CITY CLERK
2016-17

ORDINANCE NO. 184609

An ordinance authorizing the employment of personnel in the Office of the City Clerk 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 2016-17 is hereby granted to the Office of the City Clerk for the designated number of positions in each code and title as provided in this ordinance.

CITY CLERK

No.	Code	Title
(a) Regular Positions:		
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-1	Accounting Records Supervisor I
1	1119-2	Accounting Records Supervisor II
1	1170-1	Payroll Supervisor I
4	1182-1	Legislative Assistant I
7	1182-2	Legislative Assistant II
1	1187	Senior Legislative Assistant
1	1191-1	Archivist I
3	1201	Principal Clerk
13	1223	Accounting Clerk
1	1253	Chief Clerk
1	1282	Records Management Officer
1	1358	Administrative Clerk
17	1368	Senior Administrative Clerk
3	1431-3	Programmer/Analyst III
1	1431-4	Programmer/Analyst IV
2	1431-5	Programmer/Analyst V
1	1455-1	Systems Programmer I
1	1513-2	Accountant II
1	1523-2	Senior Accountant II
7	1537	Project Coordinator

(a) Regular Positions:

2	1538	Senior Project Coordinator
1	1542	Project Assistant
2	1550	Program Aide
2	1597-2	Senior Systems Analyst II
1	1832-2	Warehouse and Toolroom Worker II
2	7212-2	Office Engineering Technician II
1	7228	Field Engineering Aide
1	9167-2	Senior Personnel Analyst II
6	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
4	9182	Chief Management Analyst
2	9184-1	Management Analyst I
11	9184-2	Management Analyst II
1	9252	Executive Officer City Clerk
1	9255	City Clerk
1	9375	Director of Systems
110		

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

1501	Student Worker
1502	Student Professional Worker
1542	Project Assistant

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

0701	Custodian (Schools and Public Buildings Only)
0721	Election Clerk
0723	Intermediate Election Clerk
0725	Senior Election Clerk
0727	Principal Election Clerk
0728	Election Assistant I
0729	Election Assistant II
0730	Election Assistant III
0731	Election Assistant IV
0732	Intermediate Election Assistant
0733	Senior Election Assistant
0734	Election Assistant V
0735	Principal Election Assistant
0736	Chief Election Assistant

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

0740	Chief Election Clerk

(b) To be Employed As Precinct Board Members in Such Numbers as Required:

0745	Clerk Precinct Board
0746	Inspector Precinct Board
0747	Judge Precinct Board

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Sec. 1.1. Employment is hereby authorized in the Office of the City Clerk of the designated number of persons in each code and title as set forth in this section:

ELECTION

No.	Code	Title

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

0701	Custodian (Schools and Public Buildings Only)
0721	Election Clerk
0723	Intermediate Election Clerk
0725	Senior Election Clerk
0727	Principal Election Clerk
0728	Election Assistant I
0729	Election Assistant II
0730	Election Assistant III
0731	Election Assistant IV
0732	Intermediate Election Assistant
0733	Senior Election Assistant
0734	Election Assistant V
0735	Principal Election Assistant
0736	Chief Election Assistant
0740	Chief Election Clerk

(b) To be Employed As Precinct Board Members in Such Numbers as Required:

0745	Clerk Precinct Board
0746	Inspector Precinct Board
0747	Judge Precinct Board

(c) Persons regularly employed in any department of the City, while not engaged in that employment, may be employed in any of the positions authorized by Subdivision (a) of this section; provided, however, that the employment authorized by this subsection shall have no effect on the status of that employee in his/her regular position, and no additional rights or benefits shall accrue by virtue of the employment thereby authorized.

(d) Notwithstanding Los Angeles Administrative Code Section 4.113, any person employed in any of the classifications authorized by Subdivision (a) of Section 1.1 of this ordinance, excluding full-time City employees, when assigned by the City Clerk to work on a City election day, shall receive election premium pay for all hours worked in excess of eight hours on election day. Election premium pay shall be at the rate of one and one-half times the employee's regular rate of pay.

Any election premium pay paid under this provision shall offset any FLSA overtime entitlement.

Sec. 1.2. The one person whose employment is herein authorized under Code 9255 shall be the City Clerk of the City of Los Angeles, and all other persons of each and every class and grade shown in this ordinance shall have the title and the authority of Deputy City Clerk of the City of Los Angeles.

Sec. 1.3. The City Clerk is hereby authorized to deputize as Deputy City Clerk any person regularly employed in any of the following departments, offices or bureaus of the City for the purposes designated in this ordinance. Every person so deputized shall serve as Deputy City Clerk without additional compensation and shall perform only those services as Deputy City Clerk as specified in this section:

(a) In the Bureau of Engineering of the Department of Public Works to perform any function other than the execution of deeds, imposed upon the City Clerk, under the provisions of special assessment laws relating to the recording and collection of assessments, sales or delinquency, the publishing of notices of recording, delinquencies and sales, the custody of certificates of sale, the receipt of payments in redemption of property sold and the filing of affidavits regarding service of notices of application for deeds as required by law;

(b) In the office of the Board of Police Commissioners of the Police Department to administer the oath required of persons who have been issued permits or commissions as special police officers by the Board of Police Commissioners;

(c) In the City Planning Department and Building and Safety Department to take acknowledgements, administer oaths or affirmations in connection with, or arising out of, all applications made to either of these departments, which require before filing that the applicant's signature be sworn to or acknowledged;

(d) In the Personnel Department to perform any function imposed upon the City Clerk under Chapter 8, Division 4, Title 1, of the Government Code of the State of California in connection with the administering of loyalty oaths and affirmations;

(e) In the Personnel Department to make out, sign and issue Health and Dental Premium Payment Agreements, issued pursuant to the provisions of Los Angeles Administrative Code Sections 4.306.4 and 4.307.1, and/or the appropriate provisions contained in various Memoranda of Understanding; and,

(f) In the Office of Finance to accept on behalf of the City Clerk claims for damages, refunds and lawsuits against the City.

Sec. 1.4. The City Clerk is hereby authorized to appoint as Deputy City Clerk any person regularly employed in any office, department or bureau of the City, for the purpose of administering loyalty oaths and affirmations required to be taken or made by officers and employees of the City as required by law. Each person so appointed shall serve as Deputy City Clerk without additional compensation and shall perform only those services as Deputy City Clerk as specified in this section.

Any of these appointments shall be made only with the approval of the head of the office, department or bureau in which the person so appointed is regularly employed and shall be terminated upon the request of the head of the office, department or bureau.

Any of these appointments of Deputy City Clerks previously made for the acknowledgement and administration of loyalty oaths and affirmations required by City ordinance shall be deemed to include authority for the acknowledgement and administration of loyalty oaths and affirmations required by state law.

Sec. 1.5. The City Clerk may, upon the request of the head of any department, office or bureau, appoint as Deputy City Clerks, not to exceed 50 persons, other than officers or employees of the City who are rendering aid in the event of a local emergency under the provisions of Los Angeles Administrative Code Sections 8.21 through 8.78, for the sole purpose of administering loyalty oaths and affirmations required to be taken or made by emergency workers under the laws of this State. Each person so appointed shall serve as a Deputy City Clerk without compensation and perform no other service as Deputy City Clerk except as provided in this section. These appointments shall be terminated upon the request of the head of the department, office or bureau who requested the original appointment.

Sec. 1.6. The City Clerk may appoint as Deputy City Clerks, persons who are under contract to the City to perform services for the City Clerk and to represent the City Clerk in the course of their contract obligations. These appointments shall be terminated upon the expiration of the contract or at any time prior to the expiration of the contract by the City Clerk.

Sec. 1.7. Any person in a class with a salary that does not exceed the salary of a Principal Clerk, when temporarily assigned by the City Clerk to perform the duties associated with the Council Chambers Voting System, shall receive a salary at the second premium level rate above the step rate of the salary range prescribed for the employee's class for the day that these duties are performed as approved by the Division Head of the Council and Public Services Division.

Sec. 1.8. Notwithstanding any other ordinance provisions, the City Clerk may employ or retain any person in an exempt position at any step within the salary range prescribed for the position that is determined by the City Clerk to be commensurate with

and based on the extent, responsibility, and importance of the work and the experience and ability of the employee.

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 the foregoing ordinance was introduced at the meeting of the Council of the City of Los Angeles NOV 22 2016, and was passed at its meeting of NOV 29 2016.

HOLLY L. WOLCOTT, City Clerk

By _____
Deputy

Approved: DEC 01 2016

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Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By _____
VIVIENNE SWANIGAN
Assistant City Attorney

Date 10/13/16

File No. 16-1700

DECLARATION OF POSTING ORDINANCE

I, JUAN VERANO, 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. 184609 – **2016-17 Departmental Personnel Ordinance – CITY CLERK** – a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **November 29, 2016**, 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 **December 12, 2016** 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 **December 12, 2016** 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 **12th** day of **December 2016** at Los Angeles, California.

Juan Verano, Deputy City Clerk

Ordinance Effective Date: **December 22, 2016** **Council File No. 16-1700**