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JOHN F. SZABO
CITY LIBRARIAN

June 15, 2016

Honorable Members of the City Council
Los Angeles City Hall
c/o City Clerk, Room 395

RE: CIVIL SERVICE EXEMPTION

At its May 26, 2016 meeting, the Board of Civil Service Commissioners approved civil service exemption for following positions:

No. of Positions	Class Code	Classification
150	1358	Administrative Clerk

This action is in accordance with Section 1001 (d)(3) of the City Charter. A copy of the report and minutes approved by the Board of Civil Service Commissioners are respectfully submitted for consideration by the Los Angeles City Council so that this request may be finalized.

If you have any questions or need additional information, please contact Michael Bolokowicz at (213) 228-7431.

Sincerely,

JOHN F. SZABO
City Librarian

JFS:MB:lo

Attachment: CSC 5/26/16 Minutes

Date: May 13, 2016

To: Board of Civil Service Commissioners

From: Wendy G. Macy, General Manager
Personnel Department

Subject: **CLASSIFICATION ACTIONS – Library
Department: Charter Section 1001 (d)(3)
Exemption of Administrative Clerk Positions**

CIVIL SERVICE COMMISSION	
File No. _____	
Routine/Non-appearance	<input type="checkbox"/>
Non-routine/Appearance	<input checked="" type="checkbox"/>
AGENDA	
Date:	May 26, 2016
Page:	_____
Item:	_____
FINAL ACTION:	
_____	RECOMMENDATION APPROVED
_____	DISAPPROVED _____ WDRN
_____	DENIED _____ GRANTED
_____	MATTER OF RECORD
_____	OTHER _____

Recommendation: The General Manager recommends that the Board: Approve the exemption of the following positions in the Library Department in accordance with Charter Section 1001 (d)(3).

CSC No.	No. of Positions	Class Title and Code
2398	150	Administrative Clerk, 1358

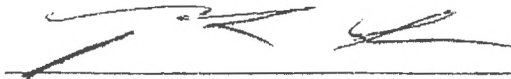
Discussion: Charter Section 1001 (d)(3) provides for the civil service exemption of positions employed no more than half-time and paying a salary not exceeding three-fourths of the salary established for entering-level clerical positions. The Library Department has requested the exemption of 150 Administrative Clerk positions under this provision to provide "as-needed" staffing for the public service areas in the Central Library and 72 branch libraries. These facilities serve the public during extended periods of the day including evenings and weekends. The Library Department is challenged with maintaining appropriate staffing levels in all of its facilities in order to provide the required level of public service. Seasonal and frequently unexpected fluctuations in library patrons to library facilities, as well as the unscheduled absence of clerical staff, makes the Department's task increasingly difficult.


The Library Department has indicated that their full-time civil service clerical staff is unable to adequately and efficiently cover the seasonal and unexpected public service needs in the Central Library and its branches. In addition, the Department has had increasing difficulty in attracting and maintaining a sufficient number of part-time civil service Administrative Clerks in the Central Library and branch libraries due to work schedules that include evenings and weekends.

Exempting these positions from civil service provisions will provide the Department with more flexibility in obtaining staff necessary to maintain appropriate levels of service to the public. The Library Department has indicated discussion and agreement with the appropriate employee representative regarding this clerical support staffing model.

The positions requested by the Library Department meet the established criteria, therefore, staff recommends their exemption from the civil service provisions of the Charter in accordance with Charter Section 1001 (d)(3).

Submitted by: 
MARIEL WROE
Senior Personnel Analyst

Reviewed by: 
RAUL LEMUS
Chief Personnel Analyst

Approved by: 
WENDY G. MACY
General Manager



**CITY OF LOS ANGELES
BOARD OF CIVIL SERVICE COMMISSIONERS**

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**REGULAR MEETING – THURSDAY
MAY 26, 2016, 10:00 A.M.
ROOM 350, PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012**

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Website Address: <http://www.lacity.org>

Present:

President Suzanne M. Steinke
Vice President Nancy P. McClelland
Commissioner Gabriel J. Esparza
Commissioner Jeanne A. Fugate
Commissioner Jonathan M. Weiss

Personnel Department General Manager
Wendy G. Macy
Deputy City Attorney Jennifer Handzlik
Commission Executive Director
Bruce E. Whidden

1. **CALL TO ORDER**

Meeting was called to order at 10:08 a.m.

2. **APPROVAL OF MINUTES**

The Board unanimously approved the minutes of the regular meeting of Thursday, May 12, 2016 on a motion by Commissioner Fugate, seconded by Commissioner Weiss. Commissioner Esparza abstained from the vote.

3. **COMMISSION ACTION ON ROUTINE AND OTHER MATTERS**

Board unanimously approved routine and nonappearance matters under Unfinished Business, Page 6 items 8, 9 & 10 and New Business, Pages 7 through 11 items 11 and 12, on a motion by Commissioner Esparza, seconded by Commissioner McClelland.

4. **GENERAL MANAGER'S REPORT**

The General Manager discussed the results of the budget process for the next fiscal year reporting that after scores of meetings with Budget and Finance Committee members, CAO and CLA staff, and the Mayor's Budget Team, the Department fared very well in the full Council.

While the Department did receive some significant cuts as everyone did, Personnel was successful in securing a fourth Assistant General Manager for succession planning; ten new positions to staff the Workforce Restoration/Hire Locally initiative discussed at the last meeting. In addition, Personnel was given additional recruitment and marketing funds for Public Safety including the Background Investigation Division and some much needed technology funds for the Electronic Personnel Records program. The Medical Services Division was given funding for its electronic clinic scheduling, Jail records and digital x-ray system.

5. **PUBLIC COMMENTS ON MATTERS WITHIN BOARD'S JURISDICTION**

- Victor Manrique, attorney

12. **CLASSIFICATION ACTIONS, (Continued)**

b. That the Board of Civil Service Commissioners exempt the following positions in the Housing and Community Investment Department (HCID) in accordance with Charter Section 1001(d)(4); based on the positions being grant-funded for a term not to exceed two years.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2412	1	Project Coordinator, 1537
2413	1	Sr. Project Coordinator, 1538

File No. 54397

c. The General Manager recommends that the Board of Civil Service Commissioners approve the exemption of the following positions in the Library Department in accordance with Charter Section 1001 (d)(3); the positions will be employed no more than half-time; and the salary will not exceed three-fourths of the salary established for entering-level clerical positions.

<u>CSC No.</u>	<u>No. of Positions</u>	<u>Class Title and Code</u>
2398	150	Administrative Clerk, 1358

File No. 54398

COMMISSION ACTION: RECOMMENDATIONS APPROVED

13. **ADJOURNMENT**

The meeting adjourned at 11:32 p.m.

SUZANNE M. STEINKE
President

BRUCE E. WHIDDEN,
Commission Executive Director