

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 20, 2015

To: The City Council

From: Miguel A. Santana, City Administrative Officer

Subject: **ESTABLISHMENT OF SALARIES FOR THE NEW CLASS OF CONTROLLER AIDE**

At its meeting on February 10, 2015, the Executive Employee Relations Committee approved the recommendation of this Office to establish the salary for the new class of Controller Aide. This new class was adopted by the Civil Service Commission on June 26, 2014, and will be used to carry out a wide range of administrative and analytical duties in the Office of the Controller. The Department has also requested the creation of seven (7) separate pay grades to differentiate the various levels of responsibilities and corresponding pay. Even though the structure for Controller Aide will be similar to that of Council Aide, Controller Aide will not be automatically exempted from civil service. Therefore the Office of the Controller will request exemption from civil service under Charter Section 1001(b) when filling positions in the new classification.

It is recommended that the salary for the new class be set consistent with the current 15-step range provided for Council Aide I-VII. In this way the Controller will have the flexibility to assign incumbents into the appropriate pay grade consistent with the duties of the position ranging from Salary Range 1112 up to Salary Range 3593.

Recommendations

That the City Council, subject to the approval of the Mayor:

1. Approve the attached Ordinance to establish the salaries for the new class of Controller Aide as follows:

Controller Aide I	Range 1112	\$23,219 - \$33,930
Controller Aide II	Range 1414	\$29,524 - \$43,159
Controller Aide III	Range 1816	\$37,918 - \$55,436
Controller Aide IV	Range 2378	\$49,653 - \$72,621
Controller Aide V	Range 2805	\$58,568 - \$85,608
Controller Aide VI	Range 3301	\$68,925 - \$100,767
Controller Aide VII	Range 3593	\$75,022 - \$109,662

2. Authorize the City Administrative Officer, upon accretion of the class to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance.

Fiscal Impact Statement

Upon receipt of a Charter 1001(b) exemption approval, it is the intent of the Department to transition four (4) existing incumbents into the newly created classification in pay grades commensurate to their current salaries. This will result in no additional fiscal responsibility to the Department for the current fiscal year. Positions filled in the future will need to be absorbed within the existing budgeted funds for the Controller's Office.

MAS:MHA:DHB:0715074

Attachment



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 15 - 0082
MAR 18 2015

REPORT RE:

**DRAFT ORDINANCE AMENDING ORDINANCE NO. 182982 TO
PROVIDE A SALARY FOR THE NEW CLASS OF CONTROLLER AIDE**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 N. 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 draft ordinance amends Ordinance No. 182982 providing a salary for the new class of Controller Aide.

Council Rule 38 Referral

Pursuant to Council Rule 38, this ordinance was referred to the City Administrative Officer (CAO). The CAO recommends adoption of the ordinance.

If you have any questions regarding this matter, please contact Assistant City Attorney Vivienne Swanigan at (213) 978-7156. 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

A handwritten signature in black ink, appearing to read "D. Michaelson", written over a horizontal line.

By

DAVID MICHAELSON
Chief Assistant City Attorney

DM:VAS:fd
Transmittal

ORDINANCE NO. _____

An ordinance amending Ordinance No.182982 (2014-2016 Salaries and Benefits for Non-Represented Classes) to provide a salary for the new class of Controller Aide (Code 9199).

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

Section 1. Section 1 of Ordinance 182982 is amended to add the following:

<u>Code No.</u>	<u>Title</u>	<u>Salary Range No. or Amount</u>
9199-1	Controller Aide I	1112
9199-2	Controller Aide II	1414
9199-3	Controller Aide III	1816
9199-4	Controller Aide IV	2378
9199-5	Controller Aide V	2805
9199-6	Controller Aide VI	3301
9199-7	Controller Aide VII	3593

Sec. 2. Section 1 shall be operative upon publication pursuant to Charter Section 252(g).

Sec. 3. The City Administrative Officer and the Controller are authorized to correct any clerical errors or, if approved by the City Attorney, any technical errors in this Ordinance.

Sec. 4. 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. WOLLCOTT, City Clerk

By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 3/17/15

File No. _____