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

Board of Supervisors

Operations Cluster Agenda Review Meeting

DATE: February 25, 2026
TIME: 2:00 p.m. – 4:00 p.m.
MEETING CHAIR: Tami Omoto-Frias, 1st Supervisorial District
CEO MEETING FACILITATOR: Thomas Luscombe

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number 1 (323) 776-6996 and enter the following 359163428# or Click here to join the meeting

Teams Meeting ID: 296 429 091 989 41
Passcode: jZ9Ch2sJ

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.
The meeting chair will determine the amount of time allowed for each item.
THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. **CALL TO ORDER**

2. **INFORMATIONAL ITEM(S):**
   [Any informational item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]

   None.

3. BOARD MOTION ITEM(S):

A) SD2 & SD3 - SEIZING REVENUE OPPORTUNITIES THROUGH STRATEGIC USE OF COUNTY ASSETS IN ADVANCE OF THE 2028 OLYMPIC AND PARALYMPIC GAMES

4. DISCUSSION/PRESENTATION ITEM(S):

A) **Board Letter:**
DELEGATION OF AUTHORITY TO INVEST AND ANNUAL ADOPTION OF THE TREASURER AND TAX COLLECTOR INVESTMENT POLICY
TTC - Coia Walker, Operations Chief

B) **Board Letter:**
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
CEO/CLASS - Jennifer Revuelta, Principal Analyst

C) **Board Letter:**
ACCEPT $13,829,357 IN GRANT FUNDING FROM SOUTHERN CALIFORNIA EDISON (SCE) FOR THE EAST LOS ANGELES CIVIC CENTER MICROGRID PROJECT, AND $250,000 IN GRANT FUNDING FROM CLEAN POWER ALLIANCE (CPA) FOR THE BUILDING ELECTRIFICATION ASSISTANCE PROJECT AT WILLOWBROOK SENIOR CENTER
ISD - Minh Le, General Manager, Energy & Environmental Service

D) **Board Letter:**
INTERNAL SERVICES DEPARTMENT
OAT MOUNTAIN MICROWAVE STATION FUEL TANK REPLACEMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A181
APPROVE PROJECT BUDGET AND AN APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
ISD/CEO-CP - Paige Bruyn, Program & Project Management Section Manager

E) **Board Letter:**
APPROVAL OF AMENDED CIVIL SERVICE RULES (CSR) 6 – APPLICATIONS AND APPLICANTS, CSR 7 – COMPETITIVE EXAMINATIONS,
CSR 8 – NONCOMPETITIVE EXAMINATIONS, CSR 10 – ELIGIBLE LISTS, AND CSR 11 – CERTIFICATION AND APPOINTMENT
DHR - Johan Julin, Assistant Director

5. PUBLIC COMMENT

6. ADJOURNMENT

UPCOMING ITEMS FOR MARCH 4, 2026:

A) **Board Letter:**
FIVE-YEAR LICENSE AGREEMENT
INTERNAL SERVICES DEPARTMENT
444 NORTH NASH STREET, EL SEGUNDO
CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

AGN. NO.

MOTION BY SUPERVISORS HOLLY J. MITCHELL AND LINDSEY P. HORVATH March 17, 2026

Seizing Revenue Opportunities Through Strategic Use of County Assets in Advance of the 2028 Olympic and Paralympic Games

The City of Los Angeles is the official host city of the 2028 Olympic and Paralympic Games (Games); however, events will take place throughout Los Angeles County (County), with competition venues, training sites, transportation corridors, and visitor activity spanning across multiple cities and unincorporated areas. Given the scale and geographic footprint of the Games, their operational and economic impacts will be felt Countywide, including in communities adjacent to and integrated with County-owned and County-operated facilities.

Participating countries typically seek dedicated facilities to host national hospitality houses, cultural and brand activations, international broadcast operations, and athlete training and practice activities during the Games. These facilities often serve as diplomatic, commercial, and cultural hubs and can generate significant direct revenue through leases, licenses, sponsorships, and related partnerships. Demand for these spaces begins years in advance of the Games, making early planning and action essential.

- MORE -

	MOTION
MITCHELL	_____
HORVATH	_____
HAHN	_____
BARGER	_____
SOLIS	_____

Other jurisdictions within the County are already moving to secure these opportunities. For example, Culver City has entered into an agreement with the New Zealand Olympic Committee to host a national hospitality house and fan zone during the Games,[1] and the City of Long Beach has announced agreements with participating countries to establish national houses within the city.[2] These early commitments demonstrate both strong international demand and the competitive environment among jurisdictions seeking to attract global partners and the associated economic benefits.

At the same time, the County is facing a significant structural budget deficit that requires creative, responsible, and time-limited revenue-generating strategies that leverage existing public assets without reducing core services. The County owns and controls a broad portfolio of assets, including civic buildings, cultural facilities, open spaces, and specialized sites that are proximate to Games venues, transportation hubs, and visitor activity. In November 2024, the County's Board of Supervisors unanimously passed a motion titled, *88 for 28: Creating a Regional Approach for the 2028 Olympic and Paralympic Games*,[3] to bring together the County's cities and municipal partners. The motion also directed the creation of a database of County facilities and a marketing plan to promote County assets to local Consulates. To date, this database has not been made available. Without a coordinated and proactive effort to inventory, evaluate, and market these assets, the County risks leaving significant economic opportunity unrealized while neighboring jurisdictions move forward.

To ensure that the County fully harnesses the economic opportunity presented by the Games, we must act now to strategically position our assets, engage international partners, and align internal departments around a clear, revenue-focused implementation plan.

WE THEREFORE MOVE THAT THE BOARD OF SUPERVISORS:

1. Direct the Acting Chief Executive Officer (CEO), through the Asset Management

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[1] https://olympic.org.nz/news/new-zealand-house-finds-a-home-in-culver-city-for-la28-olympic-games

[2] https://www.longbeach.gov/press-releases/olympic-federation-of-ireland-to-establish-team-ireland-house-in-long-beach-for-2028-olympic-games/ and https://longbeach.gov/press-releases/national-olympic-committee-of-denmark-to--establish-base-of-operations-team-house-in--long-beach-for-2028-olympic-games/

[3] https://file.lacounty.gov/SDSInter/bos/supdocs/197234.pdf

Division, to report back to the Board in writing within 21 days with a comprehensive inventory and accounting of County-owned assets that could be used and marketed in connection with the 2028 Olympic and Paralympic Games, building on directive 4(a) in the Board's November 6, 2025, *88 for 28* motion, including but not limited to:

a) Hospitality houses for participating countries;
b) Brand activation and sponsorship spaces;
c) Potential international broadcast locations; and
d) Practice or training facilities for national teams.

The inventory shall identify each asset's location, size, current use, availability, operational constraints, estimated preparation costs, and preliminary revenue-generation potential.

2. Direct the Acting CEO, within 30 days, to identify a "high priority" subset of County assets most suitable for immediate marketing and to outline potential use models, including short-term leases, license agreements, sponsorship arrangements, or other revenue-generating structures, with an express focus on maximizing net fiscal benefit to the County.
3. Direct the Executive Office of the Board's (EO) Chief of Protocol, in coordination with the Acting CEO, to initiate outreach to the Consular Corps and other relevant international stakeholders within 10 days of completion of the asset inventory referenced in Directive 1 to market and pitch eligible County facilities for Olympic and Paralympic-related uses and to assess interest, timing, and operational needs of any interested parties.
4. Direct the Acting CEO, in coordination with the EO Chief of Protocol, the Director of the Department of Economic Opportunity, County Counsel, and other relevant department heads, to return to the Board within 60 days with a strategic implementation plan that includes:
    a) A coordinated marketing and engagement strategy targeting countries, brands, and broadcasters;
    b) Proposed revenue targets;
    c) Identification of initial interested parties;

d) Recommended contracting structures and approval pathways; and

e) A timeline aligned with key Olympic and Paralympic milestones.

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(CT)

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/25/2026
BOARD MEETING DATE	3/17/2026
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
DEPARTMENT(S)	Treasurer and Tax Collector (TTC)
SUBJECT	Delegation of Authority to Invest and Annual Adoption of the Treasurer and Tax Collector Investment Policy
PROGRAM	N/A
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☒ Yes ☐ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No – Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	N/A
COST & FUNDING	Total cost: $0 | Funding source: N/A TERMS (if applicable): Explanation:
PURPOSE OF REQUEST	The request is for 1) the annual delegation of authority to the Treasurer to invest and reinvest County funds and funds of other depositors in the County Treasury and 2) annual adoption of the Treasurer and Tax Collector Investment Policy.
BACKGROUND (include internal/external issues that may exist including any related motions)	The Board adopted an ordinance previously, which delegates authority to invest to the Treasurer, pursuant to the Government Code. That delegation is subject to an annual renewal. As part of its annual request for delegated authority, TTC also updates the Investment Policy to ensure continued alignment with Government Code and the primary objectives of safety of principal, liquidity, and return on the funds invested. This year, the Department recommends increasing the maximum maturity for prime quality commercial paper from 270 days to up to 397 days to reflect the changes made to Government Code Section 53601(h), effective January 1, 2026.
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: • Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector, (213) 974-2101, eginsberg@ttc.lacounty.gov • Lisa Proft, Chief Deputy, Treasurer and Tax Collector, (213) 974-0418, lproft@ttc.lacounty.gov • Damia J. Johnson, Assistant Treasurer and Tax Collector, (213) 974-2139, djohnson@ttc.lacounty.gov • Coia Walker, Operations Chief, TTC, (213) 584-1249, cwalker@ttc.lacounty.gov

COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 437
Los Angeles, California 90012
Telephone: (213) 974-2101 Fax: (213) 626-1812
ttc.lacounty.gov and propertytax.lacounty.gov

ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

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

March 17, 2026

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

Dear Supervisors:

DELEGATION OF AUTHORITY TO INVEST AND ANNUAL ADOPTION OF THE TREASURER AND TAX COLLECTOR INVESTMENT POLICY (ALL DISTRICTS) (3-VOTES)

SUBJECT

Delegation of authority to invest and reinvest County funds and funds of other depositors in the County Treasury to the Treasurer, and adoption of the Treasurer and Tax Collector Investment Policy.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate the authority to the Treasurer to invest and reinvest County funds and funds of other depositors in the County Treasury.

2. Adopt the attached Treasurer and Tax Collector Investment Policy (Investment Policy).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The requested actions allow the Treasurer to continue to invest County funds and funds of other depositors in the County Treasury pursuant to the Investment Policy. On March 19, 2024, pursuant to Government Code (GC) Section 27000.1, and subject to GC Section 53607, your Board delegated to the Treasurer the annual authority to invest and reinvest funds of the County and funds of other depositors in the County Treasury. GC Section 27000.1 states that subsequent to your Board's delegation, the County Treasurer shall thereafter assume full responsibility for those transactions until your Board either revokes its delegation of authority, by ordinance, or decides not to renew the annual delegation, as provided in GC Section 53607. This action requests renewal of the annual delegation.

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GC Section 53646 permits your Board to annually approve the Investment Policy. The primary objectives of the Investment Policy, in priority order, are to maintain the safety of principal, to provide liquidity, and to achieve a return on funds invested. These objectives align with those in State law. Each year, my office reviews the Investment Policy to incorporate changes deemed necessary to meet our primary objectives and to ensure that it aligns with any changes in the GC.

Based on our analysis and in consideration of current market conditions, we recommend permanently increases maximum maturity for prime quality commercial paper from 270 days to up to 397 days per Statutes of 2025 (SB 858) amends Gov. Code 53601(h) to the Investment Policy for 2026. We have provided the annual update to the limitation calculation for intermediate-term, medium-term, and long-term holdings (Attachment III).

Update on Environmental, Social and Corporate Governance (ESG)

On March 9, 2021, your Board approved changes to the Investment Policy in areas related to the consideration of Environmental, Social and Corporate Governance (ESG). Consistent with the 2021 Investment Policy, we incorporated Sustainalytics ESG scores as part of our analysis of investment issuers and have taken action to reduce investments if an issuer's composite ESG score is weaker than the median score for its industry. To date, the consideration of ESG scores in determining our issuers' investment limits has not impacted the Treasury Pool's return on investments.

In Fiscal Year (FY) 2024-25, the percentage of approved issuers with ESG scores increased to 65%, from 58% the prior year. Our purchase volume from issuers with ESG scores slightly decreased, from $33.2 billion in FY 2023-24, to $32.9 billion in FY 2024-25. This decrease is largely attributable to the more purchases of the government and agency funds that are not ESG scored.

Implementation of Strategic Plan Goals

The recommended action supports County Strategic Plan North Star 3, Realize tomorrow's government today; Focus Area Goal G, Internal Controls and Processes; Strategy ii. Manage and Maximize County Assets.

DRAFT

FISCAL IMPACT/FINANCING

The investment of surplus County funds and funds of other depositors allows these funds to earn a return which is credited to the depositor, net of administrative expenses.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to GC Section 27000.1, your Board may delegate by ordinance the authority to invest and reinvest funds of the County and funds of other depositors in the County Treasury to the Treasurer. On January 23, 1996, your Board adopted Ordinance 96-0007 adding Los Angeles County Code Section 2.52.025, which delegated such authority to the Treasurer, subject to annual renewal pursuant to GC Section 53607. GC 53646 permits the Treasurer to render annually to your Board a statement of Investment Policy, to be reviewed and approved at a public meeting. This GC Section also requires that any change in the Investment Policy be submitted to your Board for review and approval at a public meeting.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services.

Respectfully submitted,

ELIZABETH BUENROSTRO GINSBERG
Treasurer and Tax Collector

EBG:LP:DJJ:CW:bp

Attachments

c: Acting Chief Executive Officer
Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel

DRAFT

COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR
INVESTMENT POLICY

Authority to Invest

Pursuant to Government Code Section 27000.1 and Los Angeles County Code 2.52.025, the Los Angeles County Board of Supervisors has delegated to the Treasurer the authority to invest and reinvest the funds of the County and the funds of other depositors in the County Treasury.

Fundamental Investment Policy

The Treasurer, a trustee, is inherently a fiduciary and subject to the prudent investor standard. Accordingly, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing investments, the investment decisions SHALL be made with the care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity would use with like aims.

All investments SHALL be governed by the Government Code and comply with the specific limitations set forth within this Investment Policy. Periodically, it may be necessary and prudent to make investment decisions beyond the limitations set forth in the Investment Policy that are otherwise permissible by California Government Code. In these special circumstances, ONLY the Treasurer is permitted to give written approval to operate outside the limitations set forth within this Investment Policy.

Pooled Surplus Investment Portfolio

The Treasurer SHALL establish and maintain a Pooled Surplus Investment (PSI) portfolio. The PSI portfolio SHALL be used to provide safe, liquid investment opportunities for pooled surplus funds deposited into the County Treasury.

The investment policies of the PSI portfolio SHALL be directed by and based on three prioritized objectives. The primary objective SHALL be to ensure the safety of principal. The secondary objective SHALL be to meet the liquidity needs of the PSI participants, which might be reasonably anticipated. The third objective SHALL be to achieve a return on funds invested, without undue compromise of the first two objectives.

PSI revenue/loss distribution SHALL be shared on a pro-rata basis with the PSI participants. PSI revenue/loss distribution will be performed monthly, net of administrative costs authorized by Government Code Section 27013 which includes employee salaries and benefits and services and supplies, for investing, depositing or handling funds, and the distribution of interest income, based on the PSI participants' average daily fund balance as recorded on the Auditor-Controller's accounting records. Administrative costs SHALL be deducted from the monthly PSI revenue/loss distribution on the basis of one-twelfth of the budgeted costs and adjusted periodically to actual costs.

Investments purchased with the intent to be held to maturity SHALL be accounted for in the Non-Trading partition of the PSI portfolio. Investments purchased with the intent to be sold prior to maturity SHALL be accounted for in the Trading partition of the PSI portfolio. The investments in the Trading partition SHALL NOT exceed $500 million without specific written approval of the Treasurer.

In the event that a decision is made to transfer a given security from one partition to another, it MAY be transferred at cost; however, the difference between the market value, exclusive of accrued interest, at the time of transfer and the purchase price, exclusive of accrued interest, SHALL be computed and disclosed as unrealized profit or loss.

All PSI investments SHALL be categorized according to the period of time from settlement date to maturity date as follows:

- SHORT-TERM investments are for periods of up to ONE YEAR.
- INTERMEDIATE-TERM investments are for periods of ONE YEAR to THREE YEARS.
- MEDIUM-TERM investments are for periods of over THREE YEARS to FIVE YEARS.
- LONG-TERM investments are for periods of over FIVE YEARS.

PSI investments SHALL be limited to the short-term category except that the Investment Office of the Treasurer's Office MAY make PSI investments in accordance with the limitations imposed in Attachments I, II, III, and IV (all of which are attached hereto and incorporated by this reference.)

The weighted average maturity target of the PSI portfolio is a range between 1.0 and 4.0 years. For purposes of maturity classification, the maturity date SHALL be the nominal maturity date or the unconditional put option date, if one exists.

The total PSI portfolio investments with maturities in excess of one year SHALL NOT exceed 75% of the last 24 months' average total cash and investments, after adjustments, as indicated in Attachment III.

Business Continuity Plan

The Treasurer's Business Continuity Plan (BCP) serves to sustain the performance of mission-critical Treasury functions in the event of a local or widespread emergency. The BCP includes written guidelines to perform critical Treasury functions, contact

information for key personnel, authorized bank representatives and broker/dealers. The Treasurer's Office implemented its BCP in 2007.

Liquidity of PSI Investments

Short-term liquidity SHALL further be maintained and adjusted monthly so that sufficient anticipated cash is available to fully meet unanticipated withdrawals of discretionary deposits, adjusted for longer-term commitments, within 90 days.

Such liquidity SHALL be monitored where, at the beginning of each month, the par value for maturities in the next 90 days plus projected PSI deposits for 90 days, divided by the projected PSI withdrawals for 90 days plus discretionary PSI deposits, is equal to or greater than one.

The liquidation of investments is not required solely because the discretionary liquidity withdrawal ratio is less than one; however, investments SHALL be limited to a maximum maturity of 30 days until such time as the discretionary liquidity withdrawal ratio is equal to or greater than one.

The sale of any PSI instrument purchased in accordance with established policies is not required solely because an institution's credit rating is lowered after the purchase of the instrument.

Specific Purpose Investment Portfolio

The Treasurer SHALL maintain a Specific Purpose Investment (SPI) portfolio to manage specific investment objectives of the SPI participants. Specific investments may be made with the approval of the requesting entity's governing body and the approval of the Treasurer. Revenue/loss distribution of the SPI portfolio SHALL be credited to the specific entity for which the investment was made. The Treasurer reserves the right to establish and charge the requesting entity fees for maintaining the entity's SPI portfolio.

Investments SHALL be limited to the short-term category, as defined above in the previous section for PSI investments, except when requested by a depositing entity and with the approval of the Treasurer, a longer term investment MAY be specifically made and held in the SPI portfolio.

The sale of any SPI instrument purchased in accordance with established policies is not required solely because an institution's credit rating is lowered after the purchase of the instrument.

Execution, Delivery, and Monitoring of Investments

The Treasurer SHALL designate, in writing, personnel authorized to execute investment transactions.

All transactions SHALL be executed on a delivery versus payment basis.

The Treasurer or their authorized designees, in purchasing or obtaining any securities in a negotiable, bearer, registered, or nonregistered format, requires delivery of the securities to the Treasurer or designated custodial institution, by book entry, physical delivery, or by third party custodial agreement.

All investment transactions made by the Investment Office SHALL be reviewed by the Internal Controls Branch to assure compliance with this Investment Policy.

Reporting Requirements

The Treasurer SHALL provide the Board of Supervisors with a monthly report consisting of, but not limited to, the following:

- All investments detailing each by type, issuer, date of maturity, par value, historical cost, market value and the source of the market valuation.
- Month-end bank balances for accounts under the control of the Treasurer.
- A description of funds, investments, or programs that are under the management of contracted parties, including lending programs for the Treasurer.
- A description of all investment exceptions, if any, to the Investment Policy.
- A statement denoting the ability of the PSI portfolio to meet the anticipated cash requirements for the participants for the next six months.

Discretionary Treasury Deposits and Withdrawal of Funds

At the sole discretion of the Treasurer, PSI deposits may be accepted from local agencies not required to deposit their funds with the Los Angeles County Treasurer, pursuant to Government Code Section 53684.

At the time such deposits are made, the Treasurer may require the depositing entity to provide annual cash flow projections or an anticipated withdrawal schedule for deposits in excess of $1 million. Such projections may be adjusted periodically as prescribed by the Treasurer but in no event less than semi-annually.

In accordance with Government Code Section 27136, all requests for withdrawal of such funds, for the purpose of investing or depositing these funds elsewhere SHALL be evaluated, prior to approving or disapproving the request, to ensure that the proposed withdrawal will not adversely affect the principal deposits of the other PSI participants.

If it is determined that the proposed withdrawal will negatively impact the principal deposits of the other PSI participants, the Treasurer may delay such withdrawals until the impact can be mitigated.

Broker/Dealers Section

Broker/Dealers SHALL be limited to primary government dealers as designated by the Federal Reserve Bank or institutions meeting one of the following:

A. Broker/Dealers with minimum capitalization of $500 million and who meet all five of the below listed criteria:

    1. Be licensed by the State as a Broker/Dealer, as defined in Section 25004 of the Corporations Code, or a member of a Federally regulated securities exchange and;

    2. Be a member of the Financial Industry Regulatory Authority and;

    3. Be registered with the Securities and Exchange Commission and;

    4. Have been in operation for more than five years; and

    5. Have a minimum annual trading volume of $100 billion in money market instruments or $500 billion in United States (U.S.) Treasuries and Agencies.

B. Emerging firms that meet all of the following:

    1. Be licensed by the State as a Broker/Dealer, as defined in Section 25004 of the Corporations Code, or a member of a Federally regulated securities exchange and;

    2. Maintain office(s) in California and;

    3. Maintain a minimum capitalization of $250,000 and, at the time of application, have a maximum capitalization of no more than $10 million.

Commercial Paper and Negotiable Certificates of Deposit may be purchased directly from issuers approved by the Treasurer.

An approved Treasurer Broker/Dealer list SHALL be maintained. Firms SHALL be removed from the approved Broker/Dealer list and trading suspended with firms failing to accurately and timely provide the following information:

A. Confirmation of daily trade transactions and all open trades in effect at month-end.

B. Response to auditor requests for confirmation of investment transactions.

C. Response to the Internal Controls Branch requests for needed information.

Honoraria, Gifts, and Gratuities Limitations

The Treasurer, Chief Deputy Treasurer and Tax Collector and designated Treasurer and Tax Collector employees SHALL be governed by the provision of the State's Political Reform Act, the Los Angeles County Code relating to Lobbyists, and the Los Angeles County Code relating to post government employment of County officials.

Investment Limitations

The Investment Office SHALL NOT invest in inverse floating rate notes, range notes, or interest only strips that are derived from a pool of mortgages.

The Investment Office SHALL NOT invest in any security that could result in zero interest if held to maturity.

For investment transactions in the PSI portfolio, the Investment Office SHALL obtain approval of the Treasurer before recognizing any loss exceeding $100,000 per transaction, calculated using amortized cost.

Proceeds from the sale of notes or funds set aside for the repayment of notes SHALL NOT be invested for a term that exceeds the term of the notes. Funds from bond proceeds may be invested in accordance with Government Code Section 53601(m), which permits investment according to the statutory provisions governing the issuance of those bonds, or in lieu of any statutory provisions to the contrary, in accordance with the approved financing documents for the issuance.

Consideration of Environmental, Social, and Corporate Governance (ESG) Scores

The Treasurer considers that environmental, social and governance (ESG) factors may financially impact the safety, liquidity and yield of investment opportunities. The Treasurer therefore may pursue pragmatic and cost-effective means to consider such factors to fulfill the objectives set forth for the PSI Portfolio.
The Treasurer may also seek to further the County's sustainability goals and enhance the transition to a green economy, consistent with the County's Sustainability Plan, Our County, in its investment decisions, as long as such investments achieve substantially equivalent safety, liquidity and yield compared to other investment opportunities.

Permitted Investments

Permitted Investments SHALL be limited to the following:

A. Obligations of the U.S. Government, its agencies and instrumentalities

1. Maximum maturity: None.
2. Maximum total par value: None.
3. Maximum par value per issuer: None.
4. Federal agencies: Additional limits in Section G apply if investments are Floating Rate Instruments.

B. Municipal Obligations from the approved list of municipalities (Attachment IV)

1. Maximum maturity: As limited in Attachment IV.
2. Maximum total par value: 10% of the PSI portfolio.

C. Asset-Backed Securities

1. Maximum maturity: Five years.
2. Maximum total par value: 20% of the PSI portfolio.
3. Maximum par value per issuer: Per limits outlined in Attachment I for issuer's current credit rating.

All Asset-Backed securities must be rated in a rating category of “AA” or its equivalent or better rating and the issuer's corporate debt rating must be in a rating category of “A” or its equivalent or better by a Nationally Recognized Statistical Rating Organization (NRSRO).

D. Bankers’ Acceptance Domestic and Foreign

1. Maximum maturity: 180 days and limits outlined in Attachment I for issuer's current credit rating.

2. Maximum total par value: 40% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. The aggregate total of Bankers’ Acceptances and Negotiable Certificates of Deposits SHALL NOT exceed:

   a) The total shareholders’ equity of depository bank.

   b) The total net worth of depository bank.

E. Negotiable Certificates of Deposit (CD)

1. Maximum maturity: Three years and limits outlined in Attachment I for issuer's current credit rating.

2. Maximum total par value: Aggregate total of Domestic and Euro CD's are limited to 30% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Must be issued by:

   a) National or State-chartered bank, or

   b) Savings association or Federal association, or

   c) Federal or State credit union, or

   d) Federally licensed or State-licensed branch of a foreign bank.

5. Euro CD's:

    a) Maximum maturity: One year and limits outlined in Attachment I for issuer's current credit rating.

    b) Maximum total par value: 10% of the PSI portfolio.

    c) Maximum par value per issuer: Per limits outlined in Attachment I for issuer's current credit rating.

    d) Limited to London branch of National or State-chartered banks.

6. The aggregate total of Bankers Acceptances and Negotiable Certificates of Deposits SHALL NOT exceed:

    a) The total shareholders' equity of depository bank.

    b) The total net worth of the depository bank.

F. Corporate and Depository Notes

1. Maximum maturity: Three years and limits outlined in Attachment I for the issuer's current credit rating.

2. Maximum total par value: 30% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Notes MUST be issued by:

    a) Corporations organized and operating within the U.S.

    b) Depository institutions licensed by the U.S or any State and operating within the U.S.

5. Additional limits in Section G apply if note is a Floating Rate Note Instrument.

G. Floating Rate Notes

Floating Rate Notes included in this category are defined as any instrument that has a coupon or interest rate that is adjusted periodically due to changes in a base or benchmark rate.

1. Maximum maturity: Seven years, provided that Board of Supervisors' authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 million par value may be greater than five years to maturity.
2. Maximum total par value: 10% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for the issuer's current credit rating.

4. Benchmarks SHALL be limited to commercially available U.S. dollar denominated indexes.

5. The Investment Office SHALL obtain the prospectus or the issuer term sheet prior to purchase for all Floating Rate Notes and SHALL include the following on the trade ticket:

   a) Specific basis for the benchmark rate.

   b) Specific computation for the benchmark rate.

   c) Specific reset period.

   d) Notation of any put or call provisions.

H. Commercial Paper

1. Maximum maturity: 397 days and limits outlined in Attachment I for the issuer's current credit rating.

2. Maximum total par value: 40% of the PSI portfolio.

3. Maximum par value per issuer: The lesser of 10% of the PSI portfolio or the limits outlined in Attachment I for the issuer’s current credit rating.

4. Credit: Issuing Corporation - Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

   a) The entity meets the following criteria:

      1) Is organized and operating in the U.S. as a general corporation.

2) Has total assets in excess of $500 million.

3) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a NRSRO.

b) The entity meets the following criteria:

1) Is organized in the U.S. as a Limited Liability Company or Special Purpose Corporation.

2) Has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond.

3) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

I. Shares of Beneficial Interest

1. Money Market Fund (MMF) - Shares of beneficial interest issued by diversified management companies known as money market mutual funds, registered with the Securities and Exchange Commission in accordance with Section 270.2a-7 of Title 17 of the Code of Federal Regulation. The company SHALL have met either of the following criteria:

   a) Attained the highest possible rating by not less than two NRSROs.

   b) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized in Government Code Section 53601 and with assets under management in excess of five hundred million dollars ($500,000,000).

   Maximum total par value: 15% of the PSI portfolio. However, no more than 10% of the PSI may be invested in any one fund.

2. State of California's Local Agency Investment Fund (LAIF) pursuant to Government Code Section 16429.1.

3. Trust Investments – Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in securities and obligations authorized in Section 53601 (a) to (o) of the Government Code. To be eligible, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

a) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

b) The adviser has not less than five years of experience investing in the securities and obligations authorized in Section 53601 (a) to (o) of the Government Code.

c) The adviser has assets under management in excess of five hundred million dollars ($500,000,000).

J. Repurchase Agreement

1. Maximum maturity: 30 days.

2. Maximum total par value: $1 billion.

3. Maximum par value per dealer: $500 million.

4. Agreements must be in accordance with approved written master repurchase agreement.

5. Agreements must be fully secured by obligations of the U.S. Government, its agencies and instrumentalities. The market value of these obligations that underlie a repurchase agreement shall be valued at 102% or greater of the funds borrowed against those securities and the value shall be adjusted no less than monthly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102% no later than the next business day. If a repurchase agreement matures the next business day after purchase, the repurchase agreement is not out of compliance with this collateralization requirement if the value of the collateral falls below the 102% requirement at the close of business on settlement date.

K. Reverse Repurchase Agreement

1. Maximum term: One year.

2. Maximum total par value: $500 million. Maximum par value is limited to a combined total of reverse repurchase agreements and securities lending agreements of 20% of the base value of the portfolio.

3. Maximum par value per broker: $250 million.

4. Dealers limited to those primary dealers or those Nationally or State chartered banks that have a significant banking relationship with the County as defined in Government Code Section 53601(j)(4)(B) approved specifically by the Treasurer.

5. Agreements SHALL only be made for the purpose of enhancing investment revenue.

6. Agreements must be in accordance with approved written master repurchase agreement.

7. Securities eligible to be sold with a simultaneous agreement to repurchase SHALL be limited to obligations of the U.S. Government and its agencies and instrumentalities.

8. The security to be sold on a reverse repurchase agreement SHALL have been owned and fully paid for by the Treasurer for a minimum of 30 days prior to sale.

9. The proceeds of the reverse repurchase agreement SHALL be invested in authorized instruments with a maturity less than 92 days unless the agreement includes a codicil guaranteeing a minimum earning or spread to maturity.

10. The proceeds of the reverse repurchase agreement SHALL be invested in instruments with maturities occurring at or before the maturity of the reverse repurchase agreement.

11. In no instance SHALL the investment from the proceeds of a reverse repurchase agreement be sold as part of a subsequent reverse repurchase agreement.

L. Forwards, Futures and Options

Forward contracts are customized contracts traded in the Over The Counter Market where the holder of the contract is OBLIGATED to buy or sell a specific amount of an underlying asset at a specific price on a specific future date.

Future contracts are standardized contracts traded on recognized exchanges where the holder of the contract is OBLIGATED to buy or sell a specific amount of an underlying asset at a specific price on a specific future date.
Option contracts are those traded in either the Over The Counter Market or recognized exchanges where the purchaser has the RIGHT but not the obligation

to buy or sell a specific amount of an underlying asset at a specific price within a specific time period.

1. Maximum maturity: 90 days.

2. Maximum aggregate par value: $100 million.

3. Maximum par value per counterparty: $50 million. Counterparties for Forward and Option Contracts limited to those on the approved Treasurer and Tax Collector list and must be rated “A” or better from at least one nationally recognized rating agency.

4. The underlying securities SHALL be an obligation of the U.S. Government and its agencies and instrumentalities.

5. Premiums paid to an option seller SHALL be recognized as an option loss at the time the premium is paid and SHALL not exceed $100,000 for each occurrence or exceed a total of $250,000 in any one quarter. Premiums received from an option purchase SHALL be recognized as an option gain at the time the premium is received.

6. Complex or hybrid forwards, futures or options defined as agreements combining two or more categories are prohibited unless specific written approval of the Treasurer is obtained PRIOR to entering into the agreement.

7. Open forward, future, and option contracts SHALL be marked to market weekly and a report SHALL be prepared by the Internal Controls Branch.

8. In conjunction with the sale of bonds, the Treasurer MAY authorize exceptions to maturity and par value limits for forwards, futures and options.

M. Interest Rate Swaps

Interest Rate Swaps SHALL be used only in conjunction with the sale of bonds approved by the Board of Supervisors. In accordance with Government Code Section 53534, these agreements SHALL be made only if all bonds are rated in one of the three highest rating categories by two nationally recognized rating agencies and only upon receipt, from any rating agency rating the bonds, of written evidence that the agreement will not adversely affect the rating. Further, the counterparty to such an agreement SHALL be rated “A” or better from at least one nationally recognized rating agency selected by the Treasurer, or the counterparty SHALL provide an irrevocable letter of credit from an institution rated “A” or better from at least one nationally recognized rating

agency acceptable to the Treasurer.

N. Securities Lending Agreement

Securities lending agreements are agreements under which the Treasurer agrees to transfer securities to a borrower who, in turn agrees to provide collateral to the Treasurer. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the Treasurer in return for the collateral.

1. Maximum term: 180 days.

2. Maximum par value: Maximum par value is limited to a combined total of reverse repurchase agreements and securities lending agreements of 20% of the base value of the portfolio.

3. Dealers limited to those primary dealers or those Nationally or State chartered banks that have a significant banking relationship with the County as defined in Government Code Section 53601(j)(4)(B) approved specifically by the Treasurer.

4. Agreements SHALL only be made for the purpose of enhancing investment revenue.

5. Securities eligible to be sold with a simultaneous agreement to repurchase SHALL be limited to obligations of the U.S. Government and its agencies and instrumentalities.

6. The security to be sold on securities lending agreement SHALL have been owned and fully paid for by the Treasurer for a minimum of 30 days prior to sale.

7. The proceeds of the securities lending agreement SHALL be invested in authorized instruments with a maturity less than 92 days unless the agreement includes a codicil guaranteeing a minimum earning or spread to maturity.

8. In no instance SHALL the investment from the proceeds of a securities lending agreement be sold as part of a subsequent reverse repurchase agreement or securities lending agreement.

O. Supranationals

Supranationals are multilateral lending institutions that provide development financing, advisory services and other financial services to their member countries to promote improved living standards through sustainable economic growth.

Supranational investments are U.S. dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by any of the supranational institutions identified in Government Code Section 53601(q), with a maximum remaining maturity of five years or less, and which are eligible for purchase and sale within the United States. Supranational investments shall be rated in a rating category of "AA" or its equivalent or better by a NRSRO and shall not exceed 30% of the PSI portfolio.

1. Maximum maturity: Five years and limits outlined in Attachment I for issuer's current credit rating.

2. Maximum total par value: 30% of the PSI portfolio.

3. Maximum par value per issuer: Per limits outlined in Attachment I for issuer's current credit rating.

Permitted Investments are also subject to limitation based on the ESG score of individual issuers in comparison to the ESG score of the issuer's business sector, as rated by Sustainalytics. The limitation methodology is shown in Attachment II.

County of Los Angeles
Treasurer and Tax Collector
Investment Policy
ATTACHMENT I-a.

MINIMUM CREDIT RATING
DOMESTIC ISSUERS

Investment Type	Maximum Maturity	Issuer Rating (1)			Investment Limit
		S&P Global	Moody's Analytics	Fitch Ratings	
Bankers' Acceptance	180 days	A-1/AAA	P-1/Aaa	F1/AAA	$750MM
		A-1/AA	P-1/Aa	F1/AA	$600MM
		A-1/A	P-1/A	F1/A	$450MM, of which 50% may be over 90 days to a maximum of 180 days
Certificates of Deposit	3 years	A-1/AAA	P-1/Aaa	F1/AAA	$750MM, of which 50% may be over 180
		A-1/AA	P-1/Aa	F1/AA	$600MM, of which 50% may be over 180
		A-1/A	P-1/A	F1/A	$450MM, of which 50% may be over 90 days to a maximum of 180 days
Corporate Notes, Asset Backed Securities (ABS) and Floating Rate Notes (FRN)	Corporate: 3 years ABS: 5 years FRN: 5 years (2)	A-1/AAA	P-1/Aaa	F1/AAA	$750MM, of which 50% may be over 180
		A-1/AA	P-1/Aa	F1/AA	$600MM, of which 50% may be over 180
		A-1/A	P-1/A	F1/A	$450MM, of which 50% may be over 90 days to a maximum of 180 days

Notes:
(1) All issuers must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P Global, Moody's Analytics, and Fitch Ratings).
(2) Seven years, if Board of Supervisors' authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 MM (million) par value may be greater than five years to maturity.

County of Los Angeles
Treasurer and Tax Collector
Investment Policy
ATTACHMENT I-b.

MINIMUM CREDIT RATING
FOREIGN ISSUERS

Investment Type	Maximum Maturity	Issuer Rating (1)			Investment Limit
		S&P Global	Moody's Analytics	Fitch Ratings	
Bankers' Acceptance	180 days	A-1/AAA	P-1/Aaa	F1/AAA	$600MM
		A-1/AA	P-1/Aa	F1/AA	$450MM
		A-1/A	P-1/A	F1/A	$300MM, of which 50% may be over 90 days to a maximum of 180 days.
Certificates of Deposit	3 years	A-1/AAA	P-1/Aaa	F1/AAA	$600MM, of which 50% may be over 180
		A-1/AA	P-1/Aa	F1/AA	$450MM, of which 50% may be over 180
		A-1/A	P-1/A	F1/A	$300MM, of which 50% may be over 90 days to a maximum of 180 days
Corporate Notes, Asset Backed Securities (ABS) and Floating Rate Notes (FRN)	Corporate: 3 years ABS: 5 years FRN: 5 years (2)	A-1/AAA	P-1/Aaa	F1/AAA	$600MM, of which 50% may be over 180
		A-1/AA	P-1/Aa	F1/AA	$450MM, of which 50% may be over 180
		A-1/A	P-1/A	F1/A	$300MM, of which 50% may be over 90 days to a maximum of 180 days

Notes:
(1) All issuers must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P Global, Moody's Analytics, and Fitch Ratings).
(2) Seven years, if Board of Supervisors' authorization to exceed maturities in excess of five years is in effect, of which a maximum of $100 MM (million) par value may be greater than five years to maturity.

County of Los Angeles
Treasurer and Tax Collector
Investment Policy
ATTACHMENT I-c.

MINIMUM CREDIT RATING
SUPRANATIONAL ISSUERS

Issuer Rating (1)			Investment Limit (2)
S&P Global	**Moody's Analytics**	**Fitch Ratings**	
AAA	Aaa	aaa	30% of PSI Portfolio, of which 20% of the PSI Portfolio may be between 2 and 5 years.
AA	Aa	aa	20% of PSI Portfolio, of which 10% of the PSI Portfolio may be between 2 and 5 years.

Notes:
(1) The issuer must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P Global, Moody's Analytics, and Fitch Ratings).
(2) Maximum combined par value for all issuers is limited to 30% of the PSI portfolio.

MINIMUM CREDIT RATING
COMMERCIAL PAPER

Maximum Maturity	Issuer Rating (1) (2)			Investment Limit (3)
	S&P Global	Moody's Analytics	Fitch Ratings	
397 days	A-1	P-1	F1	$1.5 Billion

Notes:
(1) The issuer must attain the required ratings from at least two of the three Nationally Recognized Statistical Rating Organizations (S&P Global, Moody's Analytics, and Fitch Ratings).
(2) If an issuer has a long-term rating, it must be rated in a rating category of “A” or its equivalent or higher.
(3) Maximum combined par value for all issuers is limited to 40% of the PSI portfolio.

County of Los Angeles
Treasurer and Tax Collector
Investment Policy
ATTACHMENT II

ENVIRONMENTAL, SOCIAL, AND CORPORATE GOVERNANCE (ESG) SCORE IMPACT ON INVESTMENT LIMITS

If an issuer's Sustainalytics ESG score is weaker than the median Sustainalytics ESG score of its business sector, investment limits will be subject to the following investment limit reductions:

Score Differential	Percentage Reduction of Investment Limit
≤ 5 points weaker	0%
5 ≤ 10 points weaker	15%
10 ≤ 20 points weaker	30%
> 20 points weaker	50%

County of Los Angeles
Treasurer and Tax Collector
Investment Policy
ATTACHMENT III

LIMITATION CALCULATION FOR
INTERMEDIATE-TERM, MEDIUM-TERM AND LONG-TERM HOLDINGS
(Actual $)

Average Investment Balance and Available Cash (1)	$56,898,254,516
Less:	
▪ 50% of Discretionary Deposits (1)	($1,835,520,582)
Average Available Balance	$55,062,733,934
Multiplied by the Percent Available for Investment Over One Year	75%
Equals the Available Balance for Investment Over One Year	$41,297,050,451
Intermediate-Term (From 1 to 3 Years) ▪ One-third of the Available Balance for Investment	$13,765,683,484
Medium-Term and Long-Term (Greater Than 3 Years) ▪ Two-thirds of Available Balance for Investment (2)	$27,531,366,967

(1) 24 Month Average from December 2024 to November 2025.
(2) Any unused portion of the Medium-Term and Long-Term available balance may be used for Intermediate-Term investments.

APPROVED LIST OF MUNICIPAL OBLIGATIONS

1. Any obligation issued or caused to be issued by the County of Los Angeles on its behalf or on behalf of other Los Angeles County affiliates. If on behalf of other Los Angeles County affiliates, the affiliate must have a minimum rating of “A3” (Moody’s Analytics) or “A-” (S&P Global or Fitch Ratings). The maximum maturity is limited to 30 years.

2. Any short- or medium-term obligation issued by the State of California or a California local agency with a minimum Moody’s Analytics rating of “MIG-1” or “A2” or a minimum S&P Global rating of “SP-1” or “A.” Maximum maturity limited to five years.

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/25/2026
BOARD MEETING DATE	3/17/2026
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE
SUBJECT	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
PROGRAM	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☐ Yes ☒ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No
	If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No - Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	
COST & FUNDING	Total cost: $4,300,000 (all funds) $1,700,000 (NCC) Funding Source: The projected budgeted annual cost resulting from the recommended adjustment to the departmental salary articles is estimated to total $11,000 (all funds). Cost increases associated with the County Code amendments will be absorbed within the Adopted Budget for the affected department. No additional funding is required. If the nine (9) LACERA positions are filled, the estimated cost for the additional positions is $1,800,000. This could potentially result in future costs to the County in the form of increased employer contribution.
	TERMS (if applicable):
	Explanation:
PURPOSE OF REQUEST	
BACKGROUND (include internal/external issues that may exist including any related motions)	• Add two (2) new employee classifications for the DMH and Probation; • Change the title of three (3) represented classifications and one (1) non-represented classification; • Change the salary range of nine (9) non-represented classifications; • Delete four (4) non-represented classifications; • Reclassify 40 positions in DMH following a Financial Services Bureau (Phase II) – Accounting Division and Office of Medical Director Reorganization Studies; • Reclassify five (5) positions in Probation following a Procurement Services Reorganization Study; • Reclassify 148 positions in the Departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Chief Executive Officer (CEO), Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney, Economic Opportunity, Fire, Health Services, Human Resources, Internal Services, LA County Library, Medical Examiner, Mental Health, Parks and Recreation, Public Health, Public Social Services, Public Works, and Sheriff; • Extend negotiated bonuses to certain non-represented employees in the Sheriff Department; and • Adjust the staffing provision to reflect the addition of nine (9) positions at LACERA.
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ 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 March 17, 2026
General Reclass
Board Letter Summary

CEO Classification/Compensation Contact Information:
Alex Evans, Manager, (213) 893-2370, aevans@ceo.lacounty.gov
Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov

This Board Letter includes:

1. Add two (2) new employee classifications for the DMH and Probation;
2. Change the title of three (3) represented classifications and one (1) non-represented classification;
3. Change the salary range of nine (9) non-represented classifications;
4. Delete four (4) non-represented classifications;
5. Reclassify 40 positions in DMH following a Financial Services Bureau (Phase II) – Accounting Division and Office of Medical Director Reorganization Studies;
6. Reclassify five (5) positions in Probation following a Procurement Services Reorganization Study;
7. Reclassify 148 positions in the Departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Chief Executive Officer (CEO), Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney, Economic Opportunity, Fire, Health Services, Human Resources, Internal Services, LA County Library, Medical Examiner, Mental Health, Parks and Recreation, Public Health, Public Social Services, Public Works, and Sheriff;
8. Extend negotiated bonuses to certain non-represented employees in the Sheriff Department; and
9. Adjust the staffing provision to reflect the addition of nine (9) positions at LACERA.

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

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

ACTING CHIEF EXECUTIVE OFFICER
Joseph M. Nicchitta

"To Enrich Lives Through Effective and Caring Service"

DRAFT

March 17, 2026

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

Dear Supervisors:

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by adding two (2) new employee classifications; changing the title of three (3) represented classifications and one (1) non-represented classification; changing the salary range of nine (9) non-represented classifications; deleting four (4) non-represented classifications; reclassifying 40 positions in the Department of Mental Health (DMH); reclassifying five (5) positions in the Probation Department (Probation); reclassifying 148 positions in various County of Los Angeles (County) departments; amending a compensation provision; 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 two (2) new employee classifications for the DMH and Probation;
2. Change the title of three (3) represented classifications and one (1) non-represented classification;
3. Change the salary range of nine (9) non-represented classifications;
4. Delete four (4) non-represented classifications;
5. Reclassify 40 positions in DMH following a Financial Services Bureau (Phase II) – Accounting Division and Office of Medical Director Reorganization Studies;
6. Reclassify five (5) positions in Probation following a Procurement Services Reorganization Study;

7. Reclassify 148 positions in the Departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Chief Executive Officer (CEO), Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney, Economic Opportunity, Fire, Health Services, Human Resources, Internal Services, LA County Library, Medical Examiner, Mental Health, Parks and Recreation, Public Health, Public Social Services, Public Works, and Sheriff;
8. Extend negotiated bonuses to certain non-represented employees in the Sheriff Department; and
9. Adjust the staffing provision to reflect the addition of nine (9) positions at LACERA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification and compensation letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

New Employee Classifications

On May 2, 2023, the Board adopted a motion delegating authority to the CEO on Agenda Item 72-F (Constitutional and Optimal Levels of Care for Probation Youth) for the approval of salaries, positions, and persons to be employed by Probation in any newly created or modified existing classifications for the limited purpose of supporting the County's compliance with the California Board of State and Community Corrections regulations and the California Department of Justice Consent Decree, as they apply to the juvenile halls.

As a result of this delegated authority, CEO has created three (3) new classifications, Internal Affairs Investigator, Probation (Item No. 8639), Safety and Security Specialist (Item No. 2746), and Probation Assistant (Item No. 0874). On August 6, 2024, and

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October 8, 2024, your Board approved amendments to Section 6.28.050 – Tables of Classes of Positions with Salary Schedule and Level to add the three (3) new classifications previously created. A fourth new classification, Internal Affairs Manager, Probation (Item No. 8640), was created under this delegated authority and CEO worked with the Department of Auditor-Controller to create this new classification in the County's payroll system to expedite the recruitment of positions and meet regulatory requirements. With this Board letter, we are recommending to amend Section 6.28.050 – Tables of Classes of Positions with Salary Schedule and Level to add the Internal Affairs Manager, Probation classification (Attachment A).

Positions allocated to the new Internal Affairs Manager, Probation classification are peace officers assigned to Probation to manage and oversee the Internal Affairs Investigator, Probation classification, ensure the effective execution of investigative processes, and uphold the integrity, fairness, objectivity, and accountability of the Internal Affairs Bureau's operations. The Internal Affairs Manager, Probation will be primarily responsible for directing and providing operational leadership and strategic oversight of highly sensitive, confidential, and complex criminal and administrative investigations of alleged misconduct and/or violations of law by departmental and non-departmental employees, contractors, visitors, service providers, and clients under the purview of Probation.

We are recommending the establishment of a Supervising Training Coordinator, Mental Health (Item No. 1866) (Attachment A). The position will report to a higher-level manager and will supervise training coordinators responsible for the coordination and development of trainings designed to meet the clinical and non-clinical training needs of staff within DMH.

Title Change

We are recommending title changes to the Department of Military and Veterans Affairs' Veterans Claims classification series. The represented classifications will be updated as follows: Veterans Claims Assistant I (Item No. 8136) to Veterans Services Representative I; Veterans Claims Assistant II (Item No. 8137) to Veterans Services Representative II; and Veterans Claims Assistant III (Item No. 8142) to Veterans Services Representative III (Attachment A). Additionally, the non-represented classification of Supervisor, Veterans Claims (Item No. 8138) will be revised to Veterans Services Supervisor. The title changes for all listed represented classes have been approved by the Los Angeles County Employee Relations Commission. These new titles will more accurately represent the scope of work and the level of responsibility of these positions, highlighting their function as representatives who deliver comprehensive services to Veterans and their families.

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Salary Adjustment

We are recommending salary range adjustments for seven (7) non-represented Management Appraisal and Performance Plan (MAPP) classifications (Attachment A). Specifically, we are recommending salary range increases for executive positions in the departments of Consumer and Business Affairs and Military and Veterans Affairs. The justification for this recommendation is to reflect the difficultly recruiting qualified candidates for these positions, the increased demand in services and expanding role of each of these departments, and to establish a two-range differential between executive levels.

We are also recommending salary changes for two (2) non-represented classifications in the Mental Health Series, the Mental Health Program Manager (MHPM) I and II (Item Nos. 4740 and 4741) (Attachment A). Specifically, as a result of a study of these classes, we are recommending their movement from the Step Pay Plan into MAPP. Current incumbents will be placed on a step in the MAPP Tier II Salary Range that does not result in a loss in base salary. The MHPM I and II classes are responsible for the administration of mental health services programs for clinics, Service-Area based and Countywide programs or Countywide support services. We find that these management duties and responsibilities are consistent with the provisions of MAPP and therefore recommend inclusion of these classes in the Plan.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of four (4) non-represented classifications from the Classification Plan (Attachment A). The positions are vacant and the affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

DMH Financial Services Bureau (Phase II) and Office of Medical Director Reorganization Studies

We are recommending the reclassification of 30 positions within DMH. These reclassifications are being implemented in connection with Phase II of the Financial Services Bureau (FSB) reorganization. This reorganization and its associated reclassifications is designed to improve the operational effectiveness of the FSB by improving reporting structures, ensuring classifications are properly aligned with the work of the bureau's positions, and ultimately supporting the bureau's ability to respond to expanded workload demands associated with an increase in State mandates/demonstration projects and Board priorities (e.g., California Advancing and

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Innovating Medi-Cal; Behavioral Health Connect; Homelessness Emergency Response; and the impending overhaul of the Mental Health Services Act, which will transition to the Behavioral Health Services Act on July 1, 2026). The scope of this phase of the reorganization includes 18 position transfers and 30 position reclassifications (Attachment B).

We are recommending the reclassification of 10 positions within DMH's Office of the Medical Director. These reclassifications are being implemented in connection with the department's partial reorganization of its Office of the Medical Director. This partial reorganization and its associated reclassifications establish a managerial/clinical oversight layer that will help to ensure that the Medical Director has a manageable number of direct reports, as well as improve the managerial/clinical oversight of the department's expansive network of clinicians. The scope of this reorganization includes five (5) permanent position transfers and 10 position reclassifications (Attachment B).

Probation Department Procurement Services Reorganization Study

Probation is requesting to reorganize positions within their procurement operations to ensure optimal services in adult settings and juvenile institutions through a robust procurement organizational structure and skilled procurement staff. The subject Administrative Services Manager II position will be responsible for directing and overseeing departmentwide procurement operations, through subordinate supervisors, and ensuring the effective acquisition of goods and services in accordance with departmental goals and County policies and procedures. Procurement Assistant I (Item No. 2344) positions will perform journey-level functions in the procurement of equipment and services, while Procurement Assistant II (Item No. 2346) positions will independently perform specialized or complex procurement assignments.

Our office reviewed 15 positions, which resulted in the reclassification of five (5) positions assigned to the Procurement Services Section. Therefore, we recommend upward reallocation of the subject five (5) ordinance positions to two (2) Procurement Assistant I, two (2) Procurement Assistant II, and one (1) Administrative Services Manager II to better align with the duties performed and to support Probation's procurement operations (Attachment B).

Reclassifications

There are 148 positions in 21 departments that are being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately allocated in the recommended classes.

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Compensation Amendments

The Memoranda of Understanding for Bargaining Unit 621 includes an approximate 7.5 percent bonus for Public Response Dispatchers who have received Peace Officer Standards and Training (POST) Public Safety Dispatcher certification, effective January 1, 2019. Upon studying the impact of this bonus on the non-represented classification in this series, we are recommending a similar POST Certification Bonus of approximately 7.5 percent for the non-represented position of Head Sheriff Dispatcher, (Item No. 2454), within the departmental provision for the Sheriff Department.

LACERA Ordinance Adjustments

We are recommending approval of adjustments to the staffing provision of LACERA to reflect the addition of LACERA classifications that were established and approved by your Board on September 30, 2025. This includes one (1) Chief Ethics and Compliance Officer, LACERA (Item No. 0808) position and two (2) Deputy Chief Ethics and Compliance Officer (Item No. 0809) positions. In addition, we are recommending the approval of adjustments to the staffing provision of LACERA to reflect the addition of six (6) Disability Retirement Support Specialist, LACERA (Item No. 0790) positions.

The Ethics and Compliance positions will be located in LACERA's Ethics and Compliance Office and the Disability Retirement Support Specialist positions will be located in the Disability Retirement Services Division.

The Chief Ethics and Compliance Officer, LACERA position will be responsible for directing the development and implementation of a comprehensive ethics and compliance program to mitigate the risks related to ethical standards and to ensure compliance with laws, regulations, policies, and procedures applicable to LACERA's governance and operations, including pension administration, benefits, healthcare, and investments.

The Deputy Chief Ethics and Compliance Officer, LACERA positions will assist the Chief Ethics and Compliance Officer, LACERA, in overseeing and directing the ethics and compliance program for LACERA.

The Disability Retirement Support Specialist positions will provide administrative support to managers and supervisors by reviewing, researching, obtaining, and maintaining pertinent records from County employees, County departments, other entities and the courts, applicable to the processing of disability retirement claims and appeals.

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Implementation of Strategic Plan Goals

These recommended actions support the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal B – Diverse and Inclusive Workforce, Strategy 2 – Fairness and Equity.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from the recommended adjustment to the departmental salary articles is estimated to total $11,000 (all funds). Cost increases associated with the County Code amendments will be absorbed within the Adopted Budget for the affected department. No additional funding is required.

If the nine (9) LACERA positions are filled, the estimated cost for the additional positions is $1,800,000. This could potentially result in future costs to the County in the form of increased employer contribution.

The total cost resulting from the recommended reclassifications and salary adjustments is $4,300,000, and the net County cost portion is $1,700,000. Cost increases associated with the recommended actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

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

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

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

JOSEPH M. NICCHITTA
Acting Chief Executive Officer

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

Enclosures

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

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CLASSIFICATION PLAN CHANGES

ATTACHMENT A

CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Horizons/ Megaflex	8640	Internal Affairs Manager, Probation	N23	S10
Horizons/ Megaflex	1866	Supervisor Training Coordinator, Mental Health	NMO	111E

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

Item No.	Current Title	Recommended New Title
8136	Veterans Claims Assistant I	Veterans Services Representative I
8137	Veterans Claims Assistant II	Veterans Services Representative II
8142	Veterans Claims Assistant III	Veterans Services Representative III

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

Item No.	Current Title	Recommended New Title
8138	Supervisor, Veterans Claims	Veterans Services Supervisor

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CLASSIFICATION PLAN CHANGES

ATTACHMENT A

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

Item No.	Title	Current Salary Schedule and Level		Recommended Salary Schedule and Level	
1669	Chief, Consumer and Business Affairs Representative	N23	S9	N23	S11
1674	Chief Deputy Director, Consumer and Business Affairs	N23	R13	N23	R15
8144	Chief Deputy, Military and Veterans Affairs (UC)	N23	R9	N23	R13
1675	Deputy Director, Consumer and Business Affairs	N23	S10	N23	S13
1673	Deputy Director, Consumer and Business Affairs (UC)	N23	R10	N23	R13
8143	Director, Military and Veterans Affairs	N23	R12	N23	R15
1671	Director of Consumer and Business Affairs	N23	R15	N23	R17
4740	Mental Health Program Manager I	NMO	117H	N23	S11
4741	Mental Health Program Manager II	NMO	120H	N23	S12

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CLASSIFICATION PLAN CHANGES

ATTACHMENT A

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
9959	Assistant Director, District Attorney (UC)
1569	Director, Victim Services (UC)
0301	Executive Officer, Arboretum
0921	Staff Assistant, Commission for Children's Services

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DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

DEPARTMENT OF MENTAL HEALTH'S FINACIAL SERVICES BUREAU – REORGANIZATION STUDY (PHASE II)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
10	Accountant II Item No. 0647A NMO 92E Represented	10	Accountant III Item No. 0648A NMO 96G Represented
4	Accountant II Item No. 0647A NMO 92E Represented	4	Accounting Officer I Item No. 0656A NMO 98E Represented
1	Accountant III Item No. 0648A NMO 96G Represented	1	Accounting Officer I Item No. 0656A NMO 98E Represented
1	Accountant III Item No. 0648A NMO 96G Represented	1	Accounting Officer II Item No. 0657A NMO 103C Represented
1	Accounting Officer II Item No. 0657A NMO 103C Represented	1	Fiscal Officer I Item No. 0752A NMO 110B Non-Represented
4	Accounting Systems Technician Item No. 0665A NMO 96K Represented	4	Accounting Officer I Item No. 0656A NMO 98E Represented
5	Accounting Technician I Item No. 0642A NMO 83K Represented	5	Accountant I Item No. 0646A N4MO 87F Represented
2	Accounting Technician II Item No. 0643A NMO 87J Represented	2	Accountant I Item No. 0646A N4MO 87F Represented

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DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

DEPARTMENT OF MENTAL HEALTH'S FINACIAL SERVICES BUREAU – REORGANIZATION STUDY (PHASE II) (CONTINUED)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
1	Health Care Financial Analyst Item No. 0672A NMO 100F Non-Represented	1	Accounting Officer II Item No. 0657A NMO 103C Represented
1	Health Care Financial Analyst Item No. 0672A NMO 100F Non-Represented	1	Senior Accounting Systems Technician Item No. 0666A NMO 106J Non-Represented

DEPARTMENT OF MENTAL HEALTH'S OFFICE OF MEDICAL DIRECTOR REORGANIZATION STUDY

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
1	Chief of Psychiatry, Mental Health (UC) Item No. 4734A N42 E19 Non-Represented	1	Chief Mental Health Psychiatrist Item No. 4739A N42 E20 Non-Represented
4	Mental Health Psychiatrist Item No. 4735A N42 D15 Represented	4	Supervising Mental Health Psychiatrist Item No. 4737A N42 E17 Non-Represented
5	Supervising Mental Health Psychiatrist Item No. 4737A N42 E17 Non-Represented	5	Chief Mental Health Psychiatrist Item No. 4739A N42 E20 Non-Represented

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DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

PROBATION DEPARTMENT PROCUREMENT SERVICES REORGANIZATION STUDY

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
1	Procurement Assistant I Item No. 2344A NMO 87B Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
2	Procurement Aid Item No. 2343A NMO 83C Represented	2	Procurement Assistant II Item No. 2346A NMO 91B Represented
2	Procurement Aid Item No. 2343A NMO 83C Represented	2	Procurement Assistant I Item No. 2344A NMO 87B Represented

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DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented	1	Senior Typist-Clerk Item No. 2216A NMVO 80L Represented

The subject Intermediate Typist-Clerk position is assigned to the Agricultural Commissioner/Weights & Measures' Produce Quality Division, Fruit & Vegetable Quality Unit and reports to Deputy Agricultural Commissioner/Sealer. Specific duties include providing program information, responding to inquiries, issuing certificates, distributing service calls, processing data, and maintaining documents. Additionally, the subject position also assists in leading and training new clerical support staff with general functions such as handling incoming calls for appointments and inspections, and performing data entry of various specialized reporting in databases.

The duties and responsibilities of the subject position meet the classification criteria for Senior Typist-Clerk, performing highly specialized clerical duties requiring highly specialized knowledge. Therefore, we recommend upward reallocation of the subject position to Senior Typist-Clerk.

ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NMO 104G Represented

The subject Intermediate Typist-Clerk reports to the Information Technology (IT) Manager I, and is assigned to the Infrastructure Technical Support Section, IT Division, and will lead IT support staff in the section. The position's primary duties and responsibilities will include performing complex hardware and software upgrades, providing higher-level support for various applications, troubleshooting, diagnosing, and resolving hardware, software, and network connectivity issues, and conducting technical training sessions for

ANIMAL CARE AND CONTROL (CONTINUED)

end-users and IT staff. The duties and responsibilities of the subject position meet the classification criteria for Senior Information Technology Technical Support Analyst (SITTSA). Therefore, we recommend upward reallocation of the subject position to SITTSA.

ASSESSOR

No of Pos.	Present Classification	No of Pos.	Classification Findings
17	Geographic Information Systems Technician I Item No. 4419A NO 100G Represented	17	Geographic Information Systems Technician II Item No. 4411A NO 102G Represented
6	Geographic Information Systems Technician II Item No. 4411A NO 102G Represented	6	Geographic Information Systems Analyst Item No. 4413A NO 107D Represented
4	Supervising Geographic Information Systems Technician Item No. 4412A NO 107D Represented	4	Senior Geographic Information Systems Analyst Item No. 4414A NO 112C Represented

The 17 subject Geographic Information Systems Technician I positions are located in the Geographic Information Systems (GIS) Mapping Section of the Information Technology Division, Office of the Assessor. The positions are responsible for independently researching and interpreting complex parcel and boundary data; converting legal descriptions into GIS map representations; performing quality control reviews; and serving as technical resources for staff.

The duties and responsibilities of the subject positions meet the classification criteria for Geographic Information Systems Technician II, a journey-level classification responsible for independently performing complex GIS assignments and quality control functions. Therefore, we recommend upward reallocation of the subject positions to Geographic Information Systems Technician II.

ASSESSOR (CONTINUED)

The six (6) subject Geographic Information Systems Technician II positions are located in the GIS Mapping Section of the Information Technology Division, Office of the Assessor. The positions are responsible for managing enterprise geodatabases; performing advanced GIS analysis; developing interactive web maps and complex cartographic products; supporting emergency response operations; and providing expert technical information in legal proceedings.

The duties and responsibilities of the subject positions meet the classification criteria for Geographic Information Systems Analyst, a class responsible for professional GIS analysis, database accuracy, and development of advanced mapping and visualization products. Therefore, we recommend upward reallocation of the subject positions to Geographic Information Systems Analyst.

The four (4) subject Supervising Geographic Information Systems Technician positions are located in the GIS Mapping Section of the Information Technology Division, Office of the Assessor. The positions are responsible for performing advanced professional GIS analysis; designing and maintaining enterprise GIS databases; leading GIS application development projects; and representing the department in meetings and workgroups.

The duties and responsibilities of the subject positions meet the classification criteria for Senior Geographic Information Systems Analyst, a senior-level professional class responsible for advanced analytical functions, project leadership, and enterprise GIS development. Therefore, we recommend upward reallocation of the subject positions to Senior Geographic Information Systems Analyst.

CHIEF EXECUTIVE OFFICER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Analyst, CEO Item No. 0830A N35MO 121E Non-Represented	1	Manager, CEO Item No. 0845A N23 S15 Non-Represented
1	Program Specialist II, CEO Item No. 0816A NMO 103E Non-Represented	1	Analyst, CEO Item No. 0827A N35MO 105E Non-Represented

CHIEF EXECUTIVE OFFICER (CONTINUED)

1	Senior Secretary III Item No. 2102A NMO 92L Non-Represented	1	Management Secretary IV Item No. 2110A NMO 98L Non-Represented

The subject Principal Analyst, CEO position is assigned to the Classification Division within the Labor and Compensation Services Branch and will be responsible for managing a team of analysts for the division, providing strategic leadership, technical guidance, and operational oversight in the development, implementation, and maintenance of the organization's classification and compensation systems. The duties and responsibilities of the subject position meet the classification criteria for Manager, CEO. Therefore, we recommended upward reallocation of the subject position to Manager, CEO.

The subject Program Specialist II, CEO position is assigned to the Classification Division within the Labor and Compensation Services Branch and will be responsible for providing consultative services to departments; analyzing various budget, reclassification, and reorganizational requests from departments and preparing recommendations; and interpreting County policies and relevant Memoranda Of Understanding related to classification. The duties and responsibilities of the subject position meet the classification criteria for Analyst, CEO classification given the focus on professional support of specialized County functions. Therefore, we recommend upward reallocation of the subject position to Analyst, CEO.

The subject Senior Secretary III position is assigned to the Budget Policy and Revenue Realignment Branch within the Executive Office and will be responsible for providing secretarial and administrative support to the Branch Manager which includes coordinating scheduling and meeting logistics, organizing office priorities through regular check-ins, and directing communications to the appropriate departments or personnel. The duties and responsibilities of the subject position meet the classification criteria for Management Secretary IV given the need for full-time personal and confidential administrative secretarial assistance to the Branch Manager. Therefore, we recommend upward reallocation of the subject position to Management Secretary IV.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NMO 94L Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented
1	Administrative Assistant III Item No. 0889A NMO 98L Represented	1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented
1	Area Administrator, Child Support Services Item No. 1623A NMO 117B Non-Represented	1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented
1	Area Administrator, Child Support Services Item No. 1623A NMO 117B Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
1	Attorney IV, Child Support Services Item No. 9287A NMXO 126C Represented	1	Division Administrator, Child Support Services Item No. 1731A N23 S12 Non-Represented
2	Child Support Specialist III Item No. 1615A NMO 90E Represented	2	Public Information Associate Item No. 1607A NMO 96B Non-Represented

CHILD SUPPORT SERVICES (CONTINUED)

The subject Administrative Assistant II position reports to a Management Fellow and is located in the Office of Equity and Board Initiatives Section of the Executive Staff Division and conducts research, analyzes data, develops policies, and coordinates programs that enhance child support services. The duties include assisting with implementation of Board directed initiatives and motions; conducting research; analyzing data to create reports and presentations; developing and recommending policies, procedures, and practices to improve service delivery and operations; and engaging with stakeholders to advance departmental initiatives and mandates.

The duties and responsibilities of the subject position meet the classification criteria for Management Analyst, a classification that performs more complex analytical assignments that require independent development and recommendation of policies, programs, and procedures to address problems or improve operations. Therefore, we recommend upward reallocation of the subject position to Management Analyst.

The subject Administrative Assistant III position is located in the Administrative Services Bureau and is responsible for handling contracting and procurement functions and supervising lower-level staff. The duties include preparing solicitations, conducting bid evaluations, and making award recommendations; monitoring contractor's compliance with licensure and insurance requirements; and acting as operational liaison to departmental divisions. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I, a classification responsible for a full range of complex administrative assignments and significant analytical work. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

The subject Area Administrator, Child Support Services position is located in the Administrative Services Bureau and is responsible for managing, directing and planning the work for several sections of the Administrative Support Division. The duties include directing internal services support functions; overseeing the implementation of projects and initiatives; overseeing the development and implementation of policies and procedures; and establishing and monitoring performance expectations. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager III, a classification tasked with significant oversight, responsibility, and the management of complex departmental functions. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager III.

CHILD SUPPORT SERVICES (CONTINUED)

The subject Area Administrator, Child Support Services position is located in the Administrative Services Bureau and is responsible for managing the Contracts and Procurement Section. The duties include planning, directing, and evaluating the work of professional staff; developing, implementing, and evaluating plans and procedures to improve processes; analyzing complex administrative matters, and directing sensitive projects for management. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager II, a classification tasked with significant analytical and administrative responsibility over section staff. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager II.

The subject Attorney IV, Child Support Services position reports to a Head Attorney, Child Support Services and provides administrative direction and oversight for the Intergovernmental Division within the Child Support Services Department. The duties include planning and directing the work of subordinate managers; developing and implementing operational strategies; establishing workload priorities; developing statistical reports and project timelines; collaborating with executive leadership and external agencies; and participating in special projects. The responsibilities emphasize division-level administration rather than complex legal work. The duties and responsibilities of the subject position meet the classification criteria for Division Administrator, Child Support Services. Therefore, we recommend upward reallocation of the subject position to Division Administrator, Child Support Services.

The two (2) subject Child Support Specialist III positions report to a Senior Public Information Specialist in the Communications and Community Outreach Division and serve as departmental public information representatives responsible for maintaining communication and engagement programs, informing and educating the public, and expanding accessibility to services and support for families in need. Their duties include development and implementation of digital media; drafting and editing articles; managing internal communications; conducting community outreach and speaking engagements; and assisting with podcasts, video filming, and various special projects.

The duties and responsibilities of the subject positions meet the classification criteria for Public Information Associate, a classification that handles significant outreach and coordination engagement efforts to communicate departmental services. Therefore, we recommend upward reallocation of the subject positions to Public Information Associate.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NMO 105C Represented	1	Senior Information Systems Analyst Item No. 2593A NMO 112F Non-Represented

The subject Information Systems Analyst II position reports directly to Principal Information Systems Analyst located within the Mega Bureau, Business and Information Systems Division, Project Management Office, LRS/APEX Unit. The subject position serves as a project lead and assists systems development by creating complex design specifications and collecting requirements from program managers and requesters through stakeholder meetings. The position tests and debugs complex web/mobile applications to create new business Applications, Power-BI Reports, and interfaces. In addition, the position develops work plans and technical documents covering system architecture, conversion, integration testing, and implementation of a complex system. The position performs identification, analysis, and resolution of issues and bugs of complex applications.

The duties and responsibilities of the subject position meet the classification criteria for Senior Information Systems Analyst, a class which is responsible for performing specialized information systems analysis and providing expertise in one or more areas of systems analysis. In addition, incumbents may function as a team leader or coordinator. Therefore, we recommend upward reallocation of the subject position to Senior Information Systems Analyst.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Community Center Director I Item No. 8168A NMO 102E Non-Represented	2	Community Center Director II Item No. 8169A NMO 106E Non-Represented
1	Consumer and Business Affairs Representative III Item No. 1664A NMO 97H Represented	1	Program Manager I Item No. 0977A NMO 101A Non-Represented

The two (2) subject Community Center Director I positions are assigned to the department's Community and Consumer Services Bureau, report to a Human Services Administrator II, and are assigned to the South Whittier Community Resource Center (SWCRC) and the Altadena Community Center (ACC), respectively. The SWCRC has expanded its services across multiple cities and nearby unincorporated areas and encompasses programs and initiatives focused on areas such as economic mobility, housing assistance, immigration, mental and physical health, and youth services. The ACC currently functions primarily as a Temporary Survivor Support location in response to the Eaton Fire, where the subject position at this location oversees daily operations, coordinates program activities, and directly manages a range of services offered to the community during this critical recovery period. The expanded changes to both assignments are expected to be long term and ongoing. The duties and responsibilities of the subject positions meet the classification criteria for Community Center Director II. Therefore, we recommend upward reallocation of the subject positions to Community Center Director II.

The subject Consumer and Business Affairs Representative III position is assigned to the department's Housing and Tenant Protections Bureau and supports the Habitability Section overseeing the Rent Escrow Account Program. Duties of this position include data analysis and making recommendations for changes and work procedures that support the section; ensuring compliance with applicable laws and Board mandates; and improving program efficiency and effectiveness through enhanced case management. The duties and responsibilities of the subject position meet the classification criteria for Program Manager I. Therefore, we recommend upward reallocation of the subject position to Program Manager I.

ATTACHMENT C

DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Secretary V Item No. 2104A NMO 96L Non-Represented	1	Senior Management Secretary V Item No. 2118A NMO 104L Non-Represented

The subject Senior Secretary V position reports to a Bureau Chief, District Attorney (DA) (UC) for the Support and Special Projects Branch, comprised of the Prosecution Support Operations Bureau (includes Justice System Integrity, Post-Conviction Litigation, Mental Health, and Writs & Appeals) and Training & Special Projects Bureau (includes Training, Task Forces, and Advisory Boards). In providing confidential secretarial support to Assistant DA, the subject position screens and directs calls, schedules appointments, organizes conferences and speaking engagements, and maintains the Assistant DA's calendar; responds to correspondence and independently composes letters, memos, and other documents with or without dictation; assists in coordinating the recruitment of incoming Deputy DA's and supports staffing needs within the Branch; monitors pending matters and tracks their status to provide updates and identify potential delays; handles routine inquiries and projects and maintains office files and records, including those of a confidential nature; and recognizes the need for revisions in office, clerical, and secretarial procedures and makes recommendations regarding such changes.

Per classification standards, all Secretarial Group classes perform duties composed of essentially the same basic activities and operations; the level of secretary allocated is related primarily to the level of manager served. The duties and responsibilities of the subject position meet the classification criteria for Senior Management Secretary V, which in the DA's Office is distinguished from the Senior Secretary V by its provision of secretarial support to Bureau Chief, DA (UC) positions that function in the capacity of Assistant DAs to oversee the operations of a Branch. Therefore, we recommend upward reallocation of the subject position to Senior Management Secretary V.

ECONOMIC OPPORTUNITY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented	1	Senior Application Developer Item No. 2525A NMO 110C Represented

The subject Administrative Services Manager I position performs a wide range of application development-related duties in the Information Technology Division, including analysis, design, evaluation, development, coding, testing and maintenance of the department's critical application systems, which directly support its programs and operations. Incumbents in the Senior Application Developer class generally report to and work under direction of an information technology supervisor or manager and apply in-depth knowledge of structured program design concepts and may act as a project lead, providing technical guidance to entry and journey-level application developers and other technology staff. The duties and responsibilities of the subject position meet the classification criteria for Senior Application Developer. Therefore, we recommend upward reallocation of the subject position to Senior Application Developer.

FIRE – HEALTH HAZARDOUS MATERIALS DIVISION

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Senior Typist-Clerk Item No. 2216A NMVO 80L Represented	3	Secretary III Item No. 2096A NMVO 84J Represented

The subject three (3) Senior Typist-Clerk positions provide full-time secretarial assistance to administrative support positions within the Health Hazardous Materials Division that are responsible for effectively managing the operations and activities of a section. The level of secretary allocated is primarily related to the level of supervisor served. The duties and responsibilities of the subject positions meet the classification criteria for Secretary III. Therefore, we recommend upward reallocation of the subject positions to Secretary III.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

HEALTH SERVICES – LOS ANGELES GENERAL MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Nurse Manager Item No. 5286A N41 R16 Non-Represented	1	Clinical Nursing Director III Item No. 5300A N23 S16 Non-Represented

The subject Nurse Manager position provides executive-level nursing leadership and strategic oversight for both Ambulatory Specialty Clinics and Psychiatric/Behavioral Medicine Inpatient Units at Los Angeles General Medical Center (LA General). This role is essential in ensuring that nursing care and operations support the department's mission to deliver safe, high-quality, and patient-centered services across a wide range of specialty and behavioral health settings. Specific duties include providing clinical and administrative oversight for the Adult and Pediatric Ambulatory Care Specialty Clinics, Inpatient Behavioral Medicine Unit, Adult and Pediatric Psychiatric Inpatient Units, and Psychiatry Emergency Department at LA General, which includes supervision of over 580 more Full Time Equivalent nursing employees; leading the integration of nursing philosophy, professional standards, ethics, and organizational goals across all clinical and administrative operations; serving as a key member of the executive nursing management team under the direction of the Chief Nursing Officer; providing strategic leadership and oversight for multiple inpatient and ambulatory nursing services, with delegated authority to implement policies, guide operations, and allocate resources; exercising administrative and technical supervision over Nurse Managers, Clinical Nurse Specialists, and designated clinical and support staff, delegating day-to-day responsibilities while maintaining accountability for patient safety, quality outcomes, staffing effectiveness, and fiscal responsibility; leading nursing workforce management initiatives, including recruitment, staffing, and retention strategies to maintain optimal skills and staffing levels; and leading and directing budget development for multiple large areas of responsibility, ensuring alignment with organizational financial goals and priorities.

The duties and responsibilities of the subject position meet the classification criteria for Clinical Nursing Director III (CNDIII). The studied position primarily is responsible for executive level duties such as directing various layers of nursing leadership, ensuring compliance with regulations and accreditation, managing staffing and resource allocation, and leading the development and implementation of nursing policies, evidence-based protocols, and quality improvement initiatives. This position is critical for integrating system-wide priorities, enhancing patient safety outcomes, and ensuring the effective delivery of comprehensive specialty and behavioral health services across high-volume,

HEALTH SERVICES – LOS ANGELES GENERAL MEDICAL CENTER (CONTINUED)

high-acuity service lines. Therefore, we recommend upward reallocation of the subject position to CNDIII.

HEALTH SERVICES – RADIOLOGY DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
Ambulatory Care Network			
15	Radiologic Technologist Item No. 5798A NMO 100H Represented	15	Mammography Technologist Item No. 5795A NMO 102H Represented
3	Radiologic Technologist Item No. 5798A NMO 100H Represented	3	Mammography Technologist, Special Procedures Item No. 5796A NMO 104H Non-Represented
1	Supervising Radiologic Technologist II Item No. 5810A NMO 110A Represented	1	Supervising Mammography Technologist Item No. 5797A NMO 108A Non-Represented
Harbor Care South			
5	Radiologic Technologist Item No. 5798A NMO 100H Represented	5	Mammography Technologist, Special Procedures Item No. 5796A NMO 104H Non-Represented
1	Supervising Radiologic Technologist I Item No. 5804A NMO 106A Represented	1	Supervising Mammography Technologist Item No. 5797A NMO 108A Non-Represented

HEALTH SERVICES – RADIOLOGY DEPARTMENT (CONTINUED)

Los Angeles General Medical Center			
10	Radiologic Technologist Item No. 5798A NMO 100H Represented	10	Mammography Technologist, Special Procedures Item No. 5796A NMO 104H Non-Represented
1	Supervising Radiologic Technologist I Item No. 5804A NMO 106A Represented	1	Supervising Mammography Technologist Item No. 5797A NMO 108A Non-Represented
Olive View-UCLA Medical Center			
2	Radiologic Technologist Item No. 5798A NMO 100H Represented	2	Mammography Technologist, Special Procedures Item No. 5796A NMO 104H Non-Represented
1	Radiologic Technologist Item No. 5798N NMO 100H Represented	1	Mammography Technologist, Special Procedures Item No. 5796A NMO 104H Non-Represented
1	Supervising Radiologic Technologist I Item No. 5804A NMO 106A Represented	1	Supervising Mammography Technologist Item No. 5797A NMO 108A Non-Represented

The Department of Health Services (DHS) requested to reallocate the existing levels for positions assigned to perform mammography procedures to help support DHS' mammography operations and aid in streamlining imaging services across the department. As such our office reviewed 40 positions, which has resulted in the reallocation of 40 positions to the newly established classifications of Mammography Technologist, Mammography Technologist, Special Procedures, and Supervising Mammography Technologist which were approved by the Board of Supervisors on April 4, 2023, and January 23, 2024.

HEALTH SERVICES – RADIOLOGY DEPARTMENT (CONTINUED)

Therefore, we recommend the implementation of the staffing levels for positions assigned to perform mammography procedures and the reallocation of 40 positions which are located with in various units.

HEALTH SERVICES – RANCHO LOS AMIGOS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Central Services Technician II Item No. 5083A NMO 78B Represented	1	Central Services Supervisor I Item No. 5077A NMO 80F Represented

The subject Central Services Technician II position is assigned to the Rancho Los Amigos National Rehabilitation Center's Central Services Section (CSS) and will report to the Supervising Staff Nurse I. Specific duties include serving as a supervisor and team leader for the CSS, overseeing the day-to-day operations and supervising the Central Services Technician (CST) IIs in the section, exercising the full scope of administrative and technical supervision. Additionally, the subject position trains staff on sterile procedures, equipment and software used in processing instruments, oversees the operations and troubleshoots the cleaning, disinfection, and sterilization of equipment. The position also manages and maintains quality indicator reports and efficiency tasks to comply with infection control protocols.

The duties and responsibilities of the subject position meet the classification criteria for Central Service Supervisor I, providing supervision to a group of CSTs in performing their work. Therefore, we recommend upward reallocation of the subject position to Central Service Supervisor I.

HUMAN RESOURCES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Human Resources Analyst III Item No. 1912A NMO 109E Non-Represented	1	Human Resources Analyst IV Item No. 1913A NMO 115E Non-Represented
1	Principal Personnel Assistant Item No. 1893A NMO 101L Non-Represented	1	Human Resources Analyst IV Item No. 1913A NMO 115E Non-Represented

The subject Human Resources Analyst III position reports to a Principal Analyst (PA), Human Resources and is assigned to the Deferred Income Unit (DIU). The position is responsible for highly complex analyses of Countywide benefit programs related to deferred income savings, Unemployment Insurance Program, Medicare Secondary Payer Program, and Split Dollar Life Insurance Program.

The duties and responsibilities of the subject position meets the classification criteria for Human Resources Analyst (HRA) IV, as the position will be performing highly complex analysis for DIU and assisting the PA in the supervising of subordinate analysts. Therefore, we recommend upward reallocation of the subject position to HRA IV.

The subject Principal Personnel Assistant position reports to a Principal Analyst, Human Resources and is assigned to the Countywide Talent Assessment Division's (CTAD) Employment Information Services Office. The position is responsible for managing Countywide exam administration and providing services such as exam planning, exam maintenance, exam proctoring, vendor coordination for proctor and facility rental, exam review, and exam billing.

The duties and responsibilities of the subject position have changed due to CTAD's workforce evolved and improved planning model on testing modalities and systems, which require higher-level analysis of exam operations. The subject position meets the classification criteria for Human Resources Analyst (HRA) IV, as the position will be performing highly complex analysis Countywide exam programs in Employment Information Services Office (EISO) and assisting the PA in the supervising of subordinate staff. Therefore, we recommend upward reallocation of the subject position to HRA IV.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Account Clerk II Item No. 0578A NMVO 80H Represented	1	Accountant II Item No. 0647A NMO 92E Represented
1	Accounting Systems Technician Item No. 0665A NMO 96K Represented	1	Accountant III Item No. 0648A NMO 96G Represented
1	Application Developer II Item No. 2521A N2MO 105D Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
1	Construction and Repair Laborer Item No. 6601A NMO 77D Represented	1	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented
1	Custodian Item No. 6774A N2MO 72H Represented	1	Pest Exterminator Item No. 0048A NMO 83D Represented
1	Electrician Item No. 6471A F Represented	1	Refrigeration Mechanic Item No. 7745A F Represented
1	Intermediate Typist-Clerk Item No. 2214A NMVO 76F Represented	1	Management Analyst Item No. 1848A NMO 99E Non-Represented

INTERNAL SERVICES (CONTINUED)

1	Network Systems Administrator I Item No. 2558A NMO 102G Represented	1	Administrative Services Manager II Item No. 1003A NMO 109D Non-Represented
1	Network Systems Administrator I Item No. 2558A NMO 102G Represented	1	Administrative Manager X, ISD Item No. 1078A NMO 116L Non-Represented
1	Secretary III Item No. 2096A NMVO 84J Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NMO 93B Non-Represented
2	Senior Application Developer Item No. 2525A NMO 110C Represented	2	Administrative Manager X, ISD Item No. 1078A NMO 116L Non-Represented
1	Senior Information Technology Aide Item No. 2585A NMO 91B Represented	1	Staff Assistant III Item No. 0915A NMO 98C Represented
1	Staff Assistant I Item No. 0907A NMO 86F Represented	1	Administrative Assistant II Item No. 0888A NMO 94L Represented
1	Supervising Telecommunications Systems Engineer Item No. 3530A N40 120L Represented	1	Telecommunications Systems Consulting Engineer Item No. 3531A N40 120L Represented

INTERNAL SERVICES (CONTINUED)

The duties and responsibilities of the subject Account Clerk II position will include accounting tasks related to budget preparation and analysis; compiling, evaluating, and reconciling complex operating statements; and conducting final accounting for various projects. Based on the scope and nature of the duties, the work aligns with the classification of Accountant II. Positions allocated to this classification are responsible for performing a full range of professional accounting and auditing functions, including the preparation, analysis, review, maintenance, and reconciliation of financial records. Therefore, we recommend upward reallocation of the subject position to Accountant II.

The subject Accounting Systems Technician position is assigned to the Billing Section of the Finance Division and performs complex expenditure accounting assignments. Duties include supervising, leading, and training subordinate accounting staff; reviewing and approving complex expenditure accounting assignments including reconciliation between Countywide Utilities Billing System and Countywide eCAPS financial system; and advising, consulting, and making recommendations to management on matters that impact the unit financial operations. The work performed is consistent with the class of Accountant III. Positions allocated to this class perform responsible and complex professional accounting and auditing work in the preparation, analysis, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting. Incumbents supervise professional lower-level accounting staff. Therefore, we recommend the lateral reallocation of the subject position to Accountant III.

The subject Application Developer II position will report to a Section Manager, Administration ISD and will supervise lower-level analysts. Duties of the position include overseeing financial portfolios; supporting clean energy programs; overseeing all Energy Division reporting; and managing third party and subcontractor negotiations of contract development and contract changes. Incumbents in the class of Administrative Services Manager II supervise a unit of analysts responsible for performing a full range analytical assignments and make recommendations on complex issues which directly impact departmental programs and administrative operations. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager II. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager II.

INTERNAL SERVICES (CONTINUED)

The subject Construction and Repair Laborer position is located in the Support Section of the Maintenance and Operations Division. Duties include preparing spreadsheets; scheduling service dates for County facilities and notifying departments on the service dates; and typing procurement requests in the Procurement Tracking System for each facility and following up to ensure that purchase orders have been processed. The duties and responsibilities of the subject position meet the classification criteria for Intermediate Typist-Clerk. Positions allocated to this class perform skilled typing work and specialized clerical duties. Therefore, we recommend lateral reallocation of the subject position to Intermediate Typist-Clerk.

The subject Custodian position will perform work in the eradication and control of insects and rodents at County facilities. Duties of the position include handling pesticide tank sprayers; conducting inspections and assessments; identifying conditions conducive to infestation; recommending methods to eliminate infestations; and designing ongoing pest prevention programs. Incumbents in the class of Pest Exterminator work independently inspecting County facilities to identify infestations and applying appropriate eradication procedures. The duties and responsibilities of the subject position meet the classification criteria for Pest Exterminator. Therefore, we recommend the upward reallocation of the subject position to Pest Exterminator.

The subject Electrician position is assigned to the Energy Management Systems Section of the Energy Management Division and is responsible for performing journey-level installation, maintenance, and repair of refrigeration machinery, heating and cooling systems, and to ensure the components are in compliance with legal requirements and safety codes. The duties and responsibilities of the subject position meet the classification criteria for Refrigeration Mechanic. Positions allocated to this class perform journey-level refrigeration, air conditioning, heating, and ventilation tasks in accordance with standard trade practices. Therefore, we recommend the lateral reallocation of the subject position to Refrigeration Mechanic.

The subject Intermediate Typist-Clerk position is assigned to the Performance/Equity and Employee Relations Section of the Human Resources Division and functions as the central point of contact for all general litigation and claims matters against the department in collaboration with County Counsel, private attorneys, and/or Third-Party Administrator. Duties of the position include researching, compiling, and reviewing County contracts, certificates of liability insurance, Memoranda of Understanding (MOU), and accident investigation reports, and interacting and consulting with management on complex cases and developing action plans. The duties and responsibilities of the subject position meet the classification criteria for Management Analyst. Positions allocated to this class perform a variety of analytical, technical, and/or confidential and sensitive assignments in core functional areas of human resources, contract development, and administration.

INTERNAL SERVICES (CONTINUED)

Therefore, we recommend the upward reallocation of the subject position to Management Analyst.

The subject Network Systems Administrator I position will report to a Section Manager, Administration ISD and will supervise lower-level analysts. Duties of the position include the preparation of grant related reports; planning, analyzing, and monitoring the annual budget for the service; and preparing financial projection reports. Incumbents in the class of Administrative Services Manager II supervise a unit of analysts responsible for performing a full range of analytical assignments and make recommendations on complex issues which directly impact departmental programs and administrative operations. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager II. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager II.

The subject Network Systems Administrator I position and two (2) Senior Application Developer positions will report to an Administrative Manager XIII, ISD. Duties of the positions include program management; strategic oversight for energy efficiency initiatives; coordinating and leading educational events; identifying program opportunities for energy savings; and providing progress reports to management. Incumbents in the class of Administrative Manager X, ISD assist divisions within ISD by developing, implementing, and supervising various programs and activities or act as a special assistant or technical expert to the head of the department or to a senior manager in a service. The duties and responsibilities of the subject position meet the classification criteria for Administrative Manager X, ISD. Therefore, we recommend upward reallocation of the subject positions to Administrative Manager X, ISD.

The subject Secretary III position is assigned to the Staffing Services Section of the Human Resources Division and is responsible for assisting human resources staff with a variety of Exam and Classification technical personnel related work. Duties of the position include assisting exam analysts with pre-examination planning, application review, test administration, and post-examination review; preparing and publishing exam related announcements on the department career site; and providing support to classification analysts with class specification revisions, reclassifications, realignments, and reorganization studies. The duties and responsibilities of the subject position meet the classification criteria for Senior Departmental Personnel Assistant. Positions allocated to this class assist technical human resources staff in carrying out the personnel program of a County department including assisting with exam preparation and review and assisting with various classification work. Therefore, we recommend upward reallocation of the subject position to Senior Departmental Personnel Assistant.

INTERNAL SERVICES (CONTINUED)

The subject Senior Information Technology Aide position will provide administrative support to the management and customers of the four (4) Branches of the Information Technology Service (ITS) to resolve a variety of budget, financial and procurement related issues. Duties of the position include analyzing and making recommendations to managers to solve highly complex organizational issues and supporting managers in completing their annual budget request. Incumbents in the class of Staff Assistant III assist a deputy director of a large County department by defining, analyzing, and making recommendations for the solution of highly complex operating, budgetary and organizational problems and participating in the implementation of recommendations. The duties and responsibilities of the subject position meet the classification criteria for Staff Assistant III. Therefore, we recommend upward reallocation of the subject position to Staff Assistant III.

The subject Staff Assistant I position is assigned to the Energy and Environmental Policy Section of the Environmental Initiatives Division and reports to an Administrative Services Manager I. Duties of the position include managing fund requests, coordinating contractors, updating rates, overseeing subcontractor invoicing, analyzing financial reports, reconciling budgets, and generating data-driven reports to support division and Program Managers in decision-making and budget planning. The duties and responsibilities of the subject position meet the classification criteria for Administrative Assistant II. Positions allocated to this class function as administrative generalists analyzing and making recommendations for the solution of a variety of operational problems having significant consequences in terms of cost, efficiency or public service. Therefore, we recommend upward reallocation of the subject position to an Administrative Assistant II.

The subject Supervising Telecommunications Systems Engineer position is assigned to the Unified Communications Engineering Section of the Communications Engineering Division within the Information Technology Service. The position is responsible for planning, developing, designing, and implementing telecommunication systems for all Los Angeles County departments. The position also serves as the technical consultant and project manager for departments in establishing overall system operational requirements. The duties and responsibilities of the subject position meet the classification criteria for Telecommunications Systems Consulting Engineer. Positions allocated to this class serve as technical consultants to the departments in which the system will be used during the development and implementation process and are responsible for a very large and complex telecommunications project including countywide telecommunications technologies. Therefore, we recommend the lateral reallocation of the subject position to Telecommunications Systems Consulting Engineer.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

LA COUNTY LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NMO 98L Represented	1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented

The subject Administrative Assistant III position is assigned to the Human Resources Development Division and reports to an Administrative Services Manager (ASM) II. The subject position performs highly complex analyses related to classification and compensation studies, departmentwide reorganizations, job analysis, job evaluation, and provides recommendations and proposal for organizational infrastructure.

The duties and responsibilities of the subject position meet the classification criteria for ASM I. Therefore, we recommend upward reallocation of the subject position to ASM I.

MEDICAL EXAMINER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accountant II Item No. 0647A NMO 92E Represented	1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented

The subject Accountant II reports to the Departmental Finance Manager I and is assigned to the Accounting Division. The position's primary duties and responsibilities will include the performance of highly complex analytical functions such as assisting with budget preparation, gathering and analyzing financial data, preparing budget drafts, updating the budget systems, and ensuring that all budgetary changes, adjustments, and revisions are accurately recorded and tracked. This position will also review and perform revenue, cost, trust, and expenditure accounting, including the preparation of financial reports. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I, a class that independently performs a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations.

MEDICAL EXAMINER (CONTINUED)

Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Clinical Psychologist II Item No. 8697A N2MO 112G Represented	2	Senior Data Scientist Item No. 1764A NMO 116K Non-Represented
1	Health Program Analyst II Item No. 4729A NMO 109E Non-Represented	1	Predictive Data Analyst Item No. 1762A NMO 108C Non-Represented
1	Supervising Psychologist Item No. 8712A N2MO 114C Represented	1	Data Scientist Supervisor Item No. 1765A NMO 118K Non-Represented

The two (2) subject Clinical Psychologist II, one (1) subject Health Program Analyst II, and one (1) Supervising Psychologist positions are being recommended for reclassification within the Department of Mental Health's Clinical Informatics Unit. These reclassifications are being implemented in connection with the department's centralization of its clinical informatics operation. The reclassification of the four (4) positions will ensure that the classifications of these positions are properly aligned with their clinical informatics-related duties and responsibilities for Senior Data Scientist, Predictive Data Analyst and Data Scientist Supervisor respectively. Therefore, we recommend upward reallocation of two (2) Clinical Psychologist II to Senior Data Scientist, one (1) Health Program Analyst II to Predictive Data Analyst and one (1) Supervising Psychologist to Data Scientist Supervisor.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Arboretum Gardener Item No. 0282A NMO 78A Represented	1	Arboretum Gardener Item No. 0283A NMO 82C Represented
1	Helper, Electrical Item No. 6349A NO 80J Represented	1	Electrician Item No. 6471A F Represented
2	Park Planning Assistant Item No. 4099A NO 99L Represented	2	Park Planner Item No. 4103A NO 105L Represented
1	Plumber Item No. 7269A F Represented	1	Electrician Item No. 6471A F Represented
1	Real Property Agent I Item No. 2057A NO 97B Represented	1	Real Property Agent II Item No. 2058A NO 104B Represented

The subject Assistant Arboretum Gardener position reports to Senior Arboretum Gardener and is assigned to the Los Angeles County Arboretum and Botanical Garden's Visitor Plaza. In this role, the subject position supports the maintenance of a designated plant section within the Visitor Plaza. The duties and responsibilities of the subject position meet the classification criteria for Arboretum Gardener, a classification responsible for performing skilled gardening work and maintaining one (1) or more planted section of a designated geographical region. Therefore, we recommend upward reallocation of the subject position to Arboretum Gardener.

PARKS AND RECREATION (CONTINUED)

The subject Helper, Electrical position reports to an Electrical Working Supervisor, assigned to the North Agency's Construction Division, and performs journey-level electrical work, which includes the maintenance and diagnostics of closed-circuit television, intrusion alarm systems, splash pads, electronic pumps for swimming pools, and maintenance of sports field lighting.

The duties and responsibilities of the subject position meet the classification criteria for Electrician. Therefore, we recommend upward reallocation of the subject position to Electrician.

The two (2) subject Park Planning Assistant positions report to a Departmental Facilities Planner II in the Planning and Development Agency and works alongside Park Planners performing project management over various parks, trails, and park developments; collaborating with various internal and external agencies for grant writing, space planning, and habitat maintenance; and performing logistical maintenance for repairs and inspections of parks, trails, and various facilities. The duties and responsibilities of the subject positions meet classification criteria for Park Planner, a journey-level classification responsible for providing recommendations and has responsibilities over parks, trails, and recreational facilities. Therefore, we recommend upward reallocation of the subject positions to Park Planner.

The subject Plumber position reports to Electrician Supervisor and is assigned to the East Agency's Construction Division. The subject position performs journey-level electrical work, which includes the maintenance and diagnostics of closed-circuit television and alarm systems, energy-efficient electrical wiring upgrades for modernization, and preservation of variable-speed heating, ventilation, and air conditioning and pump systems.

The duties and responsibilities of the subject position meet the classification criteria for Electrician. Therefore, we recommend lateral reallocation of the subject position to Electrician.

The subject Real Property Agent I position reports to a Departmental Facilities Planner II and handles a wide range of real estate related tasks, such as evaluating proposals of parks, open space, land acquisitions, annexations, and new developments; preparing legal property documents; and preparing research for land acquisitions, easements, lease permits, and licensure agreements. In this role, the subject position supports the Planning and Development Agency in performing a full range of real property assessment and processing. The duties and responsibilities of the subject position meet classification criteria for Real Property Agent II, a classification responsible for performing independent journey-level work for real property assignments. Therefore, we recommend upward reallocation of the position to Real Property Agent II.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

PUBLIC HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
6	Area Administrator, Public Health Item No. 4622A NMO 114D Non-Represented	6	Senior Staff Analyst, Health Item No. 4594A NMO 116F Non-Represented
8	Community Health Worker Item No. 8103A NRO 75G Represented	8	Supervising Community Health Worker Item No. 8106A NRO 82J Represented
1	Health Program Manager I Item No. 4541N N23 S11 Non-Represented	1	Health Program Manager II Item No. 4542N N23 S12 Non-Represented
1	Pharmacy Helper Item No. 5501A NMO 78F Represented	1	Pharmacy Technician Item No. 5504A NMO 83J Represented
1	Principal Information Systems Analyst Item No. 2594N NMO 116J Non-Represented	1	Senior Staff Analyst, Health Item No. 4594N NMO 116F Non-Represented

The six (6) subject Area Administrator, Public Health positions are responsible for various regions within the department's Service Planning Areas and oversees the development, implementation, and evaluation of public health programs and community outreach activities targeting diverse populations throughout Los Angeles County. The subject positions' primary responsibility include supervising professional employees in the research, analysis, and preparation of recommendations regarding the use and deployment of resources as well as the implementation and improvement of operations and programs having department-wide impact. The duties and responsibilities of the subject positions meet the classification criteria for Senior Staff Analyst, Health.

PUBLIC HEALTH (CONTINUED)

Therefore, we recommend the upward reallocation of the subject positions to Senior Staff Analyst, Health.

The eight (8) subject Community Health Worker positions are assigned to various Service Planning Areas and provide highly responsible technical, field, and supervision services to diverse regions throughout Los Angeles County. The subject positions' primary duties and responsibilities include supervising a team of Community Health Workers, overseeing community discussions to determine the best course of action to meet community needs, leading efforts to provide public health resources and information to the public, and ensuring compliance with departmental as well as grant requirements and standards. The duties and responsibilities of the subject positions meet the classification criteria for Supervising Community Health Worker. Therefore, we recommend the upward reallocation of the subject positions to Supervising Community Health Worker.

The subject Health Program Manager I position is assigned to the Office of Violence Prevention and directs all the program's planning, organization, development, implementation, and evaluation. The size and scope of the Office of Violence Prevention expanded considerably with the recent addition and/or expansion of programs such as firearm safety, suicide prevention, gender-based violence, and sexual assault. The duties and responsibilities of the subject position meet the classification criteria for Health Program Manager II with the increase of staff, intricacies of the budget, and increasing number and scale of contracts and grants since the position was established in 2019. Therefore, we recommend the upward reallocation of the subject position to Health Program Manager II.

The subject Pharmacy Helper position is assigned to the Pharmacy Unit and provides highly responsible technical and pharmaceutical services to support the Pharmacy Services Chief II and the program. The subject position's primary duties and responsibilities include assisting the Pharmacy Services Chief II with dispensing medications, processing prescriptions or physician drug orders, maintaining inventory of pharmacy stock, assisting pharmacy staff and clinicians with identifying medications, and entering patient and prescription data into the Online Real-Time Centralized Health Information Database. The duties and responsibilities of the subject position meet the classification criteria for Pharmacy Technician. Therefore, we recommend the upward reallocation of the subject position to Pharmacy Technician.

PUBLIC HEALTH (CONTINUED)

The subject Principal Information Systems Analyst position is assigned to Acute Communicable Disease Control and is responsible for analyzing complex data, identifying trends, and making recommendations to enhance public health surveillance systems; developing and implementing new technologies to improve surveillance capabilities; and supervising a team of analysts, provide training, and ensure compliance with relevant standards and regulations. The duties and responsibilities of the subject position meet the classification criteria for Senior Staff Analyst, Health. Therefore, we recommend the upward reallocation of the subject position to Senior Staff Analyst, Health.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accountant II Item No. 0647A NMO 92E Represented	1	Accounting Officer I Item No. 0656A NMO 98E Represented
1	Accountant III Item No. 0648A NMO 96G Represented	1	Accounting Officer II Item No. 0657A NMO 103C Represented
1	Accounting Officer II Item No. 0657A NMO 103C Represented	1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented
1	Accounting Officer II Item No. 0657A NMO 103C Represented	1	Senior Accounting Systems Technician Item No. 0666A NMO 106J Non-Represented
1	Human Services Administrator III Item No. 8023A NMO 119C Non-Represented	1	Administrative Services Manager III Item No. 1004A NMO 119C Non-Represented

PUBLIC SOCIAL SERVICES (CONTINUED)

1	Secretary IV Item No. 2097A NMVO 86J Represented	1	Senior Secretary II Item No. 2101A NMO 90L Non-Represented

The subject Accountant II position is assigned to the Fiscal Operations Division and will report to an Accounting Officer II. Duties of the position include overseeing lower-level accounting staff in the reporting and analysis of expenditures incurred monthly for programs such as Cash Assistance Payments for Immigrants and State Utility Assistance Subsidy; analysis of complex departmental systems from which expenditure data is extracted; and providing recommendations for system design testing. The duties and responsibilities of the subject position meet the classification criteria for Accounting Officer I. Positions allocated to this class perform professional accounting work and lead a small staff engaged in the operation of an accounting system of moderate scale or complexity. Therefore, we recommend upward reallocation of the subject position to an Accounting Officer I.

The subject Accountant III position is assigned to the Fiscal Operations Division and reports to an Administrative Services Manager I. Duties of the position include leading accounting staff in the production of statistical summaries for management review and action; directing staff in the preparation and submission of Assistance Claims resulting in approximately $1.2 billion in assistance payments annually; and making recommendations for changes to improve the department's claiming operations. The duties and responsibilities of the subject position meet the classification criteria for Accounting Officer II. Positions allocated to this class perform professional accounting work and direct a moderate sized staff in the operation of a moderate to large scale accounting program. Therefore, we recommend upward reallocation of the subject position to an Accounting Officer II.

The subject Accounting Officer II position is assigned to the Fiscal Operations Division and reports to an Administrative Services Manager II. Duties of the position include leading staff in recovering approximately $15 million in annual County revenue from sources including General Relief and the Cash Assistance Program for Immigrants; developing procedures based on State and federal rules, policies, and regulations; and conducting research and audits for the section. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager I. Positions allocated to this class independently perform a full range of difficult to complex analytical assignments and make recommendations on issues which directly impact departmental programs and administrative operations. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

PUBLIC SOCIAL SERVICES (CONTINUED)

The subject Accounting Officer II position is assigned to the Fiscal Operations Division and reports to an Administrative Services Manager III. Duties of the position include assisting with the management of the Fiscal Integrity and Compliance Section; maintaining the departmental fiscal subsidiary ledgers detailing all the trust account activities for monthly reconciliation; and overseeing professional accounting staff in the review and analysis of the department's trust account, cash recovery collections, and revolving fund accounts. The duties and responsibilities of the subject position meet the classification criteria for Senior Accounting Systems Technician. Positions allocated to this class supervise professional accounting systems analysis work in connection with internal audits, development, evaluation, and review of complex fiscal control systems for State and federally financed welfare programs. Therefore, we recommend upward reallocation of the subject position to Senior Accounting Systems Technician.

The subject Human Services Administrator III position will direct, through subordinate managers, the activities of the Emergency, Safety, and Security Section. Responsibilities include directing all departmental safety measures, emergency preparedness, coordinating emergency training, and ensuring workplace compliance with California Occupational Safety and Health Administration standards. Incumbents allocated to the class of Administrative Services Manager III direct a section responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. The duties and responsibilities of the subject position meet the classification criteria for Administrative Services Manager III. Therefore, we recommend lateral reallocation of the subject position to Administrative Services Manager III.

The subject Secretary IV position will provide secretarial support to the Administrative Services Manager III over the Emergency, Safety, and Security Section. According to the class standards for Senior Secretary II, positions in this class may be allocated to very large departments characterized by a workforce providing non-technical services such as the Department of Public Social Services. The duties and responsibilities of the subject position meet the classification criteria for Senior Secretary II. Therefore, we recommend upward reallocation of the subject position to Senior Secretary II.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT C

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Tree Sprayer Item No. 0400A NMO 90A Represented	1	Tree Trimmer Working Supervisor Item No. 0394A NMO 94E Represented
1	Tree Sprayer Item No. 0400A NMO 90A Represented	1	Tree Trimmer Item No. 0391A NMO 90E Represented
1	Tree Trimmer and Pest Control Coordinator Item No. 0399A NMO 101E Represented	1	District Tree Superintendent Item No. 0397A NMO 99E Represented

The two (2) subject Tree Sprayer positions and Tree Trimmer and Pest Control Coordinator position are assigned to the department's Road Maintenance Division, Tree Operations. The two (2) Tree Sprayer positions report to a District Tree Superintendent, and the Tree Trimmer and Pest Control Coordinator reports to a Principal Engineer. The first Tree Sprayer position is responsible for tree trimming, removal of dead or dying trees, planting new trees, operating stump grinder and brush chipper, and cleaning up associated debris. The second Tree Sprayer position supervises and directs tree crew(s) responsible for the above duties, assisting the District Tree Superintendent to plan and schedule work, evaluating and inspecting the crew's work ensure safety and quality standards, maintaining records of completed work, and meeting with the public to resolve issues. The Tree Trimmer and Pest Control Coordinator position oversees and ensures tree care and maintenance projects are completed within established timelines and department standards, distributes and approves daily work schedules according to project requirements, ensures adherence to safety requirements for protection of the public and employees, oversees the completion of associated reports, represents the department in town hall meetings, and conducts various inspections to ensure the department's tree operation is in compliance with department standards. The duties and responsibilities of the subject positions meet the classification criteria for Tree Trimmer, Tree Trimmer Working Supervisor, and District Tree Superintendent respectively. Therefore, we recommend upward reallocation of two (2) Tree Sprayers to Tree Trimmer and Tree Trimmer

PUBLIC WORKS (CONTINUED)

Working Supervisor and downward reallocation of one (1) Tree Trimmer and Pest Control Coordinator to District Tree Superintendent.

SHERIFF - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Employment Services Assistant II, Sheriff Item No. 1924A NMO 95G Non-Represented	2	Employment Services Assistant III, Sheriff Item No. 1925A NMO 100G Non-Represented
1	Senior Secretary III Item No. 2102A NMO 92L Non-Represented	1	Management Secretary V Item No. 2111A NMO 100L Non-Represented

The two (2) subject Employment Services Assistant II, Sheriff positions are assigned to the Personnel Administration Bureau's Test Development Unit and report to an Administrative Services Manager III. The positions will be responsible for conducting job analysis and developing content for entry-level examinations; independently performing complex data analysis; managing the department's employment selection software; assisting with Sergeant and Lieutenant promotional examinations; and documenting unit-specific procedures. The duties and responsibilities of the subject positions meet the classification criteria for Employment Services Assistant III, Sheriff, a classification that functions as human resource specialist responsible for independently analyzing and making recommendations for the solution of highly complex personnel or administrative problems based upon knowledge of established County and departmental policies, methods, procedures and standards. Therefore, we recommend upward reallocation of the subject positions to Employment Services Assistant III, Sheriff.

The subject Senior Secretary III position will provide secretarial support to a Division Chief, Sheriff (UC) assigned to the Office of the Sheriff. The duties and responsibilities of the subject position meet the classification criteria for Management Secretary V, a class that provides full-time personal and confidential administrative secretarial assistance to a deputy director in a department headed by an elective official which includes the Sheriff's Department. Therefore, we recommend upward reallocation of the subject position to Management Secretary V.

ANALYSIS

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

- Adding and establishing the salaries for two (2) new employee classifications;
- Changing the title of one (1) employee classification;
- Adjusting the salary range of nine (9) employee classifications;
- Deleting four (4) employee classifications;
- Amending Section 6.120.020 to extend negotiated bonus language requirements for certain non-represented employees assigned to the Sheriff Department; and
- Adding, deleting, or changing certain employee classifications and number of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Chief Executive Officer, Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney, Economic Opportunity, Fire, Health Services, Human Resources, Internal Services, LA County Library, Los Angeles County Employees Retirement Association, Medical Examiner, Mental Health, Military and Veterans Affairs, Parks and Recreation, Probation, Public Health, Public Social Services, Public Works and Sheriff.

DAWYN R. HARRISON
County Counsel

DRAFT

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

DRAFT

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salaries for two (2) new employee classifications; change the title of one (1) employee classification; adjust the salary range of nine (9) employee classifications; delete four (4) employee classifications; amend a compensation provision; and add, delete 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 classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8640	INTERNAL AFFAIRS MANAGER,PROBATION	_____*	N23	S10
		10/01/2026	N23	S10
		10/01/2027	N23	S10
1866	SUPV TRAINING COORD,MENTAL HEALTH	_____*	NMO	111E
		10/01/2026	NMO	112B
		10/01/2027	NMO	113L

*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 classifications added to Section 6.28.050 of the County Code.

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SECTION 2. 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
8138	~~SUPERVISOR,VETERANS CLAIMS~~ VETERANS SERVICES SUPERVISOR

SECTION 3. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1669	CHIEF,CONS & BUS AFFAIRS REP	10/01/2024	N23	S9
		_____*	N23	S11
		10/01/2026	N23	~~S9~~ S11
		10/01/2027	N23	~~S9~~ S11
1674	CHF DEP DIR,CONS & BUS AFFAIRS(UC)	10/01/2024	N23	R13
		_____*	N23	R15
		10/01/2026	N23	~~R13~~ R15
		10/01/2027	N23	~~R13~~ R15
8144	CHF DEP,MILIT & VETERAN AFFAIRS(UC)	10/01/2024	N23	R9
		_____*	N23	R13
		10/01/2026	N23	~~R9~~ R13
		10/01/2027	N23	~~R9~~ R13
1675	DEP DIR,CONSUMER & BUSINESS AFFAIRS	10/01/2024	N23	S10
		_____*	N23	S13
		10/01/2026	N23	~~S10~~ S13
		10/01/2027	N23	~~S10~~ S13

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1673	DEP DIR,CONS & BUSINESS AFFAIRS(UC)	10/01/2024	N23	R10
		_____*	N23	R13
		10/01/2026	N23	~~R10~~ R13
		10/01/2027	N23	~~R10~~ R13
8143	DIR,MILITARY & VETERANS AFFAIRS	10/01/2024	N23	R12
		_____*	N23	R15
		10/01/2026	N23	~~R12~~ R15
		10/01/2027	N23	~~R12~~ R15
1671	DIR OF CONSUMER & BUSINESS AFFAIRS	10/01/2024	N23	R15
		_____*	N23	R17
		10/01/2026	N23	~~R15~~ R17
		10/01/2027	N23	~~R15~~ R17
4740	MENTAL HEALTH PROGRAM MANAGER I	10/01/2024	NMO	117H
		_____*	~~NMO~~N23	~~117H~~S11
		10/01/2026	~~NMO~~N23	~~118E~~S11
		10/01/2027	~~NMO~~N23	~~120C~~S11
4741	MENTAL HEALTH PROGRAM MANAGER II	10/01/2024	NMO	120H
		_____*	~~NMO~~N23	~~120H~~S12
		10/01/2026	~~NMO~~N23	~~121E~~S12
		10/01/2027	~~NMO~~N23	~~123C~~S12

*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.

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SECTION 4. 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	
~~9959~~	~~ASSISTANT DIR,DISTRICT ATTORNEY(UC)~~	~~10/01/2024~~ ~~10/01/2026~~ ~~10/01/2027~~	~~N23~~ ~~N23~~ ~~N23~~	~~R16~~ ~~R16~~ ~~R16~~
~~1569~~	~~DIRECTOR,VICTIM SERVICES(UC)~~	~~10/01/2024~~ ~~10/01/2026~~ ~~10/01/2027~~	~~N23~~ ~~N23~~ ~~N23~~	~~R14~~ ~~R14~~ ~~R14~~
~~0301~~	~~EXECUTIVE OFFICER,ARBORETUM~~	~~10/01/2024~~ ~~10/01/2026~~ ~~10/01/2027~~	~~NMO~~ ~~NMO~~ ~~NMO~~	~~119C~~ ~~119L~~ ~~121J~~
~~0921~~	~~STAFF ASST,COMM FOR CHILDREN'S SVS~~	~~10/01/2024~~ ~~10/01/2026~~ ~~10/01/2027~~	~~NMO~~ ~~NMO~~ ~~NMO~~	~~102E~~ ~~103B~~ ~~104L~~

SECTION 5. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2214A	~~14~~	13	INTERMEDIATE TYPIST-CLERK
2216A	~~15~~	16	SENIOR TYPIST-CLERK

SECTION 6. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE

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2547A	1	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 7. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2214A	~~32~~	31	INTERMEDIATE TYPIST-CLERK

SECTION 8. Section 6.38.010 (Assessor) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4412A~~	~~4~~	~~SUPVG GEOGRAPHIC INFO SYST TECH~~

SECTION 9. Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4413A	6	GEOGRAPHIC INFO SYSTEMS ANALYST

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SECTION 10. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4419A	~~18~~	1	GEOGRAPHIC INFO SYST TECHNICIAN I
4411A	~~11~~	22	GEOGRAPHIC INFO SYST TECHNICIAN II
4414A	~~1~~	5	SENIOR GEOGRAPHIC INFO SYST ANALYST

SECTION 11. Section 6.50.010 (Department of Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0827A	~~33~~	34	ANALYST,CEO
2110A	~~14~~	15	MANAGEMENT SECRETARY IV
0845A	~~38~~	39	MANAGER,CEO
0830A	~~136~~	135	PRINCIPAL ANALYST,CEO
0816A	~~16~~	15	PROGRAM SPECIALIST II,CEO
2102A	~~12~~	11	SENIOR SECRETARY III

SECTION 12. Section 6.52.010 (Department of Medical Examiner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~0647A~~	~~1~~	~~ACCOUNTANT II~~

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SECTION 13. Section 6.52.010 (Department of Medical Examiner) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	4	5	ADMINISTRATIVE SERVICES MANAGER I

SECTION 14. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2591A	~~21~~	20	INFORMATION SYSTEMS ANALYST II
2593A	~~23~~	24	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 15. Section 6.55.010 (Child Support Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	1	ADMINISTRATIVE SERVICES MANAGER III
1607A	2	PUBLIC INFORMATION ASSOCIATE

SECTION 16. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0888A	4	3	ADMINISTRATIVE ASSISTANT II

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0889A	~~5~~	4	ADMINISTRATIVE ASSISTANT III
1002A	~~11~~	12	ADMINISTRATIVE SERVICES MANAGER I
1003A	~~7~~	8	ADMINISTRATIVE SERVICES MANAGER II
1623A	~~3~~	1	AREA ADMINISTRATOR, CHILD SUPPORT SERVS
9287A	~~20~~	19	ATTORNEY IV,CHILD SUPPORT SERVS
1615A	~~145~~	143	CHILD SUPPORT SPECIALIST III
1731A	~~9~~	10	DIVISION ADMR,CHILD SUPPORT SVCS
1848A	~~12~~	13	MANAGEMENT ANALYST

SECTION 17. Section 6.59.010 (Department of Economic Opportunity) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	**NO. OF ORDINANCE POSITIONS**		**TITLE**
1002A	~~14~~	13	ADMINISTRATIVE SERVICES MANAGER I
2525A	~~1~~	2	SENIOR APPLICATION DEVELOPER

SECTION 18. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	**NO. OF ORDINANCE POSITIONS**	**TITLE**
~~8168A~~	~~2~~	~~COMMUNITY CENTER DIRECTOR I~~

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SECTION 19. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8169A	2	COMMUNITY CENTER DIRECTOR II

SECTION 20. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1664A	~~51~~	50	CONSUMER & BUSINESS AFFAIRS REP III
0977A	~~4~~	5	PROGRAM MANAGER I

SECTION 21. 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
2118A	~~3~~	4	SENIOR MANAGEMENT SECRETARY V
2104A	~~10~~	9	SENIOR SECRETARY V

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SECTION 22. Section 6.76.012 (Fire Department – Health Hazardous Materials) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2096A	~~1~~	4	SECRETARY III
2216A	~~14~~	11	SENIOR TYPIST-CLERK

SECTION 23. Section 6.77.010 (Department of Public Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4622A~~	~~6~~	~~AREA ADMINISTRATOR,PUBLIC HEALTH~~
~~5501A~~	~~1~~	~~PHARMACY HELPER~~

SECTION 24. Section 6.77.010 (Department of Public Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8103A	~~39~~	31	COMMUNITY HEALTH WORKER
4541N	~~10~~	9	HEALTH PROGRAM MANAGER I
4542N	~~2~~	3	HEALTH PROGRAM MANAGER II
5504A	~~2~~	3	PHARMACY TECHNICIAN
2594N	~~3~~	2	PRINCIPAL INFO SYSTEMS ANALYST
4594A	~~25~~	31	SENIOR STAFF ANALYST,HEALTH

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4594N	~~33~~	34	SENIOR STAFF ANALYST,HEALTH
8106A	~~1~~	9	SUPERVISING COMMUNITY HEALTH WORKER

SECTION 25. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5796A	5	MAMMOGRAPHY TECHNOLOGIST,SPECIAL PROCEDURES
5797A	1	SUPERVISING MAMMOGRAPHY TECHNOLOGIST

SECTION 26. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5798A	~~55~~	50	RADIOLOGIC TECHNOLOGIST
5804A	~~5~~	4	SUPVG RADIOLOGIC TECHNOLOGIST I

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SECTION 27. Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5796A	10	MAMMOGRAPHY TECHNOLOGIST,SPECIAL PROCEDURES
5797A	1	SUPERVISING MAMMOGRAPHY TECHNOLOGIST

SECTION 28. Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5300A	~~4~~	5	CLINICAL NURSING DIRECTOR III
5286A	~~65~~	64	NURSE MANAGER
5798A	~~72~~	62	RADIOLOGIC TECHNOLOGIST
5804A	~~11~~	10	SUPVG RADIOLOGIC TECHNOLOGIST I

SECTION 29. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5077A	1	CENTRAL SERVICE SUPERVISOR I

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SECTION 30. 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
5083A	~~9~~	8	CENTRAL SERVICES TECHNICIAN II

SECTION 31. Section 6.78.070 (Department of 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
~~5798N~~	~~1~~	~~RADIOLOGIC TECHNOLOGIST~~

SECTION 32. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5796A	3	MAMMOGRAPHY TECHNOLOGIST,SPECIAL PROCEDURES
5797A	1	SUPERVISING MAMMOGRAPHY TECHNOLOGIST

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SECTION 33. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5798A	~~20~~	18	RADIOLOGIC TECHNOLOGIST
5804A	~~5~~	4	SUPVG RADIOLOGIC TECHNOLOGIST I

SECTION 34. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5795A	15	MAMMOGRAPHY TECHNOLOGIST
5796A	3	MAMMOGRAPHY TECHNOLOGIST,SPECIAL PROCEDURES
5797A	1	SUPERVISING MAMMOGRAPHY TECHNOLOGIST

SECTION 35. Section 6.78.090 (Department of 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
5798A	~~59~~	41	RADIOLOGIC TECHNOLOGIST

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5810A	~~4~~	3	SUPVG RADIOLOGIC TECHNOLOGIST II

SECTION 36. 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
1912A	~~75~~	74	HUMAN RESOURCES ANALYST III
1913A	~~87~~	89	HUMAN RESOURCES ANALYST IV
1893A	~~10~~	9	PRINCIPAL PERSONNEL ASSISTANT

SECTION 37. 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
0578A	~~11~~	10	ACCOUNT CLERK II
0647A	~~5~~	6	ACCOUNTANT II
0648A	~~2~~	3	ACCOUNTANT III
0665A	~~3~~	2	ACCOUNTING SYSTEMS TECHNICIAN
0888A	~~11~~	12	ADMINISTRATIVE ASSISTANT II
1078A	~~16~~	19	ADMINISTRATIVE MANAGER X,ISD
1003A	~~40~~	42	ADMINISTRATIVE SERVICES MANAGER II
2521A	~~28~~	27	APPLICATION DEVELOPER II
6601A	~~6~~	5	CONSTRUCTION & REPAIR LABORER
6774A	~~114~~	113	CUSTODIAN

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6471A	~~48~~	47	ELECTRICIAN
1848A	~~12~~	13	MANAGEMENT ANALYST
2558A	~~7~~	5	NETWORK SYSTEMS ADMINISTRATOR I
0048A	~~1~~	2	PEST EXTERMINATOR
7745A	~~30~~	31	REFRIGERATION MECHANIC
2096A	~~32~~	31	SECRETARY III
2525A	~~125~~	123	SENIOR APPLICATION DEVELOPER
1843A	~~6~~	7	SENIOR DEPARTMENTAL PERSONNEL ASST
2585A	~~9~~	8	SENIOR INFORMATION TECHNOLOGY AIDE
0907A	~~7~~	6	STAFF ASSISTANT I
0915A	~~10~~	11	STAFF ASSISTANT III
3530A	~~3~~	2	SUPVG TELECOM SYSTEMS ENGINEER
3531A	~~11~~	12	TELECOMMUNICATIONS SYS CONSULT ENGR

SECTION 38. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	**NO. OF ORDINANCE POSITIONS**	**TITLE**
~~4734A~~	~~1~~	~~CHIEF OF PSYCHIATRY,MH(UC)~~

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SECTION 39. 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
4739A	6	CHIEF MENTAL HEALTH PSYCHIATRIST
1762A	1	PREDICTIVE DATA ANALYST

SECTION 40. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0646A	~~3~~	10	ACCOUNTANT I
0647A	~~45~~	31	ACCOUNTANT II
0648A	~~16~~	24	ACCOUNTANT III
0656A	~~7~~	16	ACCOUNTING OFFICER I
0657A	~~2~~	3	ACCOUNTING OFFICER II
0665A	~~7~~	3	ACCOUNTING SYSTEMS TECHNICIAN
0642A	~~33~~	28	ACCOUNTING TECHNICIAN I
0643A	~~10~~	8	ACCOUNTING TECHNICIAN II
8697A	~~295~~	293	CLINICAL PSYCHOLOGIST II
1765A	~~1~~	2	DATA SCIENTIST SUPERVISOR
0752A	~~7~~	8	FISCAL OFFICER I
0672A	~~37~~	35	HEALTH CARE FINANCIAL ANALYST

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4729A	~~138~~	137	HEALTH PROGRAM ANALYST II
4735A	~~261~~	257	MENTAL HEALTH PSYCHIATRIST
0666A	~~11~~	12	SENIOR ACCOUNTING SYSTEMS TECH
1764A	~~5~~	7	SENIOR DATA SCIENTIST
8712A	~~63~~	62	SUPERVISING PSYCHOLOGIST
4737A	~~37~~	36	SUPVG MENTAL HEALTH PSYCHIATRIST

SECTION 41. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8138A	5	~~SUPERVISOR VETERANS CLAIMS~~ VETERANS SERVICES SUPERVISOR

SECTION 42. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4099A~~	~~2~~	~~PARK PLANNING ASSISTANT~~
~~2057A~~	~~1~~	~~REAL PROPERTY AGENT I~~

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SECTION 43. 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
2058A	1	REAL PROPERTY AGENT II

SECTION 44. 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
0283A	~~10~~	11	ARBORETUM GARDENER
0282A	~~5~~	4	ASSISTANT ARBORETUM GARDENER
6471A	~~14~~	16	ELECTRICIAN
6349A	~~2~~	1	HELPER,ELECTRICAL
4103A	~~5~~	7	PARK PLANNER
7269A	~~21~~	20	PLUMBER

SECTION 45. Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	~~11~~	12	ADMINISTRATIVE SERVICES MANAGER II
2343A	~~7~~	3	PROCUREMENT AID
2344A	~~3~~	4	PROCUREMENT ASSISTANT I

DRAFT

2346A	~~3~~	5	PROCUREMENT ASSISTANT II

SECTION 46. Section 6.120.020 is hereby amended to add the following:

6.120.020 Additional Information.

…

O. Beginning September 28, 2021, any person employed as a Head Sheriff Dispatcher (Item No. 2454), who meets the following criteria shall receive a bonus of 7.5096 percent:

1. Vertification of CA POST Public Safety Dispatcher Certification;

2. Vertification that POST Continued Professional Training (CPT) requirements have been met (e.g., every two (2) years);

3. The employee's last Performance Evaluation was competent or better; and

4. The employee must not be on an improvement plan as part of an overall improvement needed Performance Evaluation.

SECTION 47. Section 6.106.010 (LA County Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	**NO. OF ORDINANCE POSITIONS**		**TITLE**
0889A	~~8~~	7	ADMINISTRATIVE ASSISTANT III
1002A	~~17~~	18	ADMINISTRATIVE SERVICES MANAGER I

DRAFT

SECTION 48. 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
0647A	~~28~~	27	ACCOUNTANT II
0648A	~~10~~	9	ACCOUNTANT III
0656A	~~7~~	8	ACCOUNTING OFFICER I
0657A	~~8~~	7	ACCOUNTING OFFICER II
1002A	~~155~~	156	ADMINISTRATIVE SERVICES MANAGER I
1004A	~~26~~	27	ADMINISTRATIVE SERVICES MANAGER III
8023A	~~75~~	74	HUMAN SERVICES ADMINISTRATOR III
2097A	~~75~~	74	SECRETARY IV
0666A	~~1~~	2	SENIOR ACCOUNTING SYSTEMS TECH
2101A	~~36~~	37	SENIOR SECRETARY II

SECTION 49. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~0400A~~	~~2~~	~~TREE SPRAYER~~
~~0399A~~	~~1~~	~~TREE TRIMMER & PEST CONTROL COORD~~

DRAFT

SECTION 50. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0397A	~~4~~	5	DISTRICT TREE SUPERINTENDENT
0391A	~~10~~	11	TREE TRIMMER
0394A	~~9~~	10	TREE TRIMMER WORKING SUPERVISOR

SECTION 51. Section 6.120.010 (Sheriff - Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1924A	~~65~~	63	EMPLOYMENT SERVS ASST II,SHERIFF
1925A	~~20~~	22	EMPLOYMENT SERVS ASST III,SHERIFF
2111A	~~3~~	4	MANAGEMENT SECRETARY V
2102A	~~5~~	4	SENIOR SECRETARY III

SECTION 52. Section 6.127.010 (Los Angeles County Employees Retirement Association) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0808A	1	CHIEF ETHICS & COMPLIANCE OFF,LACERA
0809A	2	DEP CHIEF ETHICS COMPLIANCE OFF,LACERA

DRAFT

SECTION 53. Section 6.127.010 (Los Angeles County Employees Retirement Association) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0790A	~~2~~	8	DISAB RETIRE SUPPORT SPEC,LACERA

SECTION 54. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRALRECLASSJAN26ASCEO]

DRAFT

County of Los Angeles

INTERNAL AFFAIRS MANAGER, PROBATION

CLASS CODE	8640	**SALARY**	$10,233.36 - $15,914.96 Monthly
ESTABLISHED DATE	November 03, 2025	**REVISION DATE**	November 03, 2025

DEFINITION/STANDARDS

DEFINITION:

Under general direction, directs the activities of a specialized investigative unit within the Probation Department's Internal Affairs Bureau.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Senior Probation Director, are assigned to the Internal Affairs Bureau, and are responsible for directing and providing operational leadership and strategic oversight of highly sensitive, confidential, and complex criminal and administrative investigations involving allegations of misconduct and violations of law by departmental and non-departmental employees, contractors, visitors, service providers, and clients under the purview of the Probation Department.

Incumbents ensure the effective execution of investigative processes and uphold the integrity, fairness, and objectivity of investigations by exercising sound judgment, discretion, and accountability in managing confidential and sensitive case information. Incumbents are responsible for safeguarding sensitive personal, legal, and operational information and are held to the highest standards of discretion, privacy, and confidentiality in handling investigations involving departmental constituents. Incumbents provide technical guidance and operational oversight to investigative staff and ensure investigations are conducted in accordance with applicable laws and policies. Incumbents must carry a firearm and are required to handle and utilize the firearm safely while performing investigative duties.

Incumbents must possess comprehensive knowledge of applicable laws, regulations, and departmental policies related to criminal and administrative investigations and remain current on relevant legislation and investigative trends that may impact departmental practices or procedures. Incumbents must be proficient in investigative and intelligence-gathering techniques to effectively oversee and direct professional investigative staff. Incumbents are responsible for applying sound personnel management principles in the supervision, direction, recruitment, selection, evaluation, and professional development of subordinate staff. Incumbents must demonstrate honesty and integrity in the performance of duties and uphold the highest level of professional conduct.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar,

related, or a logical assignment to this class.

Oversees and directs the operations and daily activities of a specialized investigative unit within the Internal Affairs Bureau; reviews and approves investigative action plans, case reports, disciplinary recommendations, and corrective action plans to ensure cases are thoroughly and impartially conducted by professional investigative staff in accordance with departmental procedures, applicable laws, and regulatory timeframes.

Provides strategic oversight on the most high-profile, sensitive, and confidential investigative cases; and intervenes in highly complex and exigent investigations involving imminent threats to the safety and security of employees, clients, the public, or departmental facilities.

Serves as subject matter expert in investigative procedures, legal requirements, and policy interpretation to provide technical expertise and recommendations to executive management and guide investigative staff on complex cases, investigative techniques, interviewing strategies, information evaluation, procedural compliance, legal considerations, and the interpretation and application of laws, policies, and procedures.

Manages, monitors, and evaluates the overall performance of investigative staff to identify areas for improvement; provides feedback and guidance; and completes annual performance evaluations.

Examines investigative packets to ensure thoroughness, confidentiality, objectivity, and evidentiary integrity to verify that all findings are supported by evidence capable of withstanding civil service or civil litigation challenges, and trials for criminal prosecution.

Implements and monitors internal controls to prevent unauthorized access, disclosure, or mishandling of confidential investigative information, including case materials, witness statements, and personnel records.

Evaluates and enforces departmentwide compliance with laws, regulations, and policies; and monitors potential legal liabilities arising from the inconsistent or inappropriate application of laws, policies, and procedures during investigations.

Develops, implements, oversees, and utilizes caseload tracking systems and analytical tools to monitor investigative timelines, workload distribution, and performance metrics; ensures timely case processing in accordance with applicable laws, and regulatory deadlines, including the Peace Officer Procedural Bill of Rights; and enforces strict adherence to confidentiality protocols, data security standards, and record retention policies.

Directs and oversees the preparation of status reports and investigative summaries for executive management; identifies and analyzes trends in misconduct and policy violations that may have operational, reputational, or fiscal implications for the department and the County; and advises management on potential risk reduction strategies and internal control improvements.

Collaborates with executive management, legal counsel, regulatory oversight bodies, and law enforcement agencies on cases that may lead to administrative action or criminal charges; and ensures the secure and confidential transmission of case materials and communications in accordance with departmental policy and legal requirements.

Identifies professional development opportunities and assists in the development and delivery of training programs for investigative staff on best practices, new legislation, investigating methodologies, and emerging

trends impacting departmental safety, security, and compliance.

Directs and participates in internal and external audits or investigations that may involve the department.

Carries, maintains, and uses department approved firearms in the performance of investigative duties.

May perform related duties as assigned or as necessitated by emergencies and/or other critical operational needs.

REQUIREMENTS

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:
Option I: A Bachelor's degree from an accredited college or university -AND- three (3) years of progressively responsible experience conducting criminal or administrative* personnel investigations as a peace officer** at the level of Los Angeles County class of Internal Affairs Investigator, Probation or higher.

Option II: A Bachelor's degree from an accredited college or university -AND-
four (4) years of progressively responsible experience initiating, reviewing, and conducting complex criminal or administrative* personnel investigations as a peace officer** with a federal, state, county, or local law enforcement, corrections, or community corrections agency.

Option III: Completion of sixty (60) semester units from an accredited college or university -AND- Enrollment in a Bachelor's degree program with an accredited college or university within one (1) year of employment -AND- Six (6) years of progressively responsible experience initiating, reviewing, and conducting complex criminal or administrative* personnel investigations as a peace officer with a federal, state, county, or local law enforcement, corrections, or community corrections agency, of which two (2) years must have been in a supervisory*** capacity over an investigative team or unit.

*Criminal or administrative investigations must have been in an investigative unit or a specialized unit or task force. Investigative work for all applicants should include carrying an investigative caseload and performing duties such as: apprehend and arrest suspects; develop field operation/investigation plans and safely execute them; develop relationships with informants; examine a variety of records to locate links in chains of evidence or information; gather in-depth background data and information; identification and surveillance of suspected criminal activity and location; identify, gather, preserve, verify, and analyze pertinent records and all types of evidence, including photographs, taking measurements, and drawing diagrams/sketches; identify, locate, and interview/interrogate suspects, subjects, or witnesses and analyze their testimony; investigate complaints of civil, criminal, and/or administrative misconduct; monitor electronic surveillance equipment; plan, coordinate, and participate in law enforcement actions involving criminal suspects, and work undercover, as well as participate in covert investigations and raids; prepare the case for legal proceedings and/or testify in court proceedings; report facts and statements; work with other law enforcement agencies and the courts; write and serve search warrants and administrative subpoenas; and write arrest and investigative reports.

**Qualifying peace officer experience must be consistent with Penal Code Section 830, and specifically defined in one of the following Penal Code sections: 830.1, 830.2, 830.3, subdivisions (a), (c), (d), (f), (h), (i), (k), (p), (q), or (s), 830.33, 830.38, or 830.5, or federal, state, county, local law enforcement, corrections, or community

corrections agency.

***Supervisory capacity must have been for the oversight of subordinate investigators whose primary functions included managing and conducting routine investigative caseloads, while also having responsibility for administrative supervisory duties, overseeing daily operations, assigning investigations, reviewing case findings, ensuring compliance with policies and legal standards, and managing cases to ensure the effective and timely completion of investigations.

LICENSE:
A valid California Class C Driver License is required to perform essential job functions.

PHYSICAL CLASS:
4 – Arduous.

OTHER REQUIREMENTS:
Applicants must be in good general physical condition, free from any medical condition that would interfere with the satisfactory performance of the essential duties of this classification.

1. Candidates must meet the qualifications for designation as a peace officer as set forth in the California Government Code.

2. Appointees will be required to meet State-mandated CORE training requirements as defined by the Standards for Training in Corrections.

3. Applicants must be able to perform the essential functions of this classification, with or without reasonable accommodation.

WORK REQUIREMENT:
Peace Officers must be legally authorized to work under federal law.

SPECIALTY REQUIREMENTS:

COMMENTS:

Class Code:
SUPERVISING TRAINING COORDINATOR, MENTAL HEALTH XXXX

COUNTY OF LOS ANGELES
Established Date: TBD

DRAFT

SALARY RANGE
$X,XXX.XX - $XX,XXX.XX Monthly

DEFINITION/STANDARDS:

DEFINITION:
Supervises training coordinators responsible for the coordination and development of trainings designed to meet the clinical and non-clinical training needs of staff within the Department of Mental Health.

CLASSIFICATION STANDARDS:
Positions allocable to this class are restricted to the Department of Mental Health's centralized training operation, report to a higher-level manager, and are responsible for supervising training coordinators engaged in the planning, development, coordination, implementation, delivery, monitoring, and evaluation of comprehensive clinical and non-clinical training programs in the public mental health system for departmental, inter-departmental and contract agency staff. Incumbents in these positions are expected to apply effective supervisory techniques and practices; possess considerable knowledge of the principles of departmental programs and services; apply a thorough knowledge of the principles, practices, methods and techniques required to plan, develop, coordinate, implement, monitor, and evaluate clinical and non-clinical training programs; and demonstrate refined oral and written communication skills, as well as a high degree of professionalism as a representative of training operations in dealing with other departmental bureaus or programs, other county departments, and community agencies.

EXAMPLES OF DUTIES:

Supervises Training Coordinator development, coordination, delivery and evaluation of training programs, including all modalities (live, virtual, and asynchronous trainings) relevant to clinical and non-clinical services in the public mental health system.,

Maintains a working knowledge and supervises Training Coordinator usage and training postings on current electronic learning management systems..

Supervises Training Unit staff participation in Workforce Development programs such as Student Professional Development Program (Internships), Mental Health Services Act Workforce Education and Training Financial Incentive Programs.

Supervises the process of assessing and compiling mental health services training needs as requested by Departmental programs or staff, including specialty age groups or specific programs; ensuring alignment with organizational and departmental goals.

Supervises the training vendoring/procurement processes, including reviewing for approval training proposals in the procurement system.

Reviews training evaluations and outcomes data/reports to assess efficacy of training, and formulate any updates to methodology, procedures or policies for future training implementation.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

A Master's degree from an accredited college or university in Behavioral Sciences, Psychiatric Nursing, Social Work, Marriage and Family Therapy, Rehabilitation Counseling or a closely-related field AND- either:

Two (2) years of experience in planning, developing, coordinating, implementing, monitoring, evaluating clinical and non-clinical training programs at the level of Training Coordinator, MH, OR

Two (2) years of experience supervising direct mental health services at the level of Mental Health Clinical Supervisor, OR

Two (2) years of experience in analysis of mental health programs at the level of Health Program Analyst I.

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

PHYSICAL CLASS:
2 - Light.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/25/2026
BOARD MEETING DATE	3/17/2026
SUPERVISORIAL DISTRICT AFFECTED	☐ All ☒ 1st ☐ 2nd ☐ 3rd ☒ 4th ☐ 5th
DEPARTMENT(S)	Internal Services Department (ISD)
SUBJECT	Accept $13,829,357 in Grant Funding from Southern California Edison (SCE) for the East Los Angeles Civic Center Microgrid Project, and $250,000 in Grant Funding from Clean Power Alliance (CPA) for the Building Electrification Assistance Project at Willowbrook Senior Center
PROGRAM	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☒ Yes ☐ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No
	If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.
DEADLINES/ TIME CONSTRAINTS	Award needs to be accepted, and contracts executed, by Q2 2026 to allow for contacting procedures.
COST & FUNDING	Total cost: N/A | Funding source: N/A
	TERMS (if applicable):
	Explanation:
PURPOSE OF REQUEST	Approval of the recommended actions will allow ISD to receive grant funds to support the implementation of two energy resilience projects in unincorporated LA County. Recent events, including the January 2025 fires, underscore the urgency of strengthening the County's "adaptive capacity"—the ability of communities, institutions, and infrastructure to withstand and recover from threats.
BACKGROUND (include internal/external issues that may exist including any related motions)	The County plays a critical role in helping individuals, businesses, and neighborhoods understand their risks and build resilience. Climate Ready Communities (BOS adopted Apr. 2023) is an initiative to increase resiliency for people, communities, and infrastructure vulnerable to climate risk, while advancing equity and environmental justice, using data informed decision making, and prioritizing projects with limited resources.
EQUITY INDEX OR LENS WAS UTILIZED	☒ Yes ☐ No If Yes, please explain how: The CalEPA classifies both project areas as SB 535 Disadvantaged Communities. This designation of disadvantaged communities is based on "geographic, socioeconomic, public health, and environmental hazard criteria".
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☒ Yes ☐ No If Yes, please state which one(s) and explain how: Environmental Justice & Climate Health; Sustainability: The Microgrid represents a transformative project that will deliver an unparalleled trifecta of economic, environmental, and resilience benefits to the community. The Senior Center provides services for older adults who live in the Watts, Willowbrook, Athens, Westmont, and South Los Angeles areas, and also serves as a cooling center during extreme weather events.
DEPARTMENTAL CONTACTS	Minh Le, General Manager, Energy & Environmental Service, 562-367-5153, msle@isd.lacounty.gov

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

MICHAEL OWH
Director

Telephone: (323) 267-2101
FAX: (323) 264-7135

Speed. Reliability. Value.

March 17, 2026

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:

ACCEPT $13,829,357 IN GRANT FUNDING FROM SOUTHERN CALIFORNIA EDISON (SCE) FOR THE EAST LOS ANGELES CIVIC CENTER MICROGRID PROJECT, AND $250,000 IN GRANT FUNDING FROM CLEAN POWER ALLIANCE (CPA) FOR THE BUILDING ELECTRIFICATION ASSISTANCE PROJECT AT WILLOWBROOK SENIOR CENTER
(SUPERVISORIAL DISTRICTS 1 AND 4)
(4 VOTES)

SUBJECT

Request authority to accept $13,829,357 in grant funding received through the Microgrid Incentive Program (MIP) from Southern California Edison (SCE) for the East Los Angeles Civic Center Microgrid Project, and $250,000 in grant funding received through Clean Power Alliance's (CPA) Local Government Assistance Program for the building electrification assistance project at Willowbrook Senior Center. Both projects will be implemented by the County of Los Angeles (County) through the Internal Services Department (ISD).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize ISD to accept $13,829,357 in grant funding, received through the Microgrid Incentive Program (MIP) from Southern California Edison (SCE), for the East Los Angeles Civic Center Microgrid Project; and

2. Delegate authority to the Director of ISD, or their designee, to execute two MIP grant agreements (one for participation and one for operating) with SCE, including

subsequent amendments as necessary, and any ancillary license agreement(s) and other documents necessary for participation in the MIP.

3. Authorize ISD to accept $250,000 in grant funding, received through Clean Power Alliance's (CPA) Local Government Assistance Program, for the building electrification assistance project at Willowbrook Senior Center.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County plays a critical role in helping individuals, businesses, and neighborhoods understand their risks and build resilience. Climate Ready Communities (CRC), which the Board of Supervisors (Board) adopted on April 18, 2023, is an initiative to increase resiliency for people, communities, and infrastructure vulnerable to climate risk, while advancing equity and environmental justice, using data informed decision making, and prioritizing projects with limited resources. The California Environmental Protection Agency (CalEPA) classifies both project areas as SB 535 Disadvantaged Communities. This designation of disadvantaged communities is based on "geographic, socioeconomic, public health, and environmental hazard criteria".

Approval of the recommended actions will allow ISD to receive grant funds to support the implementation of two energy resilience projects in unincorporated LA County (East Los Angeles in Supervisorial District 1, and Willowbrook in Supervisorial District 4). Recent events, including the devastating January 2025 fires, underscore the urgency of strengthening the County's "adaptive capacity"—the ability of communities, institutions, and infrastructure to withstand and recover from threats.

East Los Angeles (LA) Civic Center Microgrid Project

The East LA Community Microgrid represents a transformative project that will deliver an unparalleled trifecta of economic, environmental, and resilience benefits to the community. The East LA Community Microgrid will consist of the following three core Critical Facilities and one Community Resiliency Services Facility:

- Edward R Roybal Comprehensive Health Center (Critical Facility)
- East LA Civic Center (Critical Facility)
- Metropolitan Transit Authority East LA Station (Critical Facility)
- East LA Library (Community Resiliency Services Facility)

The East LA Community Microgrid is designed to be solar-driven, enabled by a Battery Energy Storage System (BESS), that together ensures a minimum of 24 consecutive hours of energy resilience during broader grid outages. It will be interconnected to the 16kV Soledad feeder, with the BESS charged exclusively by solar.

Electric Heat Pumps Project at Willowbrook Senior Center

The Willowbrook Senior Center provides services for older adults who live in the Watts, Willowbrook, Athens, Westmont, and South Los Angeles areas, and also serves as a

cooling center during extreme weather events. A separate phase of the County project will incorporate solar onto the site. The County expects that work to turn the site into a net-zero energy building will be completed by March 6, 2026. The $250,000 funding award (this is the maximum projected cost for the project) from the CPA is reimbursable as a rebate once the project has been completed.

The County is electrifying the Willowbrook Senior Center and will use CPA's program funding to support the replacement of three (3) 4-ton rooftop HVAC units with electric heat pump units, install a Building Automation System to control the rooftop units, and install a heat pump water heating unit.

Implementation of Strategic Plan Goals
The recommended actions support the County's Strategic Plan North Star 2 (Foster vibrant and resilient communities) under *D. Sustainability*, as well as the Board-Directed Priority of *Environmental Justice & Climate Health*.

Building on the OurCounty Sustainability Plan and the Climate Vulnerability Assessment (CVA), and other department plans, the CRC motion highlights the growing risks from increasing temperatures and extreme heat, wildfires, inland flooding and extreme precipitation, sea-level rise, coastal erosion and flooding, and drought, and the impacts that fall most heavily on low-income residents, communities of color, older adults, people with disabilities, and other vulnerable groups.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund because all grant project activities will utilize funding awarded from SCE and CPA. ISD's Fiscal Year (FY) 2025-26 adopted budget has included sufficient appropriation to support the project activities. Requests for future FY activities will be submitted with the annual budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

SCE MIP is part of a $200 million California initiative by investor-owned utilities (IOUs) to fund community microgrids in disadvantaged areas, aiming to boost reliability during outages using clean energy like solar and batteries, covering development costs, engineering, and utility equipment for islanding. It's a competitive grant for vulnerable communities to build microgrids, with funding for design, development, and utility-side upgrades, ensuring equitable access to clean, reliable power. Local governments, tribal governments, community-based organizations (CBOs), and other entities serving disadvantaged communities are eligible.

ENVIRONMENTAL DOCUMENTATION

Both projects should be statutorily and categorically exempt from the provisions of the California Environmental Quality Act (CEQA) in that the projects meet the criteria for these exemptions as set forth in the California Public Resources Code. These Categorical exemptions, identified by the State Resources Agency in the CEQA Guidelines (§§15300-15333), apply to public activities that have been determined not to have a significant effect on the environment, and are therefore exempt from CEQA requirements to prepare environmental impact documents.

East Los Angeles Civic Center Microgrid Project
The East LA Microgrid project is exempt from CEQA, per California Public Resources Code Section 21080.35, which exempts solar energy systems installed on existing rooftops or at existing parking lots. ISD will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the CEQA Guidelines.

Electric Heat Pumps Project at Willowbrook Senior Center
The justification for the Willowbrook project's exemption is that the scope of work consists of the remodeling and refurbishment of existing facilities, which meets the criteria set forth in Sections 15301(a), (d), 15302, 15303, and 15304(c) and (f) of the State CEQA Guidelines and Classes 1(c), (d), and (l), 2, 3, and 4(k) and (m) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. This criteria exempts projects which include repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity, placement of small equipment and accessory structures, installation of equipment at existing facilities, and/or the minor alteration of land which does not involve the removal of scenic, mature, or healthy trees.

In addition, the project will comply with all applicable regulations, is not located in a sensitive environment, and there are no known cumulative impacts, unusual circumstances, potential damage to scenic highways, inclusion on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that the County's actions may cause a substantial adverse change in the significance of any historic resource, any of which would cause the exemptions to be inapplicable.

ISD will file Notices of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Land Use and Climate Innovation in accordance with section 21152 of the California Public Resources Code and will post the Notices to its website in accordance with section 21092.2.

CONTRACTING PROCESS

ISD will utilize competitive contracting processes to award services necessary to deliver the abovementioned projects where ISD will solicit for such services under its Board approved Energy Efficiency Project Master Agreement (EEPMA), or utilize other

appropriate solicitation vehicles, which may include, a Request for Proposals, or a Request for Statement of Qualifications. The specific contracting approach will be determined following final technical and requirements analyses to ensure regulatory compliance and alignment with grant requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow ISD to accept $13,829,357 in grant funding from SCE for the East LA Civic Center Microgrid Project, and $250,000 in grant funding from CPA for the building electrification assistance project at Willowbrook Senior Center. There are no anticipated impacts to current County services and/or projects associated with the proposed actions.

CONCLUSION

Upon Board approval, please return one adopted Board Letter to ISD.

Respectfully submitted,

MICHAEL OWH
Director

MO:QH:ML:SM:EA:ea

c: Chief Executive Officer
County Counsel

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	2/25/2026
BOARD MEETING DATE	3/17/2026
SUPERVISORIAL DISTRICT AFFECTED	☐ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☒ 5th
DEPARTMENT(S)	Internal Services Department
SUBJECT	Oat Mountain Microwave Station Fuel Tank Replacement Project
PROGRAM	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☐ Yes ☒ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☒ Yes ☐ No – Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	
COST & FUNDING	Total cost: $432,000 | Funding source: Capital Project No. 8A181 TERMS (if applicable): Explanation: Approval of the enclosed appropriation adjustment (Enclosure B) will transfer $427,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Oat Mountain Microwave Station Fuel Tank Replacement, Capital Project No. 8A181.
PURPOSE OF REQUEST	Approval of the recommendations will find the proposed Oat Mountain Microwave Station Fuel Tank Replacement Project is exempt from the California Environmental Quality Act, establish and approve the proposed project and other activities, approve the project budget and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.
BACKGROUND (include internal/external issues that may exist including any related motions)	The proposed Project will replace the existing 1,000-gallon above-ground fuel storage tank located at Palo Sola Truck Road, Chatsworth, Los Angeles, CA 91311, inside the Southern California Gas Company Aliso Canyon facility. The above-ground tank, which has reached the end of its service life, provides fuel to the emergency generator in the event of a loss of commercial power. The Oat Mountain Microwave Station is located at a remote location in rugged terrain where there is a high risk of wildfires. The microwave station is key to County communications, and a new fire-rated fuel tank would help to ensure the continued site operation in the event of the loss of commercial power.
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Paige Bruyn, P&PM Section Manager, (323) 267-3196, pbruyn@isd.lacounty.gov

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

MICHAEL OWH
Director

Telephone: (323) 267-2101
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Speed. Reliability. Value.

March 17, 2026

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

Dear Supervisors:

INTERNAL SERVICES DEPARTMENT
OAT MOUNTAIN MICROWAVE STATION FUEL TANK REPLACEMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A181
APPROVE PROJECT BUDGET AND AN APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
(FY 2025-26)
(SUPERVISORIAL DISTRICT 5)
(3-VOTES)

SUBJECT

Approval of the recommendations will find the proposed Oat Mountain Microwave Station Fuel Tank Replacement Project is exempt from the California Environmental Quality Act, establish and approve the proposed project and other activities, approve the project budget and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Oat Mountain Microwave Station Fuel Tank Replacement Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the proposed project.

2. Establish and approve the proposed Oat Mountain Microwave Station Fuel Tank Replacement Project, Capital Project No. 8A181 with a total project budget of $432,000.

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3. Approve an appropriation adjustment to transfer $427,000 from the Internal Services Department, Services and Supplies budget to the Oat Mountain Microwave Station Fuel Tank Replacement, Capital Project No. 8A181, to fully fund the proposed project. The Internal Services Department has previously paid a total of $5,000 from its operating budget for pre-construction services for the Oat Mountain Microwave Station Fuel Tank Replacement Project.

4. Authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will find the proposed Oat Mountain Microwave Station Fuel Tank Replacement Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 8A181, approve the proposed Project budget and an appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

Oat Mountain Microwave Station Fuel Tank Replacement Project
The proposed Project will replace the existing 1,000-gallon above-ground fuel storage tank located at Palo Sola Truck Road, Chatsworth, Los Angeles, CA 91311, inside the Southern California Gas Company Aliso Canyon facility. The above-ground tank, which has reached the end of its service life, provides fuel to the emergency generator in the event of a loss of commercial power. The Oat Mountain Microwave Station is located at a remote location in rugged terrain where there is a high risk of wildfires. The microwave station is key to County communications, and a new fire-rated fuel tank would help to ensure the continued site operation in the event of the loss of commercial power.

The proposed scope of work will include the replacement of the above-ground fuel tank, steel pad with spill containment berm, electrical connections, and removal of the existing steel pad with spill containment berm.

The estimated project duration is approximately six (6) months, which includes construction and project closeout, taking into account the projected storm season when the unimproved dirt access roads may not be serviceable

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: North Star 3: Realize Tomorrow's Government Today, Focus Area Goal G: Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

FISCAL IMPACT/FINANCING

The total cost for the proposed Oat Mountain Microwave Station Fuel Tank Replacement project is currently estimated at $432,000, which includes design, construction, change order allowances,

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inspection/testing, and ISD County services (Enclosure A). Pre-construction costs of approximately $5,000 were previously paid in FY 2024-25 and FY 2025-26 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost.

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer $427,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Oat Mountain Microwave Station Fuel Tank Replacement, Capital Project No. 8A181.

Operating Budget Impact

The proposed scope of work consists of the replacement of existing equipment and associated components. The repair of the above-ground tank is anticipated to be external to the underground system due to its concrete containment, so there is no expected soil contamination caused by fuel. However, soil sampling will be done to verify existing conditions. Currently, based upon existing data, ISD doesn't anticipate any one-time start-up or additional ongoing costs as a result of the proposed Project; however, in the event of contamination, there would be corresponding efforts to provide mitigation, abatement of the contaminated soil prior to the installation of the new tank, funded by ISD's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, Oat Mountain Microwave Station Fuel Tank Replacement Project budget is less than $500,000; therefore, the "Local Worker" and "Local Targeted Worker" labor hours are not required as part of the project.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the Oat Mountain Microwave Station Fuel Tank Replacement Project is exempt from the Civic Art Allocation because the estimated eligible project costs are less than $500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The scope of work consists of the replacement of an existing above-ground fuel storage tank. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it will meet the criteria set forth in Sections 15301(l)(4), 15302 (c), and Section15303 (e), of the State CEQA Guidelines and Classes 1(h)(4), 2(e), and 3(b) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity and placement of new small equipment and structures, at existing facilities,

In addition, based on the record of the proposed Project, the project will comply with all applicable regulations, is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to

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Government Code section 65962.5, or indications that they may cause a substantial adverse change in the significance of any historic resource that would make the exemptions for the project inapplicable.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption for the project with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Land Use and Climate Innovation in accordance with section 21152 of the California Public Resources Code and will post the Notices to its website in accordance with Section 21092.2.

CONTRACTING PROCESS

The proposed Project will be delivered using an ISD Board-approved Job Order Contract (JOC) for the construction. The standard Board-directed clauses, including those that provide for contract termination and consideration of hiring County employees targeted for layoffs or who are on a County re-employment List, are included in all JOCs.

The JOCs contain the Board's required provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified Greater Avenues for Independence (GAIN) Program and Skills and Training to Achieve Readiness for Tomorrow (START) Program participants for employment openings, and compliance with the Safely Surrendered Baby Law.

The JOC contractor who will perform the work are required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For this proposed Project, ISD has made the determination that the use of a JOC is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the proposed projects entail repair, remodeling, refurbishment, or alteration, and the cost of such projects exceeds $125,000, such projects would have to be performed via a competitively procured construction contract, such as a JOC, not by County employees, due to the "Force Account" limitations set forth in the Public Contract Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current County services. The above-ground storage tank is used to deliver fuel when the emergency generator needs to operate. This is not a daily occurrence and so there will be no foreseeable impact to daily operations.

CONCLUSION

Please return one adopted copy of the board letter to the following: ISD Operations Service, and the Chief Executive Office – Capital Programs Division.

Respectfully submitted,

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Michael Owh
Director

MO:QH:ME:kc

Enclosures

C: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Internal Services Department

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ENCLOSURE A

PROJECT INFORMATION SHEET
SCHEDULE AND BUDGET SUMMARY

PROJECT :	**Oat Mountain Microwave Station Fuel Tank Replacement**
CAPITAL PROJECT NO. :	**8A181**

I. PROJECT SCHEDULE

Project Activity	Duration	Scheduled Completion Date
Complete Construction Documents	Complete	Nov 2025
Jurisdictional Approval	In Progress	Jan 2026
Award Construction Contract	1 month following Board approval	April 2026
Substantial Completion	5 months following Board approval	August 2026
Project Acceptance	7 months following Board approval	October 2026

II. BUDGET SUMMARY

Budget Category		Proposed Budget
Construction		
Construction	$	229,000.00
Change Orders (Contingency)	$	59,000.00
Subtotal	$	288,000.00
Civic Art (if not exempt)	$	-
Plans and Specifications	$	18,000.00
Jurisdictional Review/Plan Check/Permits	$	18,000.00
Project Management	$	30,000.00
Overhead	$	78,000.00
Total Project Budget	**$**	**432,000.00**

ENCLOSURE B

PINK(1)

BOARD OF SUPERVISORS
BA FORM 10142022 OFFICIAL COPY

March 17, 2026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

INTERNAL SERVICES DEPARTMENT

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2025-26
3 - VOTES

SOURCES		USES	
		INTERNAL SERVICES DEPARTMENT	
INTERNAL SERVICES		**OAT MOUNTAIN MICROWAVE STATION FUEL TANK REPLACEMENT**	
A01-IS-2000-13100		A01-CP-6014-65049-8A181	
SERVICES & SUPPLIES		CAPITAL ASSETS - B & I	
DECREASE APPROPRIATION	**427,000**	**INCREASE APPROPRIATION**	**427,000**
SOURCES TOTAL	**$ 427,000**	**USES TOTAL**	**$ 427,000**

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JUSTIFICATION

Reflects the transfer of $427,000 from the Internal Services Department, Services and Supplies budget to the Oat Mountain Microwave Station Fuel Tank Replacement, Capital Project No. 8A181, to fully fund the proposed project.

Michelle Jiang Digitally signed by Michelle Jiang Date: 2026.02.11 13:37:39 -08'00'

AUTHORIZED SIGNATURE Michelle Jiang, DFM III

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

☐ ACTION
☐ RECOMMENDATION

AUDITOR-CONTROLLER BY

B.A. NO. DATE

☐ APPROVED AS REQUESTED
☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER BY

DATE

BOARD LETTER/MEMO
CLUSTER FACT SHEET

☒ Board Letter ☐ Board Memo ☐ Other

CLUSTER AGENDA REVIEW DATE	February 25, 2026
BOARD MEETING DATE	March 17, 2026
SUPERVISORIAL DISTRICT AFFECTED	☒ All ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
DEPARTMENT(S)	Department of Human Resources (DHR)
SUBJECT	Approval of Amended Civil Service Rules (CSR): CSR 6 – Applications and Applicants; CSR 7 – Competitive Examinations; CSR 8 – Noncompetitive Examinations; CSR 10 – Eligible Lists; and CSR 11 – Certification and Appointment
PROGRAM	DHR – Countywide Talent Assessment Division
AUTHORIZES DELEGATED AUTHORITY TO DEPT	☐ Yes ☒ No
SOLE SOURCE CONTRACT	☐ Yes ☒ No If Yes, please explain why:
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	☐ Yes ☒ No - Not Applicable **If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.**
DEADLINES/ TIME CONSTRAINTS	N/A
COST & FUNDING	Total cost: N/A Funding source: The cost of updating the County's recruitment and hiring platform is minimal and absorbed by DHR's existing budget. TERMS (if applicable): Explanation:
PURPOSE OF REQUEST	The CSRs governing the County's recruitment process have remained largely untouched since the CSRs were originally established by the Board in 1979. Since that time employment law, recruitment systems and the County's workforce needs have shifted dramatically. Changes to the CSRs are needed to improve the County's hiring practices and align with modern recruitment standards.
BACKGROUND (include internal/external issues that may exist including any related motions)	CSR 6 – *Applications and Applicants*, establishes the process for receiving and accepting applications for employment; CSR 7 – *Competitive Examinations*, sets the characteristics and process of competitive examinations; CSR 8 – Noncompetitive Examinations, sets the criteria for noncompetitive examinations; CSR 10 – *Eligible Lists*, establishes the rules for candidate eligibility; and CSR 11 – *Certification and Appointment* dictates how lists of successful candidates may be considered by hiring managers. These four CSRs collectively establish the foundation for the County's recruitment and hiring processes for all classified positions. Revisions to CSRs 6, 7, 10, and 11 are needed to align the County's authorities with current employment laws, examination processes, and innovative recruitment best practices to better support internal and external recruitments now and for years to come. The proposed revisions to CSRs 6, 7, 8, 10, and 11 have been presented to Labor through numerous consultations with CEO – Employee Relations, DHR and County Counsel.
EQUITY INDEX OR LENS WAS UTILIZED	☐ Yes ☒ No If Yes, please explain how:
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	☐ Yes ☒ No If Yes, please state which one(s) and explain how:
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: ▪ Johan Julin, Assistant Director, (213) 738-2006, jjulin@hr.lacounty.gov ▪ Sarah Rivanis, Senior HR Manager, (213) 944-7244, srivanis@hr.lacounty.gov ▪ David M. Morfin, Senior HR Manager, (213) 400-5589, DMorfin@hr.lacounty.gov

COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
KENNETH HAHN HALL OF ADMINISTRATION
500 W. TEMPLE STREET, ROOM 579 • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 • FAX (213) 621-0387

BRANCH OFFICE
510 S. VERMONT AVENUE, 12TH FLOOR • LOS ANGELES, CALIFORNIA 90020

LISA M. GARRETT
DIRECTOR OF PERSONNEL

March 17, 2026

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

Dear Supervisors:

APPROVAL OF AMENDED CIVIL SERVICE RULES (CSR) 6 – APPLICATIONS AND APPLICANTS, CSR 7 – COMPETITIVE EXAMINATIONS, CSR 8 – NONCOMPETITIVE EXAMINATIONS, CSR 10 – ELIGIBLE LISTS, AND CSR 11 – CERTIFICATION AND APPOINTMENT (ALL DISTRICTS) (3 VOTES)

SUBJECT

Approve the proposed amendments to Title 5 – Personnel, Appendix 1 of the Los Angeles County (County) Code, relating to applications and applicants, competitive examinations, eligible lists, certification, and appointment.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the accompanying ordinance amending Title 5 – Personnel, Appendix 1 of the County Code.
2. Introduce and waive reading of the accompanying ordinance, and place the ordinance on the next scheduled public hearing agenda for final adoption and provide notice of the public hearing in accordance with Civil Service Rule 26.02.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Civil Service Rules (Rules), as authorized by Section 35 of the County Charter, advance merit system standards by establishing uniform, fair, and impartial standards for applicants and employees within the County's classified service. Civil Service Rules 6, 7, 8, 10, and 11 in particular serve as the County's primary authorities for recruitment and selection activities for all positions in the County's classified service. Specifically, the Rules establish uniform hiring standards across all County departments, beginning from

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the application receipt and review process, through the competitive examination process, and culminating with successful candidate promulgation on eligible lists. The provisions of Rules 6, 7, 8, 10, and 11 have remained in place largely without revision since their original approval in 1979, during which time developments in employment practices, advances in technology, and the evolving needs of the County's workforce have led to significant shifts in the County's recruitment and selection paradigm.

Over the past several years, the Department of Human Resources (DHR) conducted a thorough assessment of the County's application review, competitive examination, and eligible list processes with the goal of identifying changes needed to improve the candidate and recruiting department's experience. This review was conducted in consultation with County stakeholders, internal subject matter experts within the County's examination administration team, departmental Human Resources professionals, and County Counsel. The review process resulted in a revision and enhancement of the County's recruitment program to better align the County with not only applicable legal requirements but also with vital technological innovations and current best practices in the field of recruitment and selection. Due to the dynamic nature inherent within the recruitment arena, amendments to Rules 6, 7, 8, 10, and 11 were identified as necessary to improve the County's hiring practices, align with current employment standards, and allow for continued modernization of the County's recruitment strategies.

Accordingly, the accompanying ordinance amends the aforementioned CSRs by:

<u>CSR 6 – Applications and Applicants</u>

- Codifying within the rules additional methods to apply for County positions, consistent with current practice and technological advances.
- Creating new opportunities for temporary and recurrent employees to qualify for permanent County employment, thereby better retaining a skilled workforce.
- Updating language regarding applicant requirements to better align with Fair Chance requirements and practices, as well as disability-related employment laws.
- Removing gendered and outdated terminology.
- Clarifying appeals rights for application rejections and job offer rescissions.

<u>CSR 7 – Competitive Examinations</u>

- Allowing departmental discretion in the use of Appraisals of Promotability.
- Removing physical mailing requirements for examination notifications, postponement, and cancellation of examinations.
- Clarifying candidates' ability to appeal examination results.
- Simplifying examination records retention instructions.
- Replacing gendered and outdated terminology.

CSR 8 – Noncompetitive Examinations

- Allowing the use of noncompetitive examinations for additional recruitments, such as the County's career pipeline programs (e.g., TempLA, Career Development Intern) and recruitments where competition would be impractical due to the nature of the knowledge, skills, and abilities associated with the job.

CSR 10 – Eligible Lists

- Providing flexibility in the amount of time that an eligible list can be used.
- Providing additional clarity on hiring departments' ability to select qualified candidates based on their availability or willingness to work under set conditions.

CSR 11 – Certification and Appointment

- Revising the score groupings/bands of successful applicants in County examinations to better reflect anticipated candidate success.
- Expanding applicant protections by adding appropriate appeals rights.
- Removing prescribed age limitations for County employment.
- Increasing the ability of departments to fill high vacancy positions by allowing consideration of lower bands more easily from Open Competitive and Interdepartmental Promotional lists.

As summarized above, the Board's approval of the proposed amendments to Rules 6, 7, 8, 10, and 11 is necessary to better retain the County's skilled civil servant workforce, improve the recruitment process, and allow recruiting departments more agility in meeting the needs of their unique recruitments.

FISCAL IMPACT/FINANCING

No additional funding is required.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The proposed amendments to Title 5 – Personnel, Appendix 1 further the County of Los Angeles' Strategic Plan North Star 1 – *Make Investments that Transform Lives*, specifically, Focus Area Goal B, *Employment and Sustainable Wages*. The amendment also furthers Strategic Plan North Star 3 – *Realize Tomorrow's Government Today*, Focus Area Goal B, *Diverse and Inclusive Workforce*.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The accompanying ordinance implementing amendments to Title 5 – Personnel, Appendix 1, Civil Service Rules 6, 7, 8, 10, and 11, as well as the associated updates to CSR 2 - Definitions, have been approved as to form by County Counsel.

The County engaged all County unions and proceeded with negotiations with those that responded as required by law. After significant exchange and compromise with the County Coalition of Unions and SEIU 721, the parties have come to an agreement on the changes to the CSRs, as reflected in the attached ordinance.

In accordance with the County Charter, amendments to the Civil Service Rules may be adopted by the Board of Supervisors after a public hearing. It is therefore recommended that the accompanying ordinance be placed on the next scheduled public hearing agenda for adoption.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed amendments to Rules 6, 7, 8, 10, and 11 will allow the County to continue to modernize its recruitment and hiring processes as needed, which will enable departments to more effectively hire and retain a skilled workforce for years to come.

No impact to current services or projects is anticipated.

Respectfully submitted,

LISA M. GARRETT
Director of Personnel

LMG:RC:WLH
DMM:LR:aa

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Chief Executive Office – Employee Relations

PAD\CSR 6-11 Revisions

ANALYSIS

This ordinance amends Title 5 – Personnel of the Los Angeles County Code to make changes to Civil Service Rules 2, 6, 7, 8, 10, and 11.

DAWYN R. HARRISON
County Counsel

By:
POUYA BAVAFA
Senior Deputy County Counsel
Labor & Employment Division

PB:gr

Requested: 3/27/25
Revised: 2/9/26

ORDINANCE NO. _____

This ordinance amends Title 5 – Personnel of the Los Angeles County Code to make changes to Civil Service Rules 2, 6, 7, 8, 10, and 11.

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

SECTION 1. Title 5, Appendix 1, Rule 2 is hereby amended to read as follows:

. . .

2.44 Promotion.

"Promotion" means advancement to a position of higher rank or grade involving an increase in pay. ~~Promotional examinations are those limited to qualified county or district employees.~~

. . .

~~**2.47 Recruitment bulletin board.**~~

~~"Recruitment bulletin board" is the board in Room 493 in the Hall of Administration, 222 North Grand Avenue, Los Angeles 90012.~~

. . .

2.61 Veteran's Credit

"Veteran's Credit" means an additional credit granted to veterans and spouses of veterans on open competitive examinations, as authorized in Section 36 1/2 of the County Charter.

SECTION 2. Title 5, Appendix 1, Rule 6 is hereby amended to read as follows:

RULE 6 APPLICATIONS AND APPLICANTS

6.01 Qualifications for ~~e~~Examinations.

In order to qualify for an examination, an ~~candidate~~applicant must:

A. Meet all general requirements pertaining to filing applications for positions in the classified service as prescribed in these Rules;

B. Meet such additional requirements as are specified for the particular examination, ~~including~~which may include, but are not limited to, education, experience, license, age, residence, ~~sex,~~ physical condition, certification, or the passing of appropriate qualifying tests;

C. ~~File an~~Submit application materials in accordance with established procedures and the examination announcement.

6.02 Qualifications for ~~p~~Promotional ~~e~~Examination.

A. In addition to meeting the requirements of Rule 6.01, an applicant for an interdepartmental promotional examination must be a permanent ~~c~~County employee, and for a departmental promotional examination must ~~in addition~~also have status in the department specified at the time of application submission and must have been employed by such department within sixty (60) calendar days of the promotional appointment. The ~~d~~Director of ~~p~~Personnel may also allow the following additional groups to compete in promotional examinations whenever such action is deemed necessary in order to meet the needs of ~~c~~County service:

1. Probationary employees may be allowed to compete in promotional examinations, provided that they are not appointed to any promotional position until they have satisfactorily completed their initial probationary period~~s~~.

2. Recurrent or temporary employees who have satisfactorily completed at least one hundred twenty (120) working days of ~~satisfactory~~ service as recurrent or temporary employees may be allowed to compete in promotional examinations for permanent appointments to the class in which they have status or any lower-level class. Additionally, recurrent employees meeting the above conditions may compete in promotional examinations for higher-level recurrent positions. Recurrent or temporary employees may also be permitted to compete in promotional examinations for higher-level permanent positions so long as they have satisfactorily served in the recurrent or temporary position for at least one hundred twenty (120) working days or the equivalent of the probationary period for the permanent position with which they share the same classification, whichever is greater.

3. Enrollees in training programs approved by the ~~d~~Director of ~~p~~Personnel may be allowed to compete in promotional examinations for permanent appointment to the classes for which they have been prepared.

B. A qualified employee of a district having a civil service governed ex officio by the ~~b~~Board of ~~s~~Supervisors may participate in interdepartmental promotional examinations for positions in the classified service of the ~~c~~County during such time as qualified ~~c~~County employees are entitled to participate in promotional examinations and to be certified for and appointed to positions in the classified service of such districts.

6.03 ~~Filing~~Submitting ~~a~~Applications.

~~A. No application will be accepted for a position until an examination has been announced, except that any person accepting a temporary appointment pending examination must, before commencing work, file an application for such position with the director of personnel. Applications must be received at the offices of the director of personnel not later than 5:00 p.m. of the last day for filing unless some other time or place is designated in the bulletin announcing the examination.~~

~~B.~~A. The ~~d~~Director of ~~p~~Personnel may, if sufficient reasons are shown, accept an amendment to an application after the designated date and time for filing has passed. The burden of proof of meeting requirements shall lie with the applicant.

~~C.~~B. In cases of any dispute as to the time of filing the official time recorded on the application shall be conclusive.

~~D.~~C. The time for ~~filing~~submitting applications may be extended or reopened by the ~~d~~Director of ~~p~~Personnel as the needs of the service require, provided notice is immediately posted ~~on the recruitment bulletin board~~.

~~E.~~D. ~~When:~~All applications for the following positions are subject to review only by the Director of Personnel or persons designated by the Director of Personnel:

1. Positions where the ~~incumbents of which are~~incumbent is appointed by the ~~b~~Board of ~~s~~Supervisors;

2. Positions next in rank to such positions; and

3. Positions first in rank on ~~the staffs of~~ a ~~are to be filled by open competitive examination, all applications filed shall be confidential personnel files~~

~~subject to review and inspection only by the director of personnel or persons designated by the director of personnel~~ commission's staff.

6.04 Nonacceptance of ~~a~~Applicant.

The ~~d~~Director of ~~p~~Personnel~~, subject to the right of any person aggrieved to appeal to the commission as provided in Rule 4,~~ may refuse to accept an application or to examine an applicant, or may withhold the name of a person from the eligible list or an eligible from certification, or after notice may remove the name of an eligible from the eligible list, or withdraw an offer of employment to a person:

A. Who does not meet the requirements set forth in these Rules or in the ~~bulletin announcing the e~~xamination announcement;

B. Who is ~~physically or mentally unfit~~unable to perform the essential duties of the position sought or would pose a direct threat to the health or safety of the applicant or others, with or without reasonable accommodation;

C. ~~Who is addicted to the use of intoxicating liquors or narcotics or habit-forming drugs~~Who refuses to take a required pre-employment drug test or, based on the results of such test, is found to have used illegal or otherwise prohibited drugs;

D. Who ~~is guilty of~~has engaged in conduct not compatible with ~~county employment~~the requirements of the position, whether or not it amounts to a crime;

E. Who has been convicted of a crime and determined to be ineligible for the position;

F. Who has been dismissed or has resigned in lieu of discharge from any position, public, or private, for any cause which would be a cause for dismissal from

~~c~~County service~~;~~, or whose record of employment has not been satisfactory ~~in the county service, or with any other agency or firm~~;

G. Who has abandoned any position in ~~c~~County service or been absent from duty without leave of absence duly granted;

H. Who has made a material false statement or who has attempted any deception or fraud in connection with this or any other civil service examination~~s~~;

I. Who refuses to execute the oath as prescribed by law;

J. Who refuses to be fingerprinted or undergo any required background check;

K. Who has assisted in preparing, conducting or scoring the examination for which ~~he/she~~the person applies, or who has in any other manner secured confidential information concerning such examination or engaged in other activities which might give ~~such~~any applicant an unfair advantage over other applicants in the examination;

L. Who refuses to ~~take or fails to pass the prescribed~~complete a required pre-employment medical examination for the position;

M. Who is separated from ~~c~~County service and whose name appears on a promotional list, except one who has completed apprenticeship or other approved training in accordance with Rule 21 for the class for which the examination was given;

N. Who is not a citizen when citizenship is a legal requirement for appointment to the position.

6.05 Notice of ~~n~~Nonacceptance.

~~A.~~ The person against whom action is taken under Rule 6.04 shall be notified promptly of the reasons thereof. ~~Oral notice at time of filing the application shall be~~

~~sufficient, provided that the applicant is given~~The person must be provided written notification of nonacceptance at the time that such ~~nonacceptance is declared~~action is taken.

~~B. Written notice mailed, postage prepaid, to the address shown on the application shall be effective on mailing.~~

~~6.06 Random selection.~~

~~When the number of anticipated candidates as well as the type of competitive examination to be used in a particular open competitive selection process would make it impracticable to administer a comprehensive examination to every candidate applying, the director of personnel may utilize random selection.~~

6.07 Appeals.

~~Any person aggrieved by any ruling of the director of personnel concerning the examination or the eligibility or disqualification of applicants, or the withholding of name from certification; and who believes such action was based on consideration of non-merit factor(s) as set forth in Rule 25, may appeal to the commission in writing within 15 business days, after notice of such ruling, as provided in Rule 4.~~

Any applicant who is adversely affected by any action in violation of Rule 6 may protest such action to the Director of Personnel. Such protest must be in writing, shall give specific facts and reasons to support the protest, and must be received by the Director of Personnel within fifteen (15) business days of the notification of action. An applicant has additional rights as provided in Rule 4.

. . .

~~**6.09 Amendment of applications.**~~

~~The director of personnel may permit any applicant, whether or not the application has been accepted, to file an amended application~~

6.10 Application not ~~r~~Returned.

All applications when completed and ~~filed~~submitted become the property of the ~~d~~Director of ~~p~~Personnel and thereafter may not be returned to the applicant.

SECTION 3. Title 5, Appendix 1, Rule 7 is hereby amended to read as follows:

. . .

7.02 Continuous or ~~p~~Periodic ~~e~~Examining ~~p~~Programs.

Notwithstanding anything to the contrary in these Rules, a continuous or periodic examining program may be ordered and administered by the ~~d~~Director of ~~p~~Personnel for any class of positions to establish an eligible register for temporary, recurrent, or permanent appointments. Filing will be open, applications received, and the examinations administered in such a program according to the needs of ~~c~~County service. The names of qualified eligibles resulting from such examinations shall be entered on the eligible register, and certifications for appointments shall be made in the same manner as from any eligible list. Names of eligibles from successive examinations in the same program shall be entered on the eligible register for the class at the appropriate places as determined by final grades. Names may be withheld from certification or removed from such eligible registers in the same manner and for the same reasons as from any eligible list. Names shall be dropped from such eligible registers after remaining on the register for the period of time specified in the order or in the ~~bulletin announcing the program~~examination announcement.

7.03 Notice of ~~e~~Examination.

A. A written notice of each examination shall be posted ~~prior to the opening of the filing period of the examination~~online for at least four (4) calendar days on the official ~~c~~County ~~recruitment bulletin board in the department of personnel~~human resources recruitment platform. For promotional examinations, a written notice of each examination shall be posted for at least ten (10) calendar days ~~prior to the examinations~~.

B. Additional notice, such as paid advertising or publicity, shall be given when the ~~d~~Director of ~~p~~Personnel deems it necessary in order to have a sufficient number of qualified applicants.

. . .

7.06 Types of ~~e~~Examinations.

A. It is ~~c~~County policy that vacancies will generally be filled from within. However, open competitive examinations may be held when it is in the best interest of the ~~c~~County as determined by the ~~d~~Director of ~~p~~Personnel and the appointing power. Promotional examinations may be interdepartmental (~~c~~County-wide), ~~or~~ departmental (limited to the employees of a department), or as otherwise provided for in Rule 6.02, and may be further limited to employees of a particular organizational unit.

B. Additionally, competitive reclassification examinations may be given within six (6) months of the reclassification of a position.

C. In general, a sufficient number of interdepartmental promotional examinations shall be held:

1. So that capable employees in smaller departments or in small specialized divisions of departments will have a chance for promotion to similar work in larger departments or larger divisions of other departments;

2. So that capable employees in the larger departments may advance by taking positions of greater responsibility in smaller departments; and

3. So that ~~minority group members, women, and the handicapped~~diverse applicants will have a chance for promotion to ensure equal employment opportunities ~~in accordance with the County's Affirmative Action Program~~.

7.07 Character of ~~e~~Examinations.

All competitive examinations shall consist of one or more parts designed to qualify and group applicants in terms of their relative fitness to perform the duties of the class or position for which the examination was ordered. The proposed examination parts and relative weights of the parts of the examination shall be stated in ~~the official announcement of the examination or announced prior to the time of the examination~~advance. Notice of any changes to the examination plan shall be given to applicants.

7.08 Method of ~~t~~Testing.

The qualification and fitness of applicants shall be determined either individually or in a group or groups by one or more of the following methods:

A. ~~Written~~Multiple choice or written tests;

B. Oral tests of knowledge, ~~or~~ ability, or aptitude;

C. Interviews covering general qualifications, education, training, or experience;

D. Performance tests;

E. Physical tests of strength, speed, stamina, or dexterity;

F. Evaluation of education, training, experience, or other qualifications as shown by the application, or by other information submitted, or by the record;

G. Questionnaires submitted to references;

H. Appraisal of Promotability;

I. Any other appropriate measure ~~of fitness~~.

7.09 Time and ~~p~~Place of ~~e~~Examinations.

~~Whenever applicants are required to appear for an examination, the time and place shall be designated in the official bulletin, or the applicants shall be notified in person, by mail or by telephone.~~ Applicants shall be notified of the time and location if required to appear for an examination. The ~~d~~Director of ~~p~~Personnel, when the good of the service requires it, may have an examination given in more than one session or at more than one place, either within or outside the ~~c~~County of Los Angeles.

7.10 Postponement or ~~c~~Cancellation of ~~e~~Examinations.

The administration of an examination, or any part thereof, may be postponed or cancelled at any time. Notice of such postponement or cancellation shall be ~~posted on the recruitment bulletin board and mailed or telephoned to the applicants~~provided in writing to applicants. In an emergency where time does not permit such notice, an examination may be postponed or cancelled or the place of examination changed by posting a notice ~~on the recruitment bulletin board as soon as possible and in a conspicuous location at the place and time set for the examination~~online and at the physical testing site, if applicable, as soon as possible.

7.11 Late ~~a~~Applicants.

Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the ~~d~~Director of ~~p~~Personnel ~~or the director's designee~~.

. . .

7.13 Parts and ~~w~~Weights.

A. Each examination shall embrace one or more parts to which percentage weights shall be assigned, which weights shall total one hundred (100) percent. Each part ~~shall~~may be graded separately or in conjunction with other parts. Th~~is~~e grade for each part or parts shall be multiplied by the percentage weights assigned to such part or parts, and the sum ~~of the resulting products~~ shall be called the "weighted average."

B. In open competitive examinations, the points, if any, for veteran's credit shall be added to the weighted average, except that such credit shall not be added unless the weighted average ~~totals 70 percent or more~~is equal to or above the score required for passing.

C. ~~1. Except as specified below, all p~~Promotional examinations ~~shall~~may include as part an appraisal of promotability, based on an evaluation of records and of efficiency and character in relation to the class or position for which the examination is being given. The weights of such evaluation, including consideration of seniority, efficiency, and character, shall not exceed fifty (50) percent of the total weight in the examination, except that for management positions the appraisal of promotability may be as high as one hundred (100) percent. The weight of the appraisal of promotability shall be determined by the ~~d~~Director of ~~p~~Personnel after consultation with the appointing power.

"Management" shall be defined as those classifications that have the supervisory responsibility for first-line supervisors, and all classifications at the level of supervisor of first-line supervisors and above.

~~2. The appraisal of promotability may be excluded from the examination when it is deemed by the director of personnel to be in the best interest of the service. In the event that the appraisal of promotability is exscluded from the examination process, then seniority, efficiency and character shall be evaluated by one or more of the methods enumerated in Rule 7.08.~~

7.14 Passing ~~g~~Grades.

A. ~~Unless otherwise provided in the bulletin or other notice announcing the examination, a~~A final score of at least seventy (70) percent, excluding veteran's credit, shall be required for passing unless otherwise determined by the Director of Personnel and provided in the examination announcement.

B. ~~Where an examination consists of two or more parts, the director of personnel may set a minimum score or rank to be required in any part or combination of parts of such examination, and any applicant who does not attain such minimum score or rank shall not receive a score in the balance of the examination.~~ The minimum score or rank required and the part or parts of the examination to which it is applicable shall be announced ~~at the time of the examination~~in advance. The Director of Personnel may set a minimum score or rank to be required in any part or combination of parts of an examination, and any applicant who does not attain such minimum score or rank shall not receive a passing grade in the examination.

7.15 Veteran's ~~c~~Credit.

~~The Charter of the county of Los Angeles provides that i~~In all open competitive examinations~~, in addition to all other credits,~~ a credit of ten (10) percent of the total credits specified for such examination shall be ~~given by the civil service commission to all persons passing the examination who have, or who shall have, served in the Armed Forces of the United States in time of war, armed insurrection or international police action and are honorably discharged, or whose service was honorable, and also to the wife of any such person who, while engaged in such service in time of war, armed insurrection or international police action, was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow of any such person who died or was killed while in such service~~added to the total passing score of veterans and spouses of veterans, as afforded by Section 36 1/2 of the County Charter.

. . .

7.17 Protests a~~A~~gainst key a~~A~~nswers.

During the key-copy inspection period, the applicant may file a protest against any part of the ~~written~~multiple choice test, citing the question or questions against which the protest is directed and reasons for protesting. Each protest shall be in writing ~~and on forms provided by the director of personnel~~, shall give ~~specific~~ facts and reasons to support the protest, and shall include authoritative references or opinions of recognized experts where such exist. Upon receipt of such protests, a review of each protested question shall be made by the ~~d~~Director of ~~p~~Personnel. Any errors, improprieties or ambiguities disclosed shall be corrected. In case of an ambiguity in a question, the

~~d~~Director of ~~p~~Personnel may eliminate the question entirely or may allow more than one answer as correct. After the necessary and proper corrections have been made, the answer key, as corrected, shall become the basis for a scoring key upon which all the applicants' ~~papers~~responses are finally scored. An applicant who has not filed a protest during the key-copy inspection period shall not be entitled to protest against the ~~written~~multiple choice test except on the grounds of specific error in the application of the scoring key.

7.18 Promulgation and ~~n~~Notification of ~~t~~Test ~~r~~Results.

After all the parts of an examination have been completed and scored, an eligible list shall be promulgated, and each applicant shall be notified:

A. When passing, of ~~his/her~~the applicant's total score, including veteran's credit and, if applicable, the days during which the applicant may inspect ~~his/ her papers~~their responses; or

B. When failing, of the failure to achieve a passing grade, and, if applicable, the days during which the applicant may inspect ~~his/her papers~~their responses.

7.19 Inspection of ~~e~~Examination ~~m~~Materials, ~~r~~Rating ~~s~~Standards and ~~s~~Scoring key.

A. An applicant shall be allowed a period of ten (10) business days to inspect the applicant's ~~scored answer sheets~~responses, appropriate rating standards, scoring key, records of the applicant's oral interviews or appraisal of promotability, or any records pertaining to ~~his/her~~their score on the examination except that:

1. ~~Copyrighted~~Proprietary, validated, or standardized tests shall not be subject to review;

2. In those examinations in which a key-copy inspection period was provided, the test materials made available during such key-copy inspection period shall not be subject to review;

3. Validated tests and/or selection procedures, for which the ~~d~~Director of ~~p~~Personnel ~~can establish~~determines that the burden to the ~~c~~County resulting from applicant's review outweighs the right of the applicant to investigation and discovery shall not be subject to review.

B. During such inspection, the applicant shall not be allowed to copy any of the test questions or answers except to the extent necessary to file a protest or appeal.

7.20 Protests ~~a~~Against ~~r~~Ratings to the ~~d~~Director of ~~p~~Personnel.

If the applicant believes an error has been made in the application of ~~the written test~~a scoring key, or in the rating given ~~him/her~~them on any part of the examination, or that any other error has been made, except such as could have been objected to during the key-copy inspection period, the applicant may, ~~during the final 10-day period referred to in Rule 7.19,~~within fifteen (15) business days of the notice of test results, make a protest in writing stating specifically where the applicant believes an error has been made; provided, however, that if there has been a key-copy inspection period, no protest may be made against the written questions and key answers which would have been made during the key-copy inspection period. Each protest shall be in writing ~~and on forms provided by the director of personnel~~, shall give ~~specific~~ facts and reasons to support the protest, and shall include authoritative references or opinions of recognized experts where such exist. ~~No protest may be made after the 10-day period.~~ Upon receipt of a written protest or request for re-scoring or re-rating, a review of the protest

shall be made by the ~~d~~Director of ~~p~~Personnel, who shall pass on all such protests or requests within sixty (60) days of the date of such protest or request and make any necessary corrections in grades and ratings. If the ~~d~~Director of ~~p~~Personnel does not render a decision within such time period, the appellant may, at ~~his/her~~their option, deem this a denial and proceed with an appeal to the commission. Any person aggrieved may appeal to the commission for the rulings of the ~~d~~Director of ~~p~~Personnel pursuant to Rule 4, within ten (10) business days of the notice of such rulings. Notwithstanding the foregoing, in a situation where a successful appeal will not result in the appellant moving from one group (as defined in Rule 11.01) to a higher group, the appellant will not proceed with the appeal to the ~~c~~Civil ~~s~~Service ~~c~~Commission.

7.21 Correction of ~~clerical~~Administrative ~~e~~Errors.

Any ~~clerical~~administrative error may be corrected by the ~~d~~Director of ~~p~~Personnel upon discovery at any time during the life of the eligible list, but no such correction shall affect an appointment made from a certification made prior to the correction.

7.22 Record of ~~e~~Examination.

The ~~d~~Director of ~~p~~Personnel shall preserve for not less than five (5) years the following record of each examination:

A. The report of examination containing the names and scores of all applicants on each part of the examination, and in the total examination;

B. ~~A summary or narrative statement of~~Information regarding the examination, showing the methods of testing used or the general nature of the examination, the weights of the various parts, ~~and~~ the minimum scores required, the basis of rating or standards used and the formula or method used for translating ratings

into a numerical score, and all other records prepared or received in connection with the examination.

~~**7.23 Record of oral examination.**~~

~~The director of personnel shall make and preserve for not less than five years a record of oral tests or interviews used in examinations. Such record shall show the basis of rating or standards used and the formula or method used for translating ratings into a numerical score.~~

~~**7.24 Other records of examination.**~~

~~A. The director of personnel shall preserve all other original records prepared or received in connection with any examination for a period of two years after the date of promulgation. Such records may then be destroyed if no longer required for administrative purposes.~~

~~B. Any duplicate records of examinations, the originals or permanent photographic reproductions of which are in the files of any officer or department of the county, may be destroyed at any time.~~

7.25 Examination to be ~~i~~Impartial.

All examinations shall be fair and impartial.

A. ~~So far as practicable~~To the extent possible, ~~written~~ examinations shall be ~~so~~ conducted so that the identity of applicants will not be known to the examiners or other persons scoring the answers.

B. No person shall reveal ~~before the completion of an examination~~ any information about ~~such~~the examination except in the official ~~bulletin~~examination announcement or by announcement to all relevant applicants equally.

SECTION 4. Title 5, Appendix 1, Rule 8 is hereby amended to read as follows:

Rule 8 NONCOMPETITIVE EXAMINATIONS ~~AND LABOR APPOINTMENTS~~

8.01 Noncompetitive e~~E~~xaminations.

A. The ~~d~~Director of ~~p~~Personnel may authorize noncompetitive examinations ~~in the county institutions~~ when competition is found to be impracticable.

B. Competition is impracticable:

1. ~~w~~When the number of vacant positions ~~generally~~ exceeds the number of applicants who meet the minimum requirements for the classification; ~~.~~

2. Where competitive testing is not practicable due to the nature of the knowledge, skills and abilities associated with the job;

3. For appointment to laborer positions; or

4. For recruitment into entry-level, temporary positions that do not require specific skill or ability. Such recruitment efforts must be approved by the Director of Personnel and established by Board directive.

8.02 Procedure for ~~n~~Noncompetitive e~~E~~xaminations.

A. The ~~d~~Director of ~~p~~Personnel shall order the examination and give notice in the same manner as for a competitive examination. All such examinations shall be open. ~~The examination shall be intended merely to qualify applicants.~~

B. Successful applicants shall be placed on an eligible list, without indication of relative standing in the examination. An eligible list shall be in effect when approved by the ~~d~~Director of ~~p~~Personnel. No formal certification will be necessary.

C. The appointing power may appoint any one of the names on the appropriate list, except that a person without veteran's credit may not be appointed if there are three more names on the list of persons entitled to veteran's credit.

D. Each noncompetitive eligible list shall be in effect for the same period of time and may be extended or terminated the same as a competitive eligible list, except that a noncompetitive examination eligible list may also be terminated by the ~~d~~Director of ~~p~~Personnel when the ~~d~~Director finds that a competitive examination is warranted for the position or class.

~~**8.03 Labor appointments.**~~

~~The director of personnel may authorize the appointment of unskilled laborers and such skilled laborers as needed without formal examination, but after such tests of fitness as the director may prescribe.~~

~~**8.04 Procedure for making labor appointments.**~~

~~Such appointments must be made in order of priority of application excluding such persons as fail the test of fitness prescribed by the director of personnel.~~

8.05 Applicability of ~~o~~Other ~~r~~Rules.

Rules 7 and 10 do not apply to noncompetitive examinations ~~or labor appointments~~. All other rules shall apply except insofar as they are in conflict with the provisions of this Rule.

8.06 Review and ~~a~~Appeals.

Any person who is adversely affected by any action in violation of Rule 8 may request the ~~d~~Director of ~~p~~Personnel to review such action. Such request for review by the ~~d~~Director of ~~p~~Personnel shall be made in writing within fifteen (~~10~~15) business days

of notification of such action. Such written request for review shall name the specific act complained of and state the reasons for the complaint and the remedy requested. Except as otherwise provided in these Rules, the decision of the ~~d~~Director of ~~p~~Personnel is final, subject to such ~~judicial~~ review as provided by law ~~for decisions of local administrative agencies~~.

SECTION 5. Title 5, Appendix 1, Rule 10 is hereby amended to read as follows:

. . .

10.02 Order of ~~n~~Names on ~~e~~Eligible ~~l~~Lists.

The names of applicants shall be entered upon the eligible list in a competitive examination in order of ~~standing in the examination~~score grouping, including veteran's credit~~, or credits for efficiency, character and seniority~~, where applicable.

~~**10.03 Tie scores.**~~

~~Whenever two or more applicants in a competitive examination have the same final grade, priority may be determined by random ordering.~~

10.04 Disclosure of ~~n~~Names of ~~e~~Eligibles.

All eligible lists shall be open to public inspection except when the ~~d~~Director of ~~p~~Personnel judges that disclosure of names of ~~candidates~~applicants for high-level management positions would jeopardize their current employment.

. . .

10.06 Duration of ~~e~~Eligible ~~l~~Lists.

~~Except when otherwise ordered, a~~An eligible list shall be in effect for ~~one year from date~~the duration of ~~promulgation~~time listed on the examination announcement, unless sooner terminated pursuant to Rule 10.05~~,~~. ~~but t~~The ~~d~~Director of ~~p~~Personnel

may ~~order that the period of eligibility be for a shorter time or, in his discretion, may extend the period of eligibility,~~change the duration of the list, ~~or~~and may restore any eligible list which has expired or been terminated.

~~10.07 Automatic termination of list.~~

~~An eligible list which has been in effect for more than one year shall be terminated automatically upon promulgation of a new eligible list of the same type for the same position. A list so terminated may be restored when it includes the name of a person who is or was in the active service of the Armed Forces of the United States during part or all of the life of such list.~~

10.08 Canvass of e~~E~~ligible ~~l~~List.

Whenever the needs of the service require, the ~~d~~Director of ~~p~~Personnel shall ~~ascertain the availability for employment~~canvass the eligible list for persons willing and available to work under certain specified employment conditions ~~of persons whose names appear on an eligible list~~.

10.09 Addition of ~~n~~Names of ~~war v~~Veterans to e~~E~~ligible ~~l~~Lists.

Any veteran returning to ~~c~~County service who is entitled to the benefits of Section 395.1~~,~~ of the Military and Veterans Code~~,~~ shall be entitled to take an ~~supplemental e~~xamination for any position for which there is an eligible list in effect or restored, provided the veteran meets the ~~bulletin~~ requirements for the original examination, and provided the original examination was ~~given~~administered prior to ~~his~~their return to ~~c~~County service. The name of any veteran successful in the ~~supplemental e~~xamination shall be added to the eligible list for that position in

accordance with Rule 10.02, the same as if such veteran had taken the original examination.

10.10 Rejection of ~~e~~Eligible—Dropped ~~f~~From ~~l~~List.

The name of any person may be withheld from certification or removed from the eligible list for any of the reasons in Rule 6.04~~ hereof~~.

10.11 Effect of ~~a~~Appeals.

No appeal shall affect the eligible list or an appointment made from a certification made during the pendency of the appeal. ~~When the appeal is terminated~~If the appeal is granted, the ~~d~~Director of ~~p~~Personnel shall add the name of the appellant to the eligible list at the appropriate place.

SECTION 6. Title 5, Appendix 1, Rule 11 is hereby amended to read as follows:

RULE 11 CERTIFICATION AND APPOINTMENT

11.01 Certification and ~~a~~Appointment ~~f~~From ~~e~~Eligible ~~l~~List.

A. In filling vacancies from an eligible list, the appointing ~~authority~~power shall make appointments from eligible lists certified by the ~~d~~Director of ~~p~~Personnel.

B. The ~~d~~Director of ~~p~~Personnel shall ~~assemble candidates into groups~~group/band applicants based on their weighted total score in the examination~~,~~; for the purpose of grouping, scores shall be rounded to the nearest whole number. In the case of open competitive examinations, veteran's credit shall be added before assembling the ~~candidates~~applicants into groups.

C. Ordinarily, passing candidates shall be assembled into separate groups having fixed ranges as follows:

Group 1 ~~95%—100%~~90% - 100%

Group 2 ~~89% — 94%~~80% - 89%

Group 3 ~~83% — 88%~~70% - 79%

~~Group 4 77% — 82%~~

~~Group 5 70% — 76%~~

D. In any open competitive examination where the addition of veteran's credit points produces final ~~candidate~~applicant scores above one hundred (100) percent, ~~a sixth~~an additional group shall be created to include the eligible ~~candidates~~applicants with scores above one hundred (100). In instances where the ~~d~~Director of ~~p~~Personnel has established through a validation or other special study prior to the examination that another grouping procedure should be employed, the alternative procedure so defined may be used, providing that the procedure is described in the official examination bulletin.

E. All appointments ~~to positions in the classified service shall~~must be made from the highest ranking group on ~~such~~a list~~s, except that~~. For departmental promotional lists, when the highest ranking group does not include at least five (5) persons who are available for appointment, the appointment may be made from the next highest group or groups ~~to~~where the cumulative amount of these highest groups include~~s~~ at least five (5) persons. For all other eligible lists, when the highest ranking group does not include at least ten (10) persons, the appointment may be made from the next highest group or groups where the cumulative amount of these highest groups includes at least ten (10) persons.

11.02 Certification ~~f~~From ~~l~~List for ~~a~~Another ~~c~~Class.

Where no eligible list is in existence for a class of position certification may be made from a list created for another class of the same or higher rank in the same or in an appropriate series, provided that the ~~d~~Director of ~~p~~Personnel finds that the use of the list is for the best interest of the service and that the necessary skills~~, and~~ knowledge, abilities, and other characteristics were adequately tested in the examination.

11.03 Selective ~~c~~Certification.

A. Where a single eligible list has been established without regard to some particular job-related criterion not tested in the examination and the appointing power requests certification for a position, the duties of which justify the particular criterion, and states the facts and reasons for such request, the ~~d~~Director of ~~p~~Personnel may certify those persons in groups ~~other than the highest meeting~~who meet that criterion. When such selective certification is established, all individuals considered shall be notified of their placement.

B. A promotional list may be certified from an open competitive examination or a departmental eligible list from an interdepartmental examination.

C. Any person who is adversely affected by any action in violation of Rule 11.03(A) may protest such action to the Director of Personnel. Any such protest must be in writing, shall give specific facts and reasons to support the protest, and must be received by the Director of Personnel within fifteen (15) business days of the notification of such action. No appeal shall affect the selective certification or an appointment made from a selective certification during the pendency of the appeal. If

the appeal is granted, the Director of Personnel shall add the name of the appellant to the selective certification at the appropriate place.

11.04 Withholding or Removing ~~n~~Names ~~f~~From ~~c~~Certification.

The name of an eligible may be withheld or removed from certification for any of the reasons enumerated in Rule 6.04 or when such eligible:

A. Accepts a permanent appointment to a position of the same class in the ~~c~~County service or in the service of any district which has adopted the ~~c~~County civil service system;

B. Expresses unwillingness or inability to accept appointment;

C. Fails to respond within ~~five~~three (3) business days ~~next succeeding the mailing of written inquiry~~following written notification regarding availability for ~~permanent~~ employment or request to appear for interview regarding such employment;

D. Fails to ~~present himself/herself~~report for duty at the time agreed upon after having accepted an appointment;

E. Cannot be reached in time for appointment or is unavailable when immediate temporary employment is required, but this shall apply only to such immediate temporary employment;

F. Has accepted temporary appointment from the list and is so employed at the time of certification for other temporary employment, but this shall apply only to such immediate temporary positions;

G. Fails to present the license, registration, certificate, or any other credential required. The name of any such eligible shall be restored for certification when the particular requirement has been met;

H. Is not a citizen when citizenship is a legal requirement for appointment to the position;

I. In a promotional examination, does not have permanent status in the ~~c~~County service or has not acquired promotional rights under ~~paragraphs A, B or C of~~ Rule 6.02. The name of any eligible shall be placed for certification on the eligible list upon successful completion of a probationary period or acquisition of promotional rights under ~~paragraphs A, B or C of~~ Rule 6.02.

11.05 Restoration to ~~c~~Certification.

When the name of a person has been withheld from an eligible list or from certification, or has been removed from the list, it may be placed on such list or restored thereto by the ~~d~~Director of ~~p~~Personnel ~~or by the commission on appeal taken within 10 business days after notice of the decision of the director of personnel,~~ only under the following circumstances:

A. Where the withholding or removal was because of acceptance of a permanent appointment and where the person is still in County service or in the service of a district which has adopted the ~~c~~County civil service system, or has been separated therefrom without fault or delinquency on the person's part, and the good of the service and justice to the employee require that the employee be restored to the eligible list to be eligible for an appointment;

B. Where the withholding or removal was because of the unwillingness or inability of the employee to accept an appointment, or failure to respond to inquiry as to availability, to appear for interview, or to be present for duty, and the applicant presents a good and valid reason for such unwillingness, inability or failure, and certifies to the

~~d~~Director of ~~p~~Personnel that ~~he/she is~~they are now willing and able to accept appointment;

C. Where the withholding or removal was for a reason stated in Rule 6.04 and such action was improper or the defect has since been cured.

. . .

~~**11.08 Age.**~~

~~Unless otherwise specified in the examination announcement, at the time of initial appointment to a county position appointees shall be at least 16 years of age and under the age of 70. The director of personnel may set other age limits consistent with the provisions of law.~~

[TITLE5APP1CIVSVCRULESPBCC]