

CITY ADMINISTRATIVE OFFICER

2011-12

ORDINANCE NO. 182000

An ordinance authorizing the employment of personnel in the Office of the City Administrative Officer of the City of Los Angeles.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Employment authorization for Fiscal Year 2011-12 is hereby granted the Office of the City Administrative Officer for the designated number of positions in each code and title as provided in this ordinance.

CITY ADMINISTRATIVE OFFICER

<u>No.</u>	<u>Code</u>	<u>Title</u>
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(a) Regular Positions:

1	0010	City Administrative Officer
3	0011	Assistant City Administrative Officer
1	1116	Secretary
2	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-1	Accounting Records Supervisor I
1	1201	Principal Clerk
2	1223-1	Accounting Clerk I
2	1223-2	Accounting Clerk II
1	1358	Clerk Typist
8	1368	Senior Clerk Typist
1	1530-1	Risk Manager I
4	1530-2	Risk Manager II
1	1530-3	Risk Manager III
1	1538	Senior Project Coordinator
9	1541-1	Senior Administrative Analyst I
24	1541-2	Senior Administrative Analyst II
2	1552-2	Finance Specialist II
3	1552-3	Finance Specialist III
2	1552-4	Finance Specialist IV
2	1552-5	Finance Specialist V
9	1554	Chief Administrative Analyst

(a) Regular Positions:

110

0820	Administrative Trainee
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

15	0108	Member, Quality and Productivity Commission
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[illegible]

Sec. 1.1. Upon the approval of the City Administrative Officer, any person employed in the classes of Assistant City Administrative Officer, Code 0011; Chief Administrative Analyst, Code 1554; Senior Administrative Analyst I, Code 1541-1; Senior Administrative Analyst II, Code 1541-2; Finance Specialist I, Code 1552-1; Finance Specialist II, Code 1552-2; Finance Specialist III, Code 1552-3; Finance Specialist IV, Code 1552-4; Finance Specialist V, Code 1552-5; Senior Labor Relations Specialist, Code 9202; or Administrative Analyst II, Code 1590-2, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes.

Sec. 1.2. One Assistant City Administrative Officer, Code 0011; when designated by the City Administrative Officer, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.3. Whenever the City Administrative Officer, is authorized, pursuant to Charter Section 1164(b), to employ a person who is retired from City service, the employee may be employed at any step within the salary range prescribed for the class that is determined by the Office of the City Administrative Officer to be commensurate with, and based upon, the extent, responsibility, and importance of the work to be assigned and the experience, skill and ability of the employee.

Sec. 2. Upon approval from the Office of the City Administrative Officer, substitute authority positions may be filled using any class of position specified in Schedule "A" of the Los Angeles Administrative Code or approved Memoranda of Understanding (MOU). This approval shall specify the period during which the position shall be filled. The Office of the City Administrative Officer shall maintain a record of the positions approved for filling. Whenever the Office of the City Administrative Officer requires as a condition to the filling of a substitute position that a regular position be left vacant and the vacant regular position is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72 or an approved MOU, payment of the adjusted compensation may then be made to the person employed in the substitute position if he/she is otherwise qualified to receive adjusted compensation.

Sec. 3. The appointing authority may employ persons and assign duties appropriate to the employee's classification and pay grade in any class of position specified in Schedule "A" of Los Angeles Administrative Code Section 4.61 in lieu of vacant positions in a related occupational series, including related training classes, or if not related, upon approval from the Office of the City Administrative Officer and the Personnel Department, which have been duly authorized in the appropriate department personnel ordinance or resolution of the Council, and which vacant positions have a salary or salary range equal to or higher than the salary or salary range for the class of

position in which the persons are to be employed; provided, however, that at no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever the class of position to be left unfilled as a condition to the filling of a position in accordance with this section is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72, payment of the adjusted compensation may then be made to the person employed in accordance with this section if he/she is otherwise qualified to receive adjusted compensation.

Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

Sec. 5. Pursuant to the provisions of Charter Section 252, this ordinance shall become effective upon its publication and shall remain operative until superseded by ordinance.

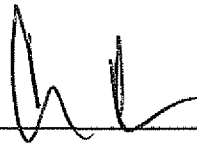
Sec. 6. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that the foregoing ordinance was introduced at the meeting of the Council of the City of Los Angeles JAN 11 2012, and was passed at its meeting of

JAN 18 2012

JUNE LAGMAY, City Clerk

By



Deputy

Approved

JAN 25 2012



Mayor

Approved as to Form

CARMEN A. TRUTANICH, City Attorney

By



ZNA PORTLOCK HOUSTON
Senior Assistant City Attorney

Date

11/29/11

File No. 11-1700-S4

DECLARATION OF POSTING ORDINANCE

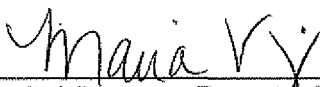
I, MARIA VIZCARRA, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 182000 – DPO 2011-12 – CITY ADMINISTRATIVE OFFICER - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **January 18, 2012** and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, on **February 3, 2012** I posted a true copy of said ordinance at each of the three public places located in the City of Los Angeles, California, as follows: 1) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; 2) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; 3) one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Copies of said ordinance were posted conspicuously beginning on **February 3, 2012** and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.

Signed this **3rd** day of **February 2012** at Los Angeles, California.



Maria Vizcarra, Deputy City Clerk

Ordinance Effective Date: **February 13, 2012**

Council File No. **11-1700-S4**