020, your Board approved an amendment to Contract Number H-204251, to extend the contract term for 12 months effective March 1, 2020 through February 28, 2021, and delegated authority to extend the contract term for two additional 12-month terms through February 28, 2023.

The Honorable Board of Supervisors

February 7, 2023

Page 5

On May 10, 2021, Public Health notified your Board and that it was exercising delegated authority to extend the contract for the term effective March 1, 2021 through February 28, 2022.

On February 18, 2022, Public Health notified your Board that it was exercising delegated authority to extend the contract for the term effective March 1, 2022 through February 28, 2023.

This current extension will allow for the continuation of DM services and for Public Health to continue the development and implementation of a new DM system.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow Public Health to continue providing uninterrupted HIV data management and billing support to Public Health-contracted HIV/AIDS Care and treatment providers and ensure compliance with State and federal data collection and reporting requirements associated with the delivery of HIV/AIDS Care services to LAC residents.

Respectfully submitted,

Reviewed By:

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

Peter Loo  
Acting Chief Information Officer

BF:db  
BL #06691

Enclosures

c: Chief Executive Officer  
Interim County Counsel  
Executive Officer, Board of Supervisors



## SOLE SOURCE CHECKLIST

Department Name: Public Health

☐


New Sole Source Contract

☒

Sole Source Amendment to Existing Contract

Date Existing Contract First Approved:

January 3, 1995

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>"Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist."</i> ACMS is the sole proprietor of the Casewatch system and is the only provider with the rights to maintain this system which currently supports all Public Health funded care services providers.
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Erika Bonilla  
Chief Executive Office

12/21/22

Date



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
Health Officer

**MEGAN McCLAIRE, M.S. P.H.**  
Chief Deputy Director

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**BOARD OF SUPERVISORS**

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Fourth District

**Kathryn Barger**  
Fifth District

December 8, 2022

TO: Each Supervisor

FROM: Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

SUBJECT: **ADVANCE NOTIFICATION OF INTENT TO EXTEND A SOLE SOURCE CONTRACT WITH AUTOMATED CASE MANAGEMENT SYSTEMS, INC. FOR DATA MANAGEMENT SERVICES**

This is to notify your Board that the Department of Public Health (Public Health) intends to request Board approval to extend a sole source contract with Automated Case Management Systems, Inc. (ACMS), for the provision of data management services to extend the contract effective March 1, 2023 through February 29, 2024, with an option to extend an additional year through February 28, 2025.

This notice is being sent in accordance with Board Policy 5.100, which states that County of Los Angeles (County) departments that intend to request Board approval to extend the term of an existing contract when departments do not have delegated authority to execute such amendments, must provide advance written notice to your Board at least six months prior to the expiration of the contract.

Due to an administrative oversight, Public Health is providing late notice that it will request an extension of the current contract with ACMS for these services, effective March 1, 2023 through February 29, 2024, to ensure there is no disruption in services provided by ACMS.

## **Background**

The Public Health Division of HIV and STD Programs (DHSP) has approximately 108 HIV/AIDS care services contracts that require HIV/AIDS care services client data to be transmitted to DHSP. Federal funders require all grantees to submit client-level data.

DHSP's current data management system, HIV Casewatch, managed by ACMS, is used to meet this reporting requirement. This system includes a significant amount of historical information and is used by all DHSP contracted HIV care services providers for invoicing and other critical financial functions. It includes database services such as: administration, security, maintenance, encryption, conversion and migration, design and modification, and development of interfaces with other Electronic Health Record systems.

Since its inception, the data management services have been provided under this contract which has undergone multiple amendments. These amendments include term extensions, adjustments to funding allocations, and revisions to the scope of work.

On February 4, 2020, your Board approved an amendment to ACMS Contract Number H-204251, to extend the contract term for 12 months effective March 1, 2020 through February 28, 2021 and delegated authority to extend the contract term for two additional 12-month terms through February 28, 2023.

On May 10, 2021, Public Health notified your Board and that it was exercising delegated authority to extend the ACMS contract for the term effective March 1, 2021 through February 28, 2022.

On February 18, 2022, Public Health notified your Board that it was exercising delegated authority to extend the ACMS contract for the term effective March 1, 2022 through February 28, 2023.

This requested extension will allow for the continuation of data management services and for Public Health to complete the development and programming of a new data management system.

### **Justification to Extend the Sole Source Contract**

Currently, the data management system operated by ACMS is the only system available that can provide reimbursement to DHSP's fee-for-service HIV care contracts and also meet the State and federal data reporting requirements. Extension of the data management system contract will allow Public Health to continue to provide uninterrupted HIV data management and billing support to DHSP contracted care services providers and ensure compliance with State and federal data collection and reporting requirements associated with the delivery of HIV care services to Los Angeles County residents. DHSP's current HIV/AIDS Care and support data management system is used to meet this reporting requirement. The data management system is also used as a tool to help quantify the delivery of HIV/AIDS care services to people living with HIV/AIDS (PLWHA). It ensures accountability and productivity among contracted providers and provides valuable clinical outcomes data for clients served by DHSP.

DHSP has initiated a multi-phased modernization initiative to replace its outdated legacy DM systems. Phase I focused on the implementation of the On-line Real-Time Centralized Health Information Database (ORCHID) to track clinical services such as STD screening and treatment and pre-exposure prophylaxis (PrEP) provided in Public Health sexual health clinics. Phase II, which is currently underway, involves the replacement of STD Casewatch with Public Health's Integrated Reporting, Investigation and Surveillance (IRIS) system for HIV/STD surveillance, disease investigation, and partner services. This Phase is still in development with anticipated completion in two to three years. Phase III includes the extension of the ACMS contract during the development and replacement of the HIV Casewatch system. Finally, Phase IV will include the replacement of software tools used to track HIV Testing Services for HIV/STD services delivered by DHSP contracted providers.

### **Impact to Public Health if the Sole Source Contract is not Extended**

Failure to extend the term of the data management contract will impact current funding levels in the County, as Public Health would be unable to report the required client-level data to our State and federal partners. It would also eliminate Public Health's ability to quantify the delivery of HIV care services to PLWHA. Extension of this sole source contract will ensure that the data collection efforts are not jeopardized or interrupted before a new data management system is developed and implemented, and that we are in compliance with federal programmatic requirements.

### **Alternative Plan**

There is no alternative plan for the provision of these services. Public Health must continue to extend these services until they are replaced with the IRIS system for HIV/STD surveillance, disease investigation, and partner services.

### **Timeline**

The Board letter requesting authorization to extend the term of the contract for 12 months with the option to extend an additional 12 months through February 28, 2025 is projected to be presented to your Board on January 24, 2023.

If you have any questions or require additional information, please let me know.

BF:db  
#06689

c: Chief Executive Officer  
Interim County Counsel  
Executive Officer, Board of Supervisors  
Acting Chief Information Officer

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	1/18/2023	
<b>BOARD MEETING DATE</b>	2/7/2023	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	CHIEF EXECUTIVE OFFICE	
<b>SUBJECT</b>	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
<b>PROGRAM</b>		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$356,000 (if 2 LACERA positions are filled) \$677,000 (all funds) \$292,000 (NCC)	Funding source:
	TERMS (if applicable):	
	Explanation:	
<b>PURPOSE OF REQUEST</b>		
<b>BACKGROUND</b> (include internal/external issues that may exist including any related motions)	<ol style="list-style-type: none"> <li>Addition of one (1) unclassified classification in the Department of Youth Development:             <ul style="list-style-type: none"> <li>Director, Department of Youth Development (UC) (8315)</li> </ul> </li> <li>Changing the title of one (1) non-represented classification in the Department of Mental Health:             <ul style="list-style-type: none"> <li>Legislative and Public Information Officer, Mental Health (1013) to Legislative Officer, Mental Health</li> </ul> </li> <li>Changing the title and salary of one (1) non-represented classification and changing the salary only of one (1) non-represented classification in the Department of Arts &amp; Culture :             <ul style="list-style-type: none"> <li>Chief I, Arts and Culture (8809) to Division Director, Arts and Culture                 <ul style="list-style-type: none"> <li>Salary change from S8 (CP: \$10,726.45) to S10 (CP: 12,396.02)</li> </ul> </li> <li>Chief II, Arts and Culture (8810)                 <ul style="list-style-type: none"> <li>Salary change from S9 (CP: \$11,531.19) to S10 (CP: 12,396.02)</li> </ul> </li> </ul> </li> <li>Deletion of three (3) non-represented classifications:             <ul style="list-style-type: none"> <li>Human Resources Administration, Health Services (1927)</li> <li>Principal Mental Health Counselor, RN (5284)</li> <li>Supervisor, Patriotic Hall (8139)</li> </ul> </li> <li>Reclassification of 21 positions in the following departments:             <ul style="list-style-type: none"> <li>Health Services</li> <li>Internal Services</li> <li>Medical Examiner-Coroner</li> <li>Parks and Recreation</li> <li>Registrar-Recorder/County Clerk</li> </ul> </li> <li>Adjusting the staffing provision to reflect the addition of two (2) Senior Media Analyst, LACERA (0807) positions at LACERA.</li> </ol>	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, <a href="mailto:JRevuelta@ceo.lacounty.gov">JRevuelta@ceo.lacounty.gov</a>	



## **CEO February 7, 2023 General Reclass Board Letter Summary**

### CEO Classification/Compensation Contact Information:

Ann Havens, Senior Manager, (213) 974-9960, [AHavens@ceo.lacounty.gov](mailto:AHavens@ceo.lacounty.gov)

Jennifer Revuelta, Principal Analyst, (213) 974-1783, [jrevuelta@ceo.lacounty.gov](mailto:jrevuelta@ceo.lacounty.gov)

This Board Letter includes:

1. Addition of one (1) unclassified classification in the Department of Youth Development:
  - Director, Department of Youth Development (UC) (8315)
2. Changing the title of one (1) non-represented classification in the Department of Mental Health:
  - Legislative and Public Information Officer, Mental Health (1013) to Legislative Officer, Mental Health
3. Changing the title and salary of one (1) non-represented classification and changing the salary only of one (1) non-represented classification in the Department of Arts & Culture :
  - Chief I, Arts and Culture (8809) to Division Director, Arts and Culture  
Salary change from S8 (CP: \$10,726.45) to S10 (CP: 12,396.02)
  - Chief II, Arts and Culture (8810)  
Salary change from S9 (CP: \$11,531.19) to S10 (CP: 12,396.02)
4. Deletion of three (3) non-represented classifications:
  - Human Resources Administration, Health Services (1927)
  - Principal Mental Health Counselor, RN (5284)
  - Supervisor, Patriotic Hall (8139)
5. Reclassification of 21 positions in the Departments of Health Services, Internal Services, Medical Examiner-Coroner, Parks and Recreation and Registrar-Recorder/County Clerk.
6. Adjusting the staffing provision to reflect the addition of two (2) Senior Media Analyst, LACERA (0807) positions at LACERA.



## Chief Executive Office.

### COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, CA 90012  
(213) 973-1101      ceo.lacounty.gov

#### CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

February 7, 2023

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) unclassified classification; changing the title of one (1) non-represented classification; changing the title and salary range of one (1) non-represented classification; changing the salary range of one (1) non-represented classification; deleting three (3) non-represented classifications; reclassifying positions in various County departments; and adjusting the staffing provision of the Los Angeles County Employees Retirement Association (LACERA).

#### **IT IS RECOMMENDED THAT THE BOARD:**

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

1. Add one (1) unclassified classification in the Department of Youth Development (DYD);
2. Change the title of one (1) non-represented classification in the Department of Mental Health (DMH);
3. Change the title and salary range of one (1) non-represented classification and change only the salary range of one (1) non-represented classification in the Department of Arts and Culture;
4. Delete three (3) non-represented classifications;
5. Reclassify 21 positions in the Departments of Health Services, Internal Services (ISD), Medical Examiner-Coroner, Parks and Recreation, and Registrar-Recorder/County Clerk; and
6. Adjust the staffing provision to reflect the addition of two (2) positions at LACERA.

## **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**

We are recommending the establishment of the Director, Department of Youth Development (UC) (Item No. 8315) classification (Attachment A). On May 24, 2022, the Board adopted an ordinance amending Title 2, Administration, of the County Code to establish the DYD, and on September 27, 2022, the Board adopted an ordinance amending Title 6, Salaries, of the County Code to reflect the establishment of the new department.

The Director, Department of Youth Development (UC) will direct the DYD with responsibility for overseeing, planning, and coordinating all efforts, programs, policies, and procedures to advance youth development, alternatives to youth arrest, and restorative practices, with a focus on youth involved in the justice system.

### **Title Changes and Salary Adjustments**

We are recommending a title change for the Legislative and Public Information Officer, Mental Health (Item No. 1013) to Legislative Officer, Mental Health (Attachment A). The classification specification for this non-represented, single position classification was recently updated to remove references to public information-related duties, which will allow this position to focus on the legislative aspects of the job. The recommended title of Legislative Officer, Mental Health will accurately reflect the scope of work performed by this classification.



We are also recommending a title and salary range change for the Chief I, Arts and Culture (Item No. 8809) (Attachment A). Specifically, we are recommending that the title be change to Division Director, Arts and Culture and the salary range be increased from S8 to S10. In addition, we are recommending a salary range increase for the Chief II, Arts and Culture (Item No. 8810) from S9 to S10 (Attachment A). The Department of Arts and Culture has received an increased demand in services over the last several years and these titles and salary range changes more accurately reflect the responsibilities, utilization, and expanding role of these classes.

#### Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) vacant non-represented classifications from the Classification Plan (Attachment A). The affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### Reclassifications

There are 21 positions in five (5) 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.

#### LACERA Ordinance Adjustments

We are recommending approval of adjustments to the staffing provision of LACERA to reflect the addition of two (2) Senior Media Artist, LACERA (Item No. 0807) positions. The positions will be located within the Communications Division, and will report to a Creative Coordinator, LACERA or higher-level position. The positions will independently create and produce video, web, and print media to inform LACERA members and employees about retirement plans and employee benefits. In addition, the positions will work with the Chief of Communications to develop brand standards and creative guidelines for all media created for LACERA. The duties and responsibilities of the subject positions meet the classification criteria for Senior Media Artist, LACERA.

#### 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**

If the two (2) LACERA positions were filled, the estimated cost for the additional positions is \$356,000. This could potentially result in future costs to the County in the form of increased employer contribution.

The projected budgeted annual cost resulting from the other recommended reclassifications is estimated to total \$677,000 (all funds). Net County cost is estimated to be \$292,000. 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.

California Government Code sections 31522.1, 31522.2 and 31522.4, County Employees Retirement Law of 1937 (CERL), states that retirement system employees are County employees who are to be included in the salary ordinance adopted by the Board. Further, the Constitution and our County Charter provides the Board with the authority to create classifications and set the compensation of County employees.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code, has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors  
2/7/2023  
Page 5

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:AC:AYH  
JR:AS: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	8315	Director, Department of Youth Development (UC)	R15	N23

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

Item No.	Title	Recommended Title Change
1013	Legislative and Public Information Officer, Mental Health	Legislative Officer, Mental Health

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

Item No.	Current Title	Current Salary Schedule and Level		Recommended Title Change	Recommended Salary Schedule and Level	
8809	Chief I, Arts and Culture	N23	S8	Division Director, Arts and Culture	N23	S10

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

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

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
8810	Chief II, Arts and Culture	N23	S9	N23	S10

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

Item No.	Title
1927	Human Resources Administrator, Health Services
5284	Principal Mental Health Counselor, RN
8139	Supervisor, Patriotic Hall

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **HEALTH SERVICES – AMBULATORY CARE NETWORK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Pharmacy Helper Item No. 5501A NMO 76B Represented	1	Pharmacy Technician Item No. 5504A NMO 81E Represented

The subject Pharmacy Helper position reports to a Pharmacy Supervisor I and is assigned to Hudson Pharmacy. Primary duties and responsibilities include assisting the Pharmacist in dispensing individual prescriptions and providing support services. Specific duties include selecting proper drug and placing in container the quantity and strength prescribed; reviewing pharmacy stock for expired drugs; processing central fill prescriptions; accepting prescriptions, researching, and verifying patient insurance and prescription information, and entering data into computer systems to facilitate the processing and filling of prescription requests; and transcribing and entering orders into the computer system.

The duties and responsibilities of the position meet the classification criteria for Pharmacy Technician, a class that performs a variety of technical and support pharmacy services in a licensed outpatient pharmacy setting under the direct supervision of a licensed pharmacist. Therefore, we recommend upward reallocation of the subject position to Pharmacy Technician.

#### **HEALTH SERVICES – INTEGRATED CORRECTIONAL HEALTH SERVICES (ICHS)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Operations Assistant II, Sheriff Item No. 1229A NMO 92F Represented	1	Staff Analyst, Health Item No. 4593A NMO 107A Non-Represented

The subject Operations Assistant II, Sheriff position will report to the Correctional Health Director (UC) and will be responsible for providing critical analysis of highly complex and confidential information and data for the purpose of communicating findings to internal and external stakeholders; producing reports of performance indicators that monitor

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **HEALTH SERVICES – INTEGRATED CORRECTIONAL HEALTH SERVICES** **(Continued)**

trends, utilization, and quality for ICHS' operations and programs, including data interpretation, analysis, and validation of information; performing data retrieval, data manipulation, and information summaries; and advising on data quality and data limitation for analytic purposes.

The duties and responsibilities of the position meet the classification criteria for Staff Analyst, Health, a classification that is distinguished by their responsibility for analyzing and making recommendations for the use and deployment of resources and implementation and refinement of operations and programs. Therefore, we recommend an upward reallocation of the subject position to Staff Analyst, Health.

#### **HEALTH SERVICES – LAC+USC MEDICAL CENTER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Speech Pathologist II Item No. 5889A NMO 110E Represented	1	Speech Pathology Chief Item No. 5891A NMO 114E Represented

The subject Speech Pathologist II position reports to a Physical Therapy Chief II and is assigned to the Inpatient/Outpatient Speech Pathology and Audiology Section within the Rehabilitation Division at LAC+USC Medical Center. The position provides administrative and clinical supervision of three (3) speech pathologists and provides administrative direction to four (4) audiologists. Primary duties include developing and monitoring policies and procedures needed to govern the operation of the speech pathology and audiology programs; evaluating existing and future needs and services for Speech Pathology and Audiology; determining budgetary requirements for personnel, facilities, and equipment; and determining the overall goals and objectives to fulfill the requirements for educational programs to train affiliate students and allied health personnel.

The duties and responsibilities of the position meet the classification criteria for Speech Pathology Chief, a class that plans, organizes, and directs a staff of speech-language pathologists. Therefore, we recommend upward reallocation of the subject position to Speech Pathology Chief.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER (OVMC)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Sewing Worker Item No. 7611A NMO 67K Represented	1	Laundry Worker Item No. 6832A N2MO 64L Represented

The subject Sewing Worker position reports to a Linen Room Supervisor I and is assigned to OVMC's Laundry and Linen Room. Primary duties and responsibilities include performing a variety of the more routine laundry and linen processing duties. Specific duties include systematically preparing the facility's soiled laundry/linen for the supervisor to inspect before the contracted delivery service pick-up; receiving, sorting, processing, assembling, folding, stacking, wrapping, bundling, and issuing clean laundry/linens; loading clean linen into carts for distribution to various areas of the hospital; and collecting soiled textiles (e.g., bed and bathroom linen, screens, curtains, lab coats) from dispensers to prepare the items for weighing and pick up by the contracted County laundry vendor.

The duties and responsibilities of the position meet the classification criteria for Laundry Worker, a class that performs routine laundry work in an institutional or hospital laundry or linen service. Therefore, we recommend downward reallocation of the subject position to Laundry Worker.

#### INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer II Item No. 2521A N2MO 102L Represented	1	Senior Disaster Services Analyst Item No. 1515A NMO 107A Non-Represented
1	Facilities Project Manager I Item No. 4125A NO 109F Represented	1	Administrative Manager XII, ISD Item No. 1081A N23 S12 Non-Represented



# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### INTERNAL SERVICES DEPARTMENT (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Purchasing and Contracts Analyst Item No. 2262A NMO 108B Represented	1	Administrative Manager X, ISD Item No. 1078A NMO 114G Non-Represented
1	Procurement Aid Item No. 2343A NMO 80B Represented	1	Disaster Services Planning Assistant Item No. 1513A NMO 100H Non-Represented
1	Purchasing and Contracts Analyst II Item No. 2261A NMO 102B Represented	1	Public Information Specialist Item No. 1608A NMO 102J Non-Represented
1	Senior Application Developer Item No. 2525A NMO 107K Represented	1	Administrative Manager X, ISD Item No. 1078A NMO 114G Non-Represented
2	Senior Information Technology Aide Item No. 2585A NMO 88J Represented	2	Management Analyst Item No. 1848A NMO 97A Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMVO 78G Represented	1	Disaster Services Analyst Item No. 1514A NMO 102K Non-Represented

## **DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS**

### **ATTACHMENT B**

#### **INTERNAL SERVICES DEPARTMENT (Continued)**

The subject Application Developer II position will report to a Disaster Services Specialist. Duties of the position include providing oversight to all County Emergency Operations Center Logistics and Department Operation Center related emergency programs, policies, and procedures; assisting in the development of long-range plans, educational materials, and programs for the County's disaster and emergency preparedness requirements; and leading Building Emergency Response Team efforts including program development, implementation, training, and drills related to evacuations, lockdowns, and shelter in place. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Senior Disaster Services Analyst. Positions allocated to this class conduct a wide range of studies and analyses of disaster services and emergency preparedness programs and plans. Therefore, we recommend upward reallocation of the subject position to Senior Disaster Services Analyst.

The subject Facilities Project Manager I position reports to an Administrative Manager XV, ISD (UC). Duties of the position include serving as the Equity Support Services Manager for the Organizational Effectiveness Section; managing and supervising subordinate staff in performing research studies, data collection, data management, and grant administration; and overseeing administrative services that support equity and inclusion programmatic goals. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Manager XII, ISD. Positions allocated to this class manage a specialized area within a service of ISD with responsibility for planning, organizing, business development and directing services and products. Therefore, we recommend upward reallocation of the subject position to Administrative Manager XII, ISD.

The subject Principal Purchasing and Contracts Analyst position reports to a Section Manager, Administration, ISD. Duties of the position include serving as a technical expert to senior managers; tracking program metrics and data to aid in the recommendation of program improvements and enhancements; and managing all aspects of grants, starting from submitting grant applications to grant fund audits. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of an Administrative Manager X, ISD. Positions allocated to this class assist divisions within ISD by developing, implementing, and supervising a wide range of programs. Therefore, we recommend upward reallocation of the subject position to Administrative Manager X, ISD.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **INTERNAL SERVICES DEPARTMENT (Continued)**

The subject Procurement Aid position will report to a Disaster Services Specialist. Duties of the position include assisting in the development and implementation of emergency related plans, policies, programs, and materials; partaking in the creation and execution of emergency related trainings and exercises; and analyzing data to create reports on department emergency related metrics. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Disaster Services Planning Assistant. Positions allocated to this class conduct investigations and perform special assignments in connection with disaster and emergency preparedness. Therefore, we recommend upward reallocation of the subject position to Disaster Services Planning Assistant.

The subject Purchasing and Contracts Analyst II position currently reports to a Section Manager, Administration, ISD. Duties of the position include overseeing all media content and communications for the division as well as department-wide messaging; researching, writing, and editing content for press releases, public service announcements, newsletters, and promotional materials; and monitoring, capturing, and analyzing social media data for insights to increase engagement. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Public Information Specialist. Positions allocated to this class plan, develop, maintain, evaluate, implement, and coordinate a public information and engagement program in a County department. Therefore, we recommend upward reallocation of the subject position to Public Information Specialist.

The subject Senior Application Developer position reports to a Section Manager, Information Technology, ISD. Duties of the position include serving as a technical expert to senior managers; conducting research and statistical analysis to guide strategies for equity and inclusion; and preparing letters and correspondence for programs and projects. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Manager X, ISD. Positions allocated to this class assist divisions within ISD by developing, implementing, and supervising various programs and activities. Therefore, we recommend upward reallocation of the subject position to Administrative Manager X, ISD.

The two (2) subject Senior Information Technology Aide positions report to a Section Manager, Information Technology, ISD. Duties of the positions include researching and recommending equity and inclusion strategies; collecting information and using appropriate analytical methods to assess data; making recommendations to support programmatic goals; assisting with contract solicitations, administration, and compliance; and assisting with budgetary and financial analyses. Based on the duties and responsibilities of the subject positions, the work performed is consistent with the classification of Management Analyst. Positions allocated to this class perform a variety

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **INTERNAL SERVICES DEPARTMENT (Continued)**

of analytical, technical, and/or confidential and sensitive assignments in core functional areas. Therefore, we recommend upward reallocation of the two (2) subject positions to Management Analyst.

The subject Senior Typist-Clerk position will report to a Disaster Services Specialist. Duties of the position include researching, analyzing, developing, and assisting in the implementation of emergency related trainings and exercises; fulfilling the Continuity of Operations Planning Coordinator role; and developing After Action Reports for department drills, exercises, and significant emergency responses. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Disaster Services Analyst. Positions allocated to this class conduct investigations, analyses, and special studies of the more difficult and complex problems, plans, and programs involved in disaster and emergency preparedness. Therefore, we recommend upward reallocation of the subject position to Disaster Services Analyst.

#### **MEDICAL EXAMINER-CORONER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Management Analyst Item No. 1848A NMO 97A Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 106L Non-Represented

The subject Management Analyst position will report to the Administrative Deputy II and will serve as the Contracts and Grants manager and expert over the Contracts and Grants Division. The primary duties and responsibilities of the position will include managing and developing policies and procedures, which requires an extensive depth and breadth of knowledge of highly complex contracts and grants; serving as a subject matter expert and providing specialized support to executive management over contract and grant activities; and conducting legislative and policy analysis to develop grants and contracts.

The duties and responsibilities of the position meet the allocation criteria for Administrative Services Manager II, a classification that supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments within one or more administrative functional areas and makes recommendations on highly

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### MEDICAL EXAMINER-CORONER (Continued)

complex issues that directly impact departmental programs and administrative operations, and which may be of a confidential or sensitive nature. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager II.

#### PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager I Item No. 1002A NMO 103L Non-Represented	1	Data Scientist Item No. 1763A NMO 112F Non-Represented

The subject Administrative Services Manager I position reports to the Director of Parks and Recreation and will analyze existing data-collection workflow methods and develop improvements in connection with Department of Parks and Recreation (DPR) and Countywide initiatives. Specifically, the subject position will define data components in connection with DPR executive team actions; define, manage, and execute the DPR data governance program including identification, collection, lifecycle, and application of algorithms to large departmental data sets and definition and construction of classifiers for new and existing data; review data-collection processes for improvement and sources of error; create data analysis algorithms using industry-accepted techniques and modern platforms and languages in order to extract actionable metrics; construct data visualizations that include creating and presenting full narratives of data analysis to diverse groups; and serve as DPR data analysis resource and advocate in consultation with department representatives on definition, purpose, and use of current and future data solutions.

The duties and responsibilities of the position meet the classification criteria for Data Scientist, a class that works under general supervision to perform duties of considerable difficulty to complete moderately complex projects or major aspects of large/complex projects that may be divisional, departmental, or Countywide in scope. Positions develop and apply methods to identify, collect, process, organize, and analyze structured and unstructured data using statistical prediction, inference, and optimization and effectively communicate results to County, departmental, and divisional decision makers to support data-driven program design and management. Therefore, we recommend upward reallocation of the subject position to Data Scientist.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### REGISTRAR-RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Analyst Item No. 1624A NMO 103G Non-Represented	1	Election Programs Coordinator Item No. 1126A NMO 103L Non-Represented
4	Senior Typist-Clerk Item No. 2216A NMVO 78G Represented	3  1	Departmental Personnel Assistant Item No. 1842A NMO 81A Represented  Senior Departmental Personnel Assistant Item No. 1843A NMO 90J Non-Represented
1	Staff Development Specialist Item No. 1861A NMO 97L Non-Represented	1	Management Analyst Item No. 1848A NMO 97A Non-Represented

The subject Program Analyst position reports to an Assistant Registrar-Recorder/County Clerk (ARR) and performs various administrative duties in support of the Candidate Voter Services Bureau, such as responding on behalf of the department head and bureau to a variety of routine to complex inquiries and complaints related to election operations and services; analyzing common threads of complaints and recommending in depth-reviews of internal processes and/or corrective actions; identifying widespread issues that affect a significant portion of the population or departmental operations; assisting the ARR with high priority special projects for the bureau, such as the bureau-wide quality control documentation initiative for potential election-failure points and process mapping initiative; coordinating critical election preparation activities for the bureau; monitoring and/or assisting with the completion of quality control activities related to the production of critical election materials and voter communications; and monitoring requests and memorandums from the Secretary of State. The duties and responsibilities are consistent with the classification criteria of Election Programs Coordinator, a class that oversees and coordinates a variety of election programs, ensures conformance with legal and

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **REGISTRAR-RECORDER/COUNTY CLERK (Continued)**

legislative amendments, and resolves technical and administrative program policies, as well as requires a good working knowledge of departmental and unit functions and operations. Therefore, we recommend upward reallocation of the subject position to Election Programs Coordinator.

The three (3) subject Senior Typist-Clerk positions report to a Senior Departmental Personnel Assistant and are responsible for onboarding permanent and temporary employees; processing various personnel transactions, such as promotions, demotions, transfers, bonuses, administrative reassignments, and positions changes; preparing various hiring documents, which include Facesheets, temporary notices, and orientation packets; scheduling and conducting Live Scans and orientations; entering and updating information in electronic systems, including the Electronic Human Resources and Joint Enterprise Development Infrastructure systems; and maintaining employee Personnel records. The duties and responsibilities are consistent with the classification criteria of Departmental Personnel Assistant, a class that is responsible for performing a variety of specialized clerical duties to address personnel problems of limited scope and difficulty within the personnel office of a County department. Therefore, we recommend upward reallocation of the subject positions to Departmental Personnel Assistant.

The one (1) subject Senior Typist-Clerk position reports to an Administrative Services Manager I and is responsible for reviewing and analyzing job applications to determine candidate eligibility; creating and editing job postings; applying Veteran's credit for qualified candidates; preparing examination results, issuing final scores, adding candidates to eligible lists, and preparing referral lists; providing information to employees and candidates regarding pay rates and salaries, employee benefits, and Civil Service Rules related to eligibility and Veteran's credit; and serving as lead for the Human Resources Division's Contract Staffing Team, which includes preparing Master Agreement Work Orders and supplemental documents, as well as maintaining communications with eight (8) staffing agencies, and reviewing, tracking, and processing personnel action requests for contract employees. The duties and responsibilities are consistent with the classification criteria of Senior Departmental Personnel Assistant, a class that assists technical human resources staff in carrying out the personnel program of a County department by analyzing personnel problems of varying levels of difficulty under general supervision. Therefore, we recommend upward reallocation of the subject position to Senior Departmental Personnel Assistant.

The subject Staff Development Specialist position reports to an Administrative Services Manager I and is responsible for recommending examinations based on departmental vacancies; collaborating with departmental management to develop examination plans; conducting job analyses in order to recommend examination components and weights to be used as part of the examination process; reviewing applications for examinations;

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **REGISTRAR-RECORDER/COUNTY CLERK (Continued)**

administering examinations, as well as promulgating eligible and referral lists; maintaining electronic specimen folders with sensitive examination materials for auditing purposes; and attending and participating in job fairs and other hiring events throughout Los Angeles County, as well as conducting outreach for hard-to-recruit positions, such as multilingual positions and truck drivers. The duties and responsibilities are consistent with the classification criteria of Management Analyst, a class that performs a variety of analytical, technical, and/or confidential and sensitive assignments in core functional areas of human resources, contract development and administration, or health programs operations and administration. Therefore, we recommend downward reallocation of the subject position to Management Analyst.



## **ANALYSIS**

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

- Adding and establishing the salary for one unclassified classification;
- Deleting three non-represented classifications;
- Changing the title of one non-represented classification;
- Changing the title and salary of one non-represented classification;
- Changing the salary of one non-represented classification; and
- Adding, deleting, and/or changing certain employee classifications and

number of ordinance positions in the departments of Health Services, Internal Services, Los Angeles County Employees Retirement Association, Medical Examiner-Coroner, Parks and Recreation, and Registrar Recorder/County Clerk.

DAWYN R. HARRISON  
Interim County Counsel

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

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

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salary for one unclassified classification; delete three non-represented classifications; change the title of one non-represented classification; change the title and salary of one non-represented classification; change the salary of one non-represented classification; add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies; and adjust the staffing provisions for the Los Angeles County Employees Retirement Association.

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>8315</u>	<u>DIRECTOR,DEPT OF YOUTH DEV(UC)</u>	<u>          </u> *	<u>R15</u> <u>N23</u>

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes made to Section 6.28.050 of the County Code.

**SECTION 2.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1927	HUMAN RESOURCES ADMINISTRATOR, HS	01/01/2021	N23	S15
		10/01/2022	N23	S15
		10/01/2023	N23	S15
		10/21/2024	N23	S15
5284	PRIN MENTAL HEALTH COUNSELOR, RN	01/01/2021	N41	RN11
		10/01/2022	N41	RN11
		10/01/2023	N41	RN11
		10/01/2024	N41	RN11
		03/01/2025	N41	RN11
8139	SUPERVISOR, PATRIOTIC HALL	01/01/2021	NMO	93F
		10/01/2022	NMO	95F
		10/01/2023	NMO	96H
		10/01/2024	NMO	97K

**SECTION 3.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to change the title of the following class:

ITEM NO.	TITLE
1013	<u>LEGISLATIVE &amp; PUBLIC INFO OFF, MH LEGISLATIVE OFFICER, MENTAL HEALTH</u>

**SECTION 4.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule

and Level) is hereby amended to change the title and salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8809	<del>CHIEF I,ARTS &amp; CULTURE</del> <u>DIVISION DIRECTOR,ARTS AND CULTURE</u>	01/01/2021	N23	S8
		10/01/2022	N23	S8
		10/01/2023	N23	S8
		10/01/2024	<u>N23</u>	<u>S8</u>
		*	<u>N23</u>	<u>S10</u>
		<u>10/01/2023</u>	<u>N23</u>	<u>S10</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>S10</u>

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the salary changes to Section 6.28.050 of the County Code.

**SECTION 5.** Section 6.28.050 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to change the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8810	CHIEF II,ARTS & CULTURE	01/01/2021	N23	S9
		10/01/2022	N23	S9
		10/01/2023	N23	S9
		10/01/2024	N23	S9
		*	N23	S10
		10/01/2023	N23	S10
		10/01/2024	N23	S10

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective

date for the salary or salary schedule and level in the space provided for the salary changes made to Section 6.28.050 of the County Code.

**SECTION 6.** Section 6.36.010 (Department of Arts and Culture) is hereby amended to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8809A	3	<del>CHIEF, ARTS &amp; CULTURE</del> <u>DIVISION DIRECTOR, ARTS AND CULTURE</u>

**SECTION 7.** Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	<del>2</del> <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II
1848A	<del>2</del> <u>1</u>	MANAGEMENT ANALYST

**SECTION 8.** Section 6.78.060 (Health Services – LAC+USC Medical Center) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5891A</u>	<u>1</u>	<u>SPEECH PATHOLOGY CHIEF</u>

**SECTION 9.** Section 6.78.060 (Health Services – LAC+USC Medical Center) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5889A	4 <u>3</u>	SPEECH PATHOLOGIST II

**SECTION 10.** Section 6.78.070 (Health Services – Olive View-UCLA Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7611A	4	<del>SEWING WORKER</del>

**SECTION 11.** Section 6.78.070 (Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6832A	3 <u>4</u>	LAUNDRY WORKER

**SECTION 12.** Section 6.78.085 (Health Services – Integrated Correctional Health Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1229A	8 <u>7</u>	OPERATIONS ASSISTANT II, SHERIFF
4593A	8 <u>9</u>	STAFF ANALYST, HEALTH

**SECTION 13.** Section 6.78.090 (Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5501A	44 <u>10</u>	PHARMACY HELPER
5504A	74 <u>75</u>	PHARMACY TECHNICIAN

**SECTION 14.** Section 6.81.010 (Internal Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1514A</u>	<u>1</u>	<u>DISASTER SERVICES ANALYST</u>
<u>1513A</u>	<u>1</u>	<u>DISASTER SERVICES PLANNING ASST</u>
<u>1515A</u>	<u>1</u>	<u>SENIOR DISASTER SERVICES ANALYST</u>

**SECTION 15.** Section 6.81.010 (Internal Services Department) is hereby amended

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

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1078A	4	<u>6</u>	ADMINISTRATIVE MANAGER X,ISD
1081A	4	<u>2</u>	ADMINISTRATIVE MANAGER XII,ISD
2521A	29	<u>28</u>	APPLICATION DEVELOPER II
4125A	6	<u>5</u>	FACILITIES PROJECT MANAGER I
1848A	9	<u>11</u>	MANAGEMENT ANALYST
2262A	43	<u>12</u>	PRIN PURCHASING & CONTRACTS ANALYST
2343A	6	<u>5</u>	PROCUREMENT AID
1608A	4	<u>2</u>	PUBLIC INFORMATION SPECIALIST
2261A	30	<u>29</u>	PURCHASING & CONTRACTS ANALYST II
2525A	128	<u>127</u>	SENIOR APPLICATION DEVELOPER
2585A	44	<u>9</u>	SENIOR INFORMATION TECHNOLOY AIDE
2216A	45	<u>44</u>	SENIOR TYPIST-CLERK

**SECTION 16.** Section 6.86.010 (Department of Mental Health) is hereby amended

to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1013A	2		<del>LEGISLATIVE &amp; PUBLIC INFO OFF,MH</del> <u>LEGISLATIVE OFFICER,MENTAL HEALTH</u>



**SECTION 17.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1763A</u>	<u>1</u>	<u>DATA SCIENTIST</u>

**SECTION 18.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	<del>23</del> <u>22</u>	ADMINISTRATIVE SERVICES MANAGER I

**SECTION 19.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1842A	<del>3</del> <u>6</u>	DEPARTMENTAL PERSONNEL ASSISTANT
1126A	<del>6</del> <u>7</u>	ELECTION PROGRAMS COORDINATOR
1848A	<del>6</del> <u>7</u>	MANAGEMENT ANALYST
1624A	<del>2</del> <u>1</u>	PROGRAM ANALYST
1843A	<del>3</del> <u>4</u>	SENIOR DEPARTMENTAL PERSONNEL ASST
2216A	<del>90</del> <u>86</u>	SENIOR TYPIST-CLERK
1861A	<del>6</del> <u>5</u>	STAFF DEVELOPMENT SPECIALIST

**SECTION 20.** Section 6.127.010 (Los Angeles County Employees Retirement Association) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>0807A</u>	<u>2</u>	<u>SENIOR MEDIA ARTIST,LACERA</u>

**SECTION 21.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASS2023ASCEO]