



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 1 4 - 0 2 0 5
APR 0 3 2014

REPORT RE:

**DRAFT 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 15-STEP SALARY RANGES, REVISE
THE MINIMUM INCREASE FROM 5% TO 2.75% FOR NON REPRESENTED
EMPLOYEES, AND ADD LANGUAGE TO CLARIFY STEP PLACEMENT UPON
RETURN TO A LOWER LEVEL POSITION**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North 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 would amend 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 15-step salary ranges, revise the minimum increase from 5% to 2.75% for non-represented employees, and add language to clarify step placement upon return to a lower level position.

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 this ordinance.

The Honorable City Council
of the City of Los Angeles
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If you have any questions regarding this matter, please contact Senior Assistant City Attorney Zna Portlock Houston at (213) 978-7182. 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:ZPH:lh
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 15-step salary ranges, revise the minimum increase from 5% to 2.75% for non-represented employees, and add language to clarify step placement upon return to a lower level position.

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

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

Effective June 29, 2014, for non-represented employees the minimum percent increase described above shall be the value of one step in the 15-step salary range (approximately 2.75 percent).

Sec. 2. A new Division (6) is added to Subsection (a) of Section 4.91 of the Los Angeles Administrative Code to read as follows:

(6) When an employee reverts or returns to a previously held position with a lower top step rate, the employee's step anniversary date shall be restored and the employee shall be placed on the step in the salary range in that former position that the employee would have occupied had the employee continued to remain in that position based on the employee's step anniversary date in that position.

Sec. 3. A new Division (4) is added to Subsection (b) of Section 4.91 of the Los Angeles Administrative Code to read as follows:

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

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, Interim City Clerk


By _____ Deputy

Approved _____

Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
ZNA PORTLOCK HOUSTON
Senior Assistant City Attorney

Date 4/31/2014

File No. _____