

ORDINANCE NO. 183366

An ordinance authorizing the employment of personnel in the Office of the City Attorney 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 2014-15 is hereby granted the Office of the City Attorney for the designated number of positions in each code and title as provided in this ordinance.

CITY ATTORNEY

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

1	0003	City Attorney
1	0395	News Secretary
14	0531	Witness Service Coordinator
6	0532	Senior Witness Service Coordinator
1	0536	City Attorney Financial Manager
2	0548	City Attorney Chief Investigator
48	0551	Deputy City Attorney II
212	0552	Deputy City Attorney III
70	0553	Assistant City Attorney
15	0554	Senior Assistant City Attorney
5	0555	Chief Assistant City Attorney
1	0556	Executive Assistant City Attorney
3	0558	Senior Legal Assistant
5	0559	City Attorney Accounting Clerk
18	0560	City Attorney Investigator II
4	0561	City Attorney Investigator III
3	0562	Law Clerk
12	0563	Hearing Officer City Attorney
8	0565	Legal Assistant
1	0566	City Attorney Chief Administrative Assistant
7	0567	City Attorney Administrative Coordinator I
8	0568	City Attorney Administrative Coordinator II
8	0569	City Attorney Administrative Coordinator III

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

2	0570	City Attorney Administrative Coordinator IV
105	0573	Deputy City Attorney IV
5	0576	Paralegal I
27	0577	Paralegal II
17	0578	Principal Clerk City Attorney II
6	0580	Legal Secretary I
58	0581	Legal Secretary II
52	0582	Legal Secretary III
6	0583	Executive Legal Secretary I
1	0584	Executive Legal Secretary II
36	0586	Legal Clerk II
19	0587	Senior Legal Clerk I
6	0588	Senior Legal Clerk II
3	0589	Principal Clerk City Attorney I
1	0592	Law Librarian
3	0593	Senior Hearing Officer City Attorney
1	1170-1	Payroll Supervisor I

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(b) Regular Grant-Funded Positions:

10	0531	Witness Service Coordinator
1	0551	Deputy City Attorney II
1	0552	Deputy City Attorney III
1	0565	Legal Assistant
1	0568	City Attorney Administrative Coordinator II

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Sec. 1.1. A greater number of persons than specified in this ordinance for any class of position may be employed only to the extent, however, that vacancies exist in the class of position having a salary range equal to or higher than the salary range prescribed for the class of position in which the greater number of persons are to be employed; provided, however, that at no time shall the total number of persons employed in all codes exceed the total number of positions authorized.

Sec. 1.2. All persons employed in any of the classes of Assistant City Attorney, Senior Assistant City Attorney, Chief Assistant City Attorney, Executive Assistant City Attorney, or Senior Counsel shall have the same power and authority as that conferred by law upon a Deputy City Attorney, with full power to act in the name and on behalf of the City Attorney.

Sec. 1.3. The City Attorney is hereby authorized to fill positions in the following classes in any of four class codes as follows: Deputy City Attorney I, Code 0550, 0594, 0543, or 0533; Deputy City Attorney II, Code 0551, 0595, 0544, or 0534; Deputy City Attorney III, Code 0552, 0596, 0545, or 0535; Deputy City Attorney IV, Code 0573, 0597, 0546, 0574; and Assistant City Attorney, Code 0553, 0598, 0547, or 0575; provided, however, that at no time shall the total number of persons employed in each of these classes exceed the total number of positions authorized for each of these classes except as otherwise provided in Section 1.1. In addition, the City Attorney is hereby authorized to fill positions in the following classes in any of two class codes as follows: Senior Assistant City Attorney, Code 0554 or 0541, and Chief Assistant City Attorney, Code 0555 or 0538, provided, however, that at no time shall the total number of persons employed in each of these classes exceed the total number of positions authorized for each of these classes except as otherwise provided in Section 1.1.

Sec. 1.4. Authority to employ as provided in this ordinance shall not apply to any class of position or pay grade designation unless the class or pay grade designation is contained in Schedule "A" of Los Angeles Administrative Code Sections 4.61.

Sec. 1.5. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the City Attorney that the applicable existing salary rate of any person employed or to be employed in any exempt position adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the City Attorney may employ or retain any person at any step rate within the salary range prescribed for the position that is determined by the City Attorney to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.6. One person in the class of Executive Assistant City Attorney, Code 0556, employed on February 1 of the calendar year in the City Attorney's Office shall be entitled to be reimbursed for the amount the employee shall have expended for the

payment of required dues, other than penalty assessments, to the State Bar of California for that calendar year. In order to obtain reimbursement, the person entitled to defrayal of the State Bar dues shall present to the City Controller the statement received from the State Bar together with proof that the person has paid the dues. Proof of the payment shall be in the form of a declaration made under penalty of perjury upon a form to be developed by the City Attorney.

Sec. 2. Upon approval from the Office of the City Administrative Officer, or City Council if required pursuant to Council instruction, 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 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.

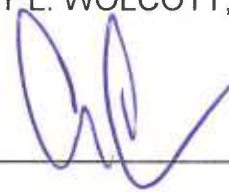
Sec. 4. The City Attorney shall have the authority, subject to Los Angeles Municipal Code Section 52.32, to issue and approve for use uniform badges to persons employed in the Criminal Branch as attorney prosecutors or as City Attorney Investigators and those employees designated by the City Attorney as Emergency Operations and Disaster Coordination personnel.

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 this ordinance was passed by the Council of the City of Los Angeles, at its meeting of JAN 07 2015.

HOLLY L. WOLCOTT, City Clerk

By  Deputy

Approved JAN 13 2015

 Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE A. SWANIGAN
Assistant City Attorney

Date 12/4/14

File No. 14-1700

DECLARATION OF POSTING ORDINANCE

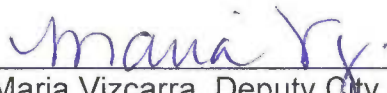
I, MARIA VIZCARRA, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 183366 – 2014-15 Departmental Personnel Ordinance – CITY ATTORNEY - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **January 7, 2015**, 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 **January 16, 2015** 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 **January 16, 2015** 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 **16th** day of **January, 2015** at Los Angeles, California.



Maria Vizcarra, Deputy City Clerk

Ordinance Effective Date: January 26, 2015

Council File No. 14-1700