

INFORMATION TECHNOLOGY AGENCY

2014-15

ORDINANCE NO. 183383

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

INFORMATION TECHNOLOGY AGENCY

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

1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
2	1139-1	Senior Data Processing Technician I
7	1139-2	Senior Data Processing Technician II
3	1223-2	Accounting Clerk II
2	1358	Clerk Typist
6	1368	Senior Clerk Typist
10	1409-1	Information Systems Manager I
8	1409-2	Information Systems Manager II
1	1411-1	Information Systems Operations Manager I
2	1411-2	Information Systems Operations Manager II
4	1428-2	Senior Computer Operator II
10	1431-3	Programmer/Analyst III
32	1431-4	Programmer/Analyst IV
27	1431-5	Programmer/Analyst V
17	1455-1	Systems Programmer I
35	1455-2	Systems Programmer II
13	1455-3	Systems Programmer III
27	1461-2	Communications Information Representative II
3	1461-3	Communications Information Representative III
1	1466	Chief Communications Operator
4	1467-1	Senior Communications Operator I
1	1467-2	Senior Communications Operator II

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

9	1470	Data Base Architect
1	1513-2	Accountant II
1	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
3	1597-1	Senior Systems Analyst I
9	1597-2	Senior Systems Analyst II
1	1660-2	Computer Graphic Artist II
1	1670-2	Graphics Designer II
1	1670-3	Graphics Designer III
1	1801-2	Cable Television Production Manager II
1	1801-3	Cable Television Production Manager III
1	1803	Channel Traffic Coordinator
5	3565	Avionics Specialist
1	3566	Senior Avionics Specialist
13	3638	Senior Communications Electrician
1	3685	Councilphone/Voicemail Technician
82	3686	Communications Electrician
12	3689	Communications Electrician Supervisor
4	3691	Senior Communications Electrician Supervisor
1	3800-3	Communications Cable Supervisor III
4	6145-2	Video Technician II
10	7607-2	Communications Engineering Associate II
8	7607-3	Communications Engineering Associate III
3	7607-4	Communications Engineering Associate IV
11	7610	Communications Engineer
6	7614	Senior Communications Engineer
1	7615	Television Engineer
2	7625	Director of Communications Services
1	7650-3	Telecommunications Regulatory Officer III
3	9171-1	Senior Management Analyst I
1	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
1	9184-1	Management Analyst I
6	9184-2	Management Analyst II
1	9375	Director of Systems
1	9380	General Manager Information Technology Agency
3	9381	Assistant General Manager Information Technology Agency

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

(c) Hiring Hall to be Employed in Such Numbers as Required:

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Sec. 1.1. The General Manager Information Technology Agency may prescribe schedules of regularly assigned hours of duty for employees of the Information Technology Agency, the schedules to be known as a day shift, swing shift, or a graveyard shift, for employees assigned to work eight, nine or ten days of each biweekly pay period respectively, or known as the first or second shift for employees assigned to work six days each biweekly pay period. Eighty hours of actual attendance on duty shall constitute a biweekly period of work for employees who work day, swing or graveyard shifts. Seventy-two hours of actual attendance on duty shall constitute a biweekly period of work for employees assigned to first or second shifts.

Sec. 1.2. Any person, other than personnel performing clerical, stenographic, accounting, or administrative duties, who is assigned to a continuous eight-hour shift as part of the operation, maintenance or repair of the City's communications systems, and who is required to remain at his/her immediate job location due to the essential nature of his/her work and the unavailability of relief, may, upon the approval of the General Manager, eat one meal during each shift while on duty without penalty or loss of salary provided that this time taken does not interfere with the efficient performance of his/her duties.

Sec. 1.3. (a) Any person whose employment is authorized by this ordinance who is needed to operate the City's communications facilities on a 24-hour, 7-day per week basis may be scheduled to work on Saturdays, Sundays, and holidays, and other than 40 hours per week, provided the total working time for persons so assigned during any nine payroll periods shall equal the number of hours that any employee would normally work in the same period on the basis of an 8-hour day, 5-day week.

(b) Any person who is assigned a regular work schedule pursuant to Subdivision (a) of this section who is required to work on a day or during hours not included in his/her regularly scheduled work shift may, upon approval of the appointing authority, be compensated for the work as overtime as provided in Los Angeles Administrative Code Section 4.113(d).

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.

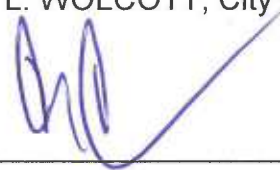
Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

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

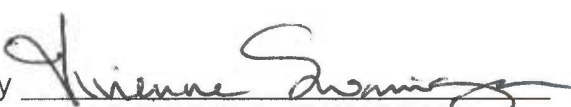
By  Deputy

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

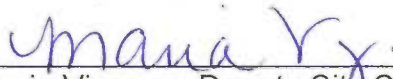
I, MARIA VIZCARRA, state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. 183383 – 2014-15 Departmental Personnel Ordinance – INFORMATION TECHNOLOGY AGENCY - 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