COUNCIL
2016-17

ORDINANCE NO. 184613

An ordinance authorizing the employment of personnel in the Office of the Council 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 Council for the designated number of positions in each code and title as provided in this ordinance.

COUNCIL

No.	Code	Title
(a) Regular Positions:		
15	0002	Councilmember
45	0186	Council Aide VII
7	0191	Legislative Analyst I
2	0191	Legislative Analyst I (Half-Time)
9	0192	Legislative Analyst II
8	0193	Legislative Analyst III
3	0194	Legislative Analyst IV
2	0195	Legislative Analyst V
3	0196	Assistant Chief Legislative Analyst
3	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1141	Clerk
2	1201	Principal Clerk
2	1358	Administrative Clerk
2	1368	Senior Administrative Clerk
1	9184-1	Management Analyst I
1	9184-2	Management Analyst II
1	9296	Chief Legislative Analyst
108		

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

	0180	Council Aide I

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

0181	Council Aide II
0182	Council Aide III
0183	Council Aide IV
0184	Council Aide V
0185	Council Aide VI
0186	Council Aide VII
0191	Legislative Analyst I
0192	Legislative Analyst II
0193	Legislative Analyst III
0194	Legislative Analyst IV
0195	Legislative Analyst V
0196	Assistant Chief Legislative Analyst
1116	Secretary
1141	Clerk
1323	Senior Clerk Stenographer
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1508	Management Aide
1535-1	Administrative Intern I
1535-2	Administrative Intern II
1537	Project Coordinator
1538	Senior Project Coordinator
1539	Management Assistant
1542	Project Assistant
1793-1	Photographer I
1793-2	Photographer II
1795-1	Senior Photographer I
9171-2	Senior Management Analyst II
9184-1	Management Analyst I
9184-2	Management Analyst II
9482	Legislative Representative

. . .

. . .

. . .

. . .

Sec. 1.1. Any person occupying the position of Chief Legislative Analyst, Code 9296, shall be subject to appointment and removal by the Council, provided, however that in all cases, removal shall require the votes of two-thirds of the entire Council.

Sec. 1.2. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the Council or to any member of the Council to whom any person in an exempt position is assigned, that the applicable existing salary rate of the person so employed or to be employed in the exempt position, adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the Council, or member of the Council may employ or retain any person in the exempt position at any step within the salary range prescribed for the position that is determined by the Council or Councilmember to be commensurate with and based upon the extent, responsibility and importance of the work and the experience and ability of the person.

Sec. 1.3. Any person employed in the classes of Council Aide I, Code 0180; Council Aide II, Code 0181; Council Aide III, Code 0182; Council Aide IV, Code 0183; Council Aide V, Code 0184; Council Aide VI, Code 0185; Council Aide VII, Code 0186; Legislative Analyst I, Code 0191; Legislative Analyst II, Code 0192; Legislative Analyst III, Code 0193; Legislative Analyst IV, Code 0194; Legislative Analyst V, Code 0195; Assistant Chief Legislative Analyst, Code 0196; or Legislative Representative, Code 9482, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes. The level and effective dates of the premium pay shall be set forth in a written communication to the appointing authority for the Council employees signed by the Councilmember or the Chief Legislative Analyst depending upon whose office the person or persons are employed or are to be employed.

Sec. 1.4. Notwithstanding any other ordinance provisions, persons employed in the class of Assistant Chief Legislative Analyst, Code 0196, when designated by the Chief Legislative Analyst to assume additional administrative and supervisory duties of Executive Officer, may be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.5. Notwithstanding any other ordinance provisions, whenever the Chief Legislative Analyst encounters difficulty in the employment of experienced technical personnel, and it appears to him/her that the applicable existing salary rate of any person to be employed in an exempt position adversely affects recruitment of qualified persons, he/she may employ any person whom he/she believes merits hiring at above the beginning rate for the technical classification. He/She shall review the need of the Office and the experience of the applicant and may authorize employment at any advanced step rate within the salary range prescribed for the class upon his/her determination that the step is commensurate with the responsibility and importance of

the work to be assigned the employee, and the experience, skill and ability of the person.

Sec. 1.6. Notwithstanding any other ordinance provisions, the Chief Legislative Analyst 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 Chief Legislative Analyst to be commensurate with and based on the extent, responsibility, and importance of the work and the experience and ability of the employee.

Sec. 1.6.5. Effective July 1, 2014, notwithstanding Los Angeles Administrative Code Section 4.114.5, non-represented, FLSA excluded employees in the Office of the Chief Legislative Analyst (CLA) who are employed in a class or pay grade with a first step regular biweekly rate, without bonuses, at or below the first step regular biweekly rate for the class of Legislative Analyst III (Class Code 0193) may be compensated for overtime at the discretion of the Chief Legislative Analyst. Overtime compensation shall be in cash or time off at the rate of one and one-half hours for each hour of overtime worked in cash or compensated time off, at the discretion of the Chief Legislative Analyst. Employees eligible for this overtime compensation shall be subject to deductions from salary or leave banks for any authorized absence from work for less than a full workday.

Sec. 1.7. Notwithstanding any provisions to the contrary, one Council Aide VII, Code 0186, in each Council office, when designated by the involved Councilmember to assume the additional responsibilities of Chief Deputy, may receive a salary up to the fourth premium level rate above the appropriate step rate of the following salary range: effective July 1, 2014, Salary Range 5447; effective June 26, 2016, Salary Range 5654; effective June 25, 2017, Salary Range 5783; effective June 24, 2018, Salary Range 5912.

Sec. 1.8. Notwithstanding any provisions to the contrary, any Council Aide VII, Code 0186, in each Council office, when designated by the involved Councilmember to assume the additional responsibilities of Assistant Chief Deputy, may receive a salary up to the fourth premium level rate above the appropriate step rate of the following salary range: effective July 1, 2014, Salary Range 4529; effective June 26, 2016, Salary Range 4701; effective June 25, 2017, Salary Range 4807; effective June 24, 2018, Salary Range 4917.

Sec 1.9. Any employee in the class of Council Aide VII when designated by a Councilmember to assume the duties of Chief Deputy, shall receive vacation benefits in accordance with Section 4.245.1 of the Los Angeles Administrative Code.

Sec. 2. Upon approval from the Office of the City Administrative Officer, 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 so 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

_____
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. 184613 – **2016-17 Departmental Personnel Ordinance – COUNCIL** – 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**