

ORDINANCE NO. 183369

An ordinance authorizing the employment of personnel in the Office of the Controller 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 Controller for the designated number of positions in each code and title as provided in this ordinance.

CONTROLLER

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

1	0001	Controller
1	0302	Chief Deputy Controller
1	0602-2	Special Investigator II
2	1117-2	Executive Administrative Assistant II
1	1119-2	Accounting Records Supervisor II
1	1223-1	Accounting Clerk I
11	1223-2	Accounting Clerk II
7	1358	Clerk Typist
6	1368	Senior Clerk Typist
12	1513-2	Accountant II
1	1518	Senior Auditor
5	1523-1	Senior Accountant I
13	1523-2	Senior Accountant II
3	1525-1	Principal Accountant I
8	1525-2	Principal Accountant II
15	1555-1	Fiscal Systems Specialist I
7	1555-2	Fiscal Systems Specialist II
1	1593-3	Departmental Chief Accountant III
5	1596-2	Systems Analyst II
4	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
1	1606	Director of Auditing
1	1607	Deputy Director of Auditing

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

1	1608	Director of Financial Analysis and Reporting
3	1619	Chief Internal Auditor
4	1625-1	Internal Auditor I
3	1625-2	Internal Auditor II
6	1625-3	Internal Auditor III
2	1625-4	Internal Auditor IV
6	1630-1	Payroll Analyst I
1	1832-2	Warehouse and Toolroom Worker II
2	9153	Administrative Coordinator Controller
1	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
3	9177	Administrative Deputy Controller
1	9182	Chief Management Analyst
4	9184-2	Management Analyst II
1	9198-1	Financial Management Specialist I
2	9198-2	Financial Management Specialist II
2	9198-3	Financial Management Specialist III
4	9198-4	Financial Management Specialist IV
3	9198-5	Financial Management Specialist V
1	9375	Director of Systems
1	9653	Principal Deputy Controller

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(b) To be Employed As Needed in Such Numbers as Required:

0820	Administrative Trainee
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

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Sec. 1.1. The Controller shall have, and he/she is hereby given, power and authority to deputize as Deputy Controller any person regularly employed in the Tax and Permit Division of the Office of Finance for the purpose of carrying out the provisions of the Los Angeles Municipal Code, as amended, relating to the issuance of business tax registration certificates and the collection of tax. All persons so deputized shall serve as Deputy Controllers without additional compensation.

Sec. 1.2. The Controller shall have, and he/she is hereby given, power and authority to deputize as Deputy Controller any person regularly employed in the Office of the Treasurer for the purpose of carrying out the provisions of the Charter relating to the certification by the Controller to the Director of Finance for the deposit of any money to be paid into the City Treasury. All persons so deputized shall serve as Deputy Controllers without additional compensation.

Sec. 1.3. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the Controller that the applicable existing salary rate of any person employed or to be employed in the class of Chief Deputy Controller, Code 0302, Director of Financial Analysis and Reporting, Code 1608, Administrative Coordinator Controller, Code 9153, or Administrative Deputy Controller, Code 9177, adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the Controller may employ or retain any person in Code 0302, Code 1608, Code 9153, or Code 9177 at any step within the salary range prescribed for the class that is determined by the Controller to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.4. Notwithstanding any provisions to the contrary, any person employed in the class of Administrative Deputy Controller, Code 9177, may receive a salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for that class or, in the alternative, may be compensated at any step rate of the following salary range: effective July 1, 2014, Salary Range 5447.

Sec. 1.5. One position of Chief Deputy Controller, Code 0302, when designated by the Controller to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.6. Upon approval of the Controller, one position of Administrative Coordinator Controller, Code 9153, may receive a salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

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). The 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 appointing authority may employ persons and assign duties appropriate to the employee's classification and pay grade in any class of position specified in Schedule "A" of Los Angeles Administrative Code Section 4.61 in lieu of vacant positions in a related occupational series, including related training classes, or if not related, upon approval from the Office of the City Administrative Officer and the Personnel Department, which have been duly authorized in the appropriate department personnel ordinance or resolution of the Council, and which vacant positions have a salary or salary range equal to or higher than the salary or salary range for the class of position in which the persons are to be employed; provided, however, that at no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever the class of position to be left unfilled as a condition to the filling of a position in accordance with this section 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, payment of the adjusted compensation may then be made to the person employed in accordance with this section if he/she is otherwise qualified to receive adjusted compensation.

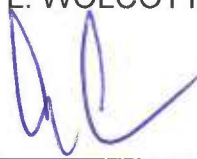
Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

Sec. 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

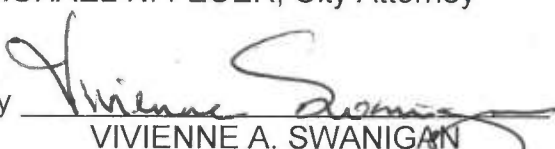
By 
Deputy

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

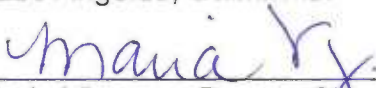
I, MARIA VIZCARRA, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 183369 – 2014-15 Departmental Personnel Ordinance – CONTROLLER - 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