

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 26, 2015

To: The City Council

From: Miguel A. Santana, City Administrative Officer



Subject: **ESTABLISHMENT OF A SALARY FOR THE CLASSIFICATION OF STAFF ASSISTANT TO GENERAL MANAGER HARBOR (CLASS CODE - 9212)**

At its meeting on August 13, 2013, the Executive Employee Relations Committee approved the recommendation of this Office to establish the salary for the new class of Staff Assistant, Harbor Department. The new class was adopted by the Civil Service Commission on January 24, 2013, to serve as an executive level staff support and project manager of special projects and programs and to serve as liaison to elected officials and their staffs, Port tenants, terminal operators, shipping companies and consultants as well as local, state, and federal officials and agencies. The classification exercises decision-making authority on behalf of executive management regarding budgetary, organization, and staffing issues in the Harbor Department.

The salary recommendation for the Staff Assistant is consistent with the comparable position at Los Angeles World Airports.

Recommendations

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

1. Approve the attached Ordinance to establish the salary for the new class of Staff Assistant to General Manager Harbor (Class Code 9212) at Salary Range 6453, with an annual salary from \$134,738 to \$167,395; and
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

There is no fiscal impact on the City's General Fund as the entire compensation package will be covered under the Harbor Department budget.

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Attachment