

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 11, 2014

To: Honorable Chairperson, Personnel and Animal Welfare Committee
Honorable Chairperson, Budget and Finance Committee

From: Miguel A. Santana, City Administrative Officer



Subject: **2014-15 DEPARTMENTAL PERSONNEL ORDINANCES**

Submitted herewith are the below-listed 34 2013-14 Departmental Personnel Ordinances (DPOs), which have been prepared in accordance with Mayor and City Council actions on the 2014-15 Budget, and have been approved by the City Attorney as to form and legality.

1. Aging
2. Animal Services
3. Building and Safety
4. City Administrative Officer
5. City Attorney
6. City Clerk
7. City Planning and Development
8. Controller
9. Convention and Tourism Development
10. Council
11. Cultural Affairs
12. Disability
13. Economic and Workforce Development
14. El Pueblo de Los Angeles Historical Monument
15. Emergency Management
16. Employee Relations Board
17. Ethics Commission
18. Finance
19. Fire
20. General Services
21. Housing and Community Investment
22. Information Technology Agency
23. Mayor
24. Neighborhood Empowerment
25. Personnel
26. Police

Honorable Chairpersons,
Personnel and Animal Welfare Committee,
Budget and Finance Committee - 2

27. Public Works – Board
28. Public Works – Bureau of Contract Administration
29. Public Works – Bureau of Engineering
30. Public Works – Bureau of Sanitation
31. Public Works – Bureau of Street Lighting
32. Public Works – Bureau of Street Services
33. Transportation
34. Zoo

Also included is a Summary of Personnel Ordinance Changes. Section A of the Summary details any changes or corrections to the listing of positions in the DPOs that occurred subsequent to adoption of the 2014-15 Personnel Authority Resolution (Council: August 12, 2014; Mayor: August 18, 2014; C.F. 14-1700). Section B of the Summary describes any necessary changes to the provisions (text portion) of the DPOs from the previous 2013-14 DPOs.

FISCAL IMPACT

Funding for these positions is consistent with the 2014-15 Adopted Budget.

RECOMMENDATION

That the Council, subject to the approval of the Mayor, approve the 34 2014-15 Departmental Personnel Ordinances approved as to form and legality by the City Attorney attached hereto.

MAS:CEC:0715057

Attachments

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

CITY CLERK

The following change reflects a pay grade determination made subsequent to the submission of the 2014-15 Proposed Detail of Positions and Salaries document and the 2014-15 Personnel Authority Resolution:

ADD		Regular Authority	
No.	Code	Class Title	
1	1119-2	Accounting Records Supervisor II	
DELETE		Regular Authority	
No.	Code	Class Title	
1	1119-1	Accounting Records Supervisor I	

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

CITY PLANNING

The following changes reflect reallocations approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to the submission of the 2014-15 Proposed Detail of Positions and Salaries document and were inadvertently excluded from the 2014-15 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	1358	Clerk Typist
1	1368	Senior Clerk Typist
2		

DELETE	Regular Authority	
No.	Code	Class Title
1	1141	Clerk
1	1143	Senior Clerk
2		

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

ECONOMIC AND WORKFORCE DEVELOPMENT

The following change reflects a reallocation approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and was inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	1358	Clerk Typist
DELETE	Regular Authority	
No.	Code	Class Title
1	1141	Clerk

FINANCE

The following change reflects a reallocation approved by the Civil Service Commission on August 14, 2014, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document and the 2014-15 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	1557-1	Financial Manager I
DELETE	Regular Authority	
No.	Code	Class Title
1	9171-1	Senior Management Analyst I

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

FIRE

The following change reflects a reallocation made subsequent to the submission of the 2014-15 Proposed Detail of Positions and Salaries document and the 2014-15 Personnel Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	2152	Fire Battalion Chief
DELETE	Regular Authority	
No.	Code	Class Title
1	2166	Fire Assistant Chief

GENERAL SERVICES

The following changes reflect reallocations approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and were inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
3	1358	Clerk Typist
DELETE	Regular Authority	
No.	Code	Class Title
3	1141	Clerk

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

HOUSING AND COMMUNITY INVESTMENT

The following change reflects a reallocation approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and was inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
1	1358	Clerk Typist
DELETE	Regular Authority	
No.	Code	Class Title
1	1141	Clerk

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

BUREAU OF ENGINEERING

The following changes reflect reallocations approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and were inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD No.	Regular Authority Code	Class Title
1	1358	Clerk Typist
2	1368	Senior Clerk Typist
3		

DELETE No.	Regular Authority Code	Class Title
1	1141	Clerk
2	1143	Senior Clerk
3		

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

BUREAU OF SANITATION

The following change reflects reallocations made subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document and the 2014-15 Personnel Authority Resolution:

ADD		Regular Authority	
No.	Code	Class Title	
1	5925	Senior Building Operating Engineer	
1	7320	Environmental Affairs Officer	
2			
DELETE		Regular Authority	
No.	Code	Class Title	
1	5923	Building Operating Engineer	
1	7310-2	Environmental Specialist II	
2			

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

BUREAU OF STREET SERVICES

The following changes reflect reallocations approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and were inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
3	1358	Clerk Typist
DELETE	Regular Authority	
No.	Code	Class Title
3	1141	Clerk

TRANSPORTATION

The following changes reflect reallocations approved by the Civil Service Commission on May 22, 2014, involving filled Clerk and Senior Clerk positions Citywide, which occurred subsequent to submission of the 2014-15 Proposed Detail of Positions and Salaries document, and were inadvertently excluded from the 2014-15 Position Authority Resolution:

ADD	Regular Authority	
No.	Code	Class Title
2	1368	Senior Clerk Typist
DELETE	Regular Authority	
No.	Code	Class Title
2	1143	Senior Clerk

**SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION A - POSITION CHANGES**

Position changes from the 2014-15 Proposed Detail of Positions and Salaries document, not included in the 2014-15 Personnel Authority Resolution:

ZOO

The following change reflects a reallocation approved subsequent to the submission of the 2014-15 Proposed Detail of Positions and Salaries and the 2014-15 Personnel Authority Resolution.

ADD		Regular Authority	
No.	Code	Class Title	
1	4290	Zoo Registrar	
DELETE		Regular Authority	
No.	Code	Class Title	
1	4297	Zoo Curator	

2014-15
SUMMARY OF DEPARTMENTAL PERSONNEL ORDINANCE
SECTION B - PROVISION CHANGES

Provision changes from the 2013-14 Departmental Personnel Ordinances (DPO):

CITY ATTORNEY

Section 1.3, authorizing the City Attorney to fill attorney classifications in various class codes, is amended to incorporate additional class codes as reflected in a technical correction to the City Attorney's 2013-14 DPO in May 2014.

CITY PLANNING

Sections 1.4, and 1.5, pertaining to Building and Safety classifications in the event of a consolidated department, are no longer needed and therefore deleted.

CONTROLLER

Sec. 1.4, pertaining to premium-level compensation for the non-represented class of Administrative Deputy Controller, Code 9177, is amended to provide for the updated 15-step salary range number and effective date.

CONVENTION AND TOURISM DEVELOPMENT

In accordance with Ordinance No. 183008, the Convention Center is renamed to Los Angeles Department of Convention and Tourism Development. Section 1.2, pertaining to premium level compensation for one employee, is obsolete and therefore deleted as a result of the resignation of the employee. Section 1.3, pertaining to premium level compensation for an employee in the class and pay grade of Event Services Coordinator II, Code 9631-2, while assigned as Assistant Division Head in the position of Event Services Coordinator III, Code 9631-3, is obsolete and therefore deleted as those regular authority positions were deleted in the 2014-15 Adopted Budget for the Convention Center.

COUNCIL

Section 1.6.5, pertaining to discretionary overtime for non-represented, FLSA-excluded employees, is amended in accordance with the establishment of 15-step salary ranges for non-represented employees. Sections 1.7, and 1.8, pertaining to premium level compensation for specific Council Aide VII positions, are amended to provide for updated 15-step salary range numbers and effective date.

FINANCE

Section 1.3, pertaining to premium level compensation for Clerk Typists and Senior Clerk Typists who perform direct services to taxpayers for 50% or more in any one day, is deleted as this provision is included in Memorandum of Understanding No. 3 as Salary Note K. The subsequent Section 1.4 is renumbered accordingly as Section 1.3.

FIRE

Sections 1(b)(4), 1(b)(5), 1(b)(6) and 1(b)(7), pertaining to various sworn assignments, are amended to provide updated assignments and reflect changes in position authority in accordance with the 2014-15 Adopted Budget. Section 1(b)(4) was deleted in its entirety with subsequent subsections renumbered accordingly.

MAYOR

Section 1.6, pertaining to the salary threshold for FLSA-exempt employees in the Mayor's Office, is amended in accordance with the establishment of 15-step salary ranges for non-represented employees.