



**DEPARTMENT OF MENTAL HEALTH**  
hope. recovery. wellbeing.

LISA H. WONG, Psy.D.  
Director

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**ADOPTED** Connie D. Draxler, M.P.A.  
Acting Chief Deputy Director

December 17, 2024

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors 35 December 17, 2024  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

EDWARD YEN  
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST FOR APPROVAL OF INTERIM ORDINANCE AUTHORITY FOR THE DEPARTMENT  
OF MENTAL HEALTH'S HUMAN RESOURCES BUREAU  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

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

**SUBJECT**

Request approval of interim ordinance authority for the Department of Mental Health to add and fill 58 positions to implement Phase I of its Human Resources Bureau reorganization.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve interim ordinance authority, pursuant to Section 6.06.020 of the County Code, for Department of Mental Health (DMH) to add and fill 58 positions identified in Attachment I to implement Phase I of its Human Resources Bureau (HRB) reorganization.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval of the recommended action will enable DMH to secure dedicated personnel to effectively support departmental needs due to expansion and growth throughout the past fiscal years. This effort will enhance operational efficiencies enabling timely response and processing times for numerous human resource activities.

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

These recommended actions are consistent with the County's Strategic Plan Goals, North Star 1, Make Investments That Transform Lives, specifically Focus Area Goal B – Employment and Sustainable Wages and North Star 3, Realize Tomorrow's Government Today, specifically Focus Area Goal B – Diverse and Inclusive Workforce.

### **FISCAL IMPACT/FINANCING**

These positions will be funded primarily with federal, State, and local revenues.

Permanent positions and funding will be requested through DMH's annual budget request process.

There is no net County cost impact associated with the recommended actions.

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

Over the past several fiscal years, the Department has expanded and grown exponentially and the HRB has remained relatively static. Since June of 2012, DMH's total budgeted full-time equivalents (FTEs) grew from 4,470 to 6,900 (which represents an increase of over 54 percent), while the HRB's total number of budgeted FTEs grew from 84 to 92 (which reflects an increase of only 10 percent). The increase in DMH's total budgeted positions by over 54 percent requires additional positions in HRB to support the Department's need. As a result, HRB submitted a reorganization package to the Chief Executive Office (CEO) and, on August 28, 2024, CEO completed their review of Phase I. Based on their initial assessment, CEO is supportive of efforts to increase HRB's work capacity due to the expansion of the size of the Department. DMH requests 58 new positions identified in Attachment I to address increased demand in HRB as follows:

Twelve new positions to Payroll/Processing section, responsible for overseeing the payroll operations of DMH, as well as handling new employee orientations and various personnel transactions.

Eleven new positions to Disability Compliance/Leave Management section, responsible for handling cases related to reasonable accommodation, fitness for duty evaluations, job searches, medical certifications, disability retirements, medical releases, and religious accommodations, as well as managing all leave-related assignments for DMH, driven by federal and State laws.

Seven new positions to Employee Relations/Health and Safety/Conflict Resolution section, responsible for assisting managers and supervisors with handling grievances filed by DMH's employees; providing support, information, training, consultation, ergonomic evaluations, and periodic audits of health and safety practices, as well as ensuring regulatory safety compliance for all locations and programs; and conducting conflict resolution meetings, drafting and administering agreements, fostering cooperation with stakeholders, and making recommendations to DMH executives on conflict resolution-related matters.

Nine new positions to Exams/Position Control/Licensing/Classification section, responsible for processing requests to open exams, updating qualification for positions within DMH, conducting job analyses, preparing job bulletins, receiving incoming applications for employment, arranging testing dates and exam panels, and maintaining exam scores; working with the CEO's Position Control Team, as well as DMH's Central Administration to manage transactions in the electronic Human

Resources System; ensuring compliance with licensure and certification policies among DMH's professionals; and assisting DMH management with the development of complex organizational structures, as well as the planning and execution of budget submissions, in addition to conducting reclassification studies.

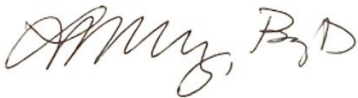
Six new positions to Performance Management, responsible for providing support to managers and supervisors by responding to, as well as providing consultation regarding, matters involving employee performance management and discipline.

Thirteen new positions to Strategic Workforce Advancement/Selections/Recruitment section, responsible for managing Board initiatives, developing/facilitating employee and supervisory trainings, and Management Appraisal and Performance Plan administration; coordinating and executing recruitment and selection efforts to fill critical positions for DMH; and implementing various major Countywide initiatives and functions, such as Conflict of Interest, Outside Employment, probationary extensions, employee file reviews, etc.

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

Board approval of the recommended action will allow DMH to permanently hire personnel for the HRB to meet the existing and growing needs and demands of the Department.

Respectfully submitted,



LISA H. WONG, Psy.D.

Director

LISA H. WONG,  
Psy.D.DirectorLHW:RH:KN:SK:MG:atm

Enclosures

c: Attachment (1)

Executive Office, Board of Supervisors  
Chief Executive Office  
County Counsel

# LOS ANGELES COUNTY - DEPARTMENT OF MENTAL HEALTH HUMAN RESOURCES BUREAU

## HRB REORG MIDYEAR FY 24/25

### Summary of Positions By Classifications

Classification	Item	Sub-Letter	FTE
Administrative Assistant II	0888	A	1.0
Administrative Services Manager I	1002	A	29.0
Administrative Services Manager II	1003	A	6.0
Assistant Supervising Payroll Clerk	1335	A	1.0
Departmental Personnel Assistant	1842	A	6.0
Intermediate Typist-Clerk	2214	A	1.0
Management Analyst	1848	A	4.0
Payroll Clerk II	1334	A	4.0
Principal Departmental Personnel Assistant	1845	A	2.0
Safety Inspector	3034	A	2.0
Safety Officer II	3039	A	1.0
Senior Departmental Personnel Assistant	1843	A	1.0
		Total FTE	58.0