



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 16 - 0 1 1 0
APR 0 1 2016

REPORT RE:

**DRAFT ORDINANCE AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION
4.91 TO INCLUDE VARIOUS SALARY RATE COMPARISONS, REVISE NON-
REPRESENTED EMPLOYEE MINIMUM SALARY INCREASES, UPDATE LANGUAGE,
AND CLARIFY STEP PLACEMENT**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 N. Spring Street
Los Angeles, California 90012

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This ordinance amends Los Angeles Administrative Code Section 4.91 to include salary rate comparisons of various salary ranges, revise the minimum salary increase for non-represented employees, update City Attorney language, and clarify step placement on return to a higher level position.

Council Rule 38 Referral

A copy of the draft ordinances was sent, pursuant to Council Rule 38, to the City Administrative Officer (CAO). The CAO recommends adoption of these ordinances.

If you have any questions regarding this matter, please contact Assistant City Attorney Vivienne Swanigan at (213) 978-7182. She or another member of this Office will be available when you consider this matter to answer any questions you may have.

Very truly yours,
MICHAEL N. FEUER, City Attorney

By DAVID MICHAELSON
Chief Assistant City Attorney

DM:VAS:sm
Transmittal

ORDINANCE NO. _____

An ordinance amending Section 4.91 of the Los Angeles Administrative Code, pertaining to salary step placement upon assignment to a different position, to include salary rate comparisons involving 5, 12, and 15-step salary ranges, revise the minimum increase from 2.75% to 5.5% for non-represented employees, provide updated language for City Attorney classifications, and add language to clarify step placement upon return to a higher level position.

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

Section 1. Subdivision (1) of Subsection (a) of Section 4.91 of the Los Angeles Administrative Code is amended to add a third paragraph to read as follows:

Effective June 27, 2015, for non-represented employees the minimum percent increase described above shall be 5.5% in the 15-step salary range.

Sec. 2. Paragraph (a) of Subdivision (1) of Subsection (a) of Section 4.91 of the Los Angeles Administrative Code is amended to read as follows:

a. Employees in the classification of Deputy City Attorney II who are advanced to the classification of Deputy City Attorney III, in accordance with Section B of Article 9 of Memorandum of Understanding Nos. 29 and 31, shall be placed on the first step of Deputy City Attorney III that results in an increase in salary over their current step of Deputy City Attorney II, even if it is less than a five (5) percent increase.

Sec. 3. Subdivision (5) of Subsection (a) of Section 4.91 of the Los Angeles Administrative Code is amended to read as follows:

(5) When an employee returns to a higher level position (higher top step rate), the employee shall be restored to the former step and step anniversary date.

Sec. 4. Subdivision (4) of Subsection (b) of Section 4.91 of the Los Angeles Administrative Code is amended to read as follows:

(4) For purposes of this section, in comparing the top steps of five-step salary ranges with those of 15-step salary ranges, the 12th step of the 15-step salary range shall be used; in comparing the top steps of 12-step salary ranges with those of 15-step salary ranges, the 15th step of the 15-step salary range shall be used; and in comparing the top steps of five-step salary ranges with those of 12-step salary ranges, the 12th step of the 12-step salary range shall be used.

Sec. 5. This ordinance shall be operative upon publication pursuant to Charter Section 252(g).

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 this ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

HOLLY L. WOLCOTT, City Clerk

By _____ Deputy

Approved _____

Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 4/1/16

File No. _____