

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 30, 2017

To: The City Council

From: 
Richard H. Llewellyn, Jr., Interim City Administrative Officer

Subject: **LOS ANGELES ADMINISTRATIVE CODE AMENDMENTS – TECHNICAL CORRECTIONS AND CHANGES**

Recommendations

1. It is recommended that the City Council, subject to approval by the Mayor, adopt:
 - A. The attached ordinances, approved as to form and legality by the City Attorney, amending Ordinance No. 184251 (2015-16 to 2017-18 Fiscal Year Salaries and Benefits) to provide the following technical changes:
 - 1) Revise the per session salary of the non-represented classification of Examining Assistant Civil Service;
 - 2) Reflect class title changes adopted by the Civil Service Commission for the classifications of Director of Air Service Marketing and Advance Practice Provider Correctional Care;
 - 3) Correct the class titles for the classifications of Senior Electrical Engineering Drafting Technician and Senior Mechanical Engineering Drafting Technician; and
 - 4) Reflect a bargaining unit accretion approved by the Employee Relations Board for the classification of Police Special Investigator.
 - B. The attached ordinance, approved as to form and legality by the City Attorney, amending the titles of Chapter 2 and 3 of Division 4 of the Los Angeles Administrative Code to provide gender-neutral language in referencing sworn members of the Fire and Police Departments, and amending Sections 4.41, 4.42, and 4.256 of the Los Angeles Administrative Code to provide gender-neutral language, delete obsolete language, and/or provide updated language.

- C. The attached ordinance, approved as to form and legality by the City Attorney, amending Notes 2 through 5 of Salary Notes of Schedule "A" in Section 4.61 of the Los Angeles Administrative Code to reflect Notes 2 through 12 in recognition of expanded salary ranges.
 - D. The attached ordinance, approved as to form and legality by the City Attorney, amending Salary Notes of Schedule "A" in Section 4.61 of the Los Angeles Administrative Code to add a new Note P to provide 2.75% in premium level compensation for employees in certain non-represented classifications who earn and possess professional certifications in the areas of labor relations and human resources.
 - E. The attached ordinance, approved as to form and legality by the City Attorney, amending Sections 4.72, 4.74, and 4.75 of the Los Angeles Administrative Code to delete obsolete language referencing outdated procedures and repealed salary notes, reflect correct class titles, and provide updated gender-neutral language.
 - F. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.104 of the Los Angeles Administrative Code to provide updated language reflecting benefit coverage under California State Labor Code Section 4850, provide gender-neutral language, and delete obsolete language.
 - G. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.119 of the Los Angeles Administrative Code to provide five additional unspecified holidays commencing in 2018 for non-represented, full-time employees who have completed 15 years of service with the City, and update related language.
 - H. The attached ordinance, approved as to form and legality by the City Attorney, amending Sections 4.127 and 4.129 of the Los Angeles Administrative Code to increase the usage of family illness days from 12 to 15 for non-represented employees.
2. That the City Council authorize the Controller and City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinances.

Summary

Ordinances are required to effectuate technical changes to the classification listing in Schedule A of Section 4.61 of Los Angeles Administrative Code (LAAC) (Ordinance No. 184251 - 2015-16 to 2017-18 Fiscal Year Salaries and Benefits). These technical changes include various corrections and updates to classification titles and bargaining unit affiliations in accordance with actions by the Civil Service Commission and the Employee

Relations Board. Other recommended technical changes to the LAAC are pursuant to instructions from the Executive Employee Relations Committee, or are required to conform to procedural and structural salary changes, in addition to incorporating gender-neutral language.

Fiscal Impact

There is no significant fiscal impact associated with the above-described technical corrections to the LAAC. Any associated *de minimis* increase in cost will be absorbed within budgeted funds by the employing departments.

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Attachments