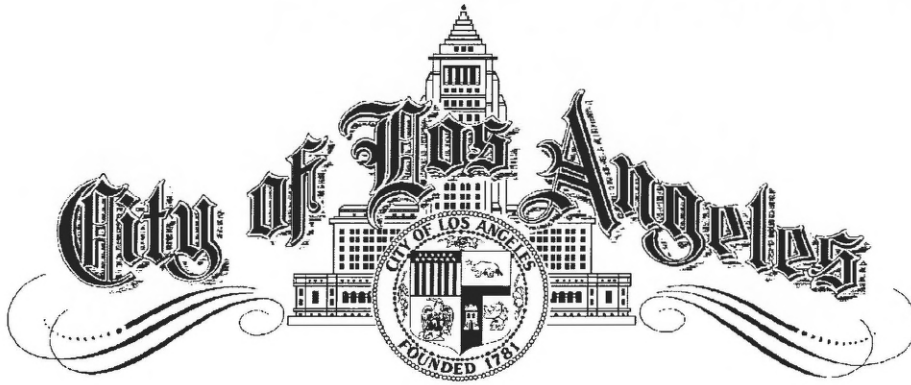




MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. **R 17 - 0 2 3 5**
JUL 18 2017

REPORT RE:

DRAFT ORDINANCE AMENDING ORDINANCE NO. 184251 (2015-16 TO 2017-18 FISCAL YEAR SALARIES AND BENEFITS) TO REFLECT CLASS TITLE CHANGES ADOPTED BY THE CIVIL SERVICE COMMISSION FOR THE CLASSIFICATIONS OF CLERK TYPIST AND SENIOR CLERK TYPIST

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

Honorable Members:

This Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This draft ordinance amends Ordinance No. 184251 (2015-16 to 2017-18 Fiscal Year Salaries and Benefits) to reflect class title changes adopted by the Civil Service Commission for the classifications of Clerk Typist and Senior Clerk Typist.

Council Rule 38 Referral

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

If you have any questions regarding this matter, please contact Deputy City Attorney Vivienne Swanigan at (213) 978-7156. She or another member of this Office will be present 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:VS:fd
Transmittal

ORDINANCE NO. _____

An ordinance amending Ordinance No. 184251 (2015-16 to 2017-18 Fiscal Year Salaries and Benefits) to reflect class title changes adopted by the Civil Service Commission for the classifications of Clerk Typist and Senior Clerk Typist.

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

Section 1. Section 1 of Ordinance No. 184251 is hereby amended as follows:

DELETE:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Clerk Typist	MOU 3
1368	Senior Clerk Typist	MOU 3

ADD:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Administrative Clerk	MOU 3
1368	Senior Administrative Clerk	MOU 3

Sec. 2. Section 4 of Ordinance No. 184251 is hereby amended as follows:

DELETE:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Clerk Typist	MOU 3
1368	Senior Clerk Typist	MOU 3

ADD:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Administrative Clerk	MOU 3
1368	Senior Administrative Clerk	MOU 3

Sec. 3. Section 7 of Ordinance No. 184251 is hereby amended as follows:

DELETE:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Clerk Typist	MOU 3
1368	Senior Clerk Typist	MOU 3

ADD:

<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range or Amount</u>
1358	Administrative Clerk	MOU 3
1368	Senior Administrative Clerk	MOU 3

Sec. 4. This ordinance shall be operative upon publication, pursuant to Charter Section 252(g).

Sec. 5. 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 7/18/17

File No. _____