ECONOMIC AND WORKFORCE DEVELOPMENT
2016-17

ORDINANCE NO. 184616

An ordinance authorizing the employment of personnel in the Economic and Workforce Development Department 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 Economic and Workforce Development Department for the designated number of positions in each code and title as provided in this ordinance.

ECONOMIC AND WORKFORCE DEVELOPMENT

No.	Code	Title
(a) Regular Positions:		
1	1116	Secretary
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1170-1	Payroll Supervisor I
5	1223	Accounting Clerk
11	1358	Administrative Clerk
6	1368	Senior Administrative Clerk
1	1455-2	Systems Programmer II
5	1513-2	Accountant II
3	1517-2	Auditor II
2	1518	Senior Auditor
1	1523-1	Senior Accountant I
3	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
3	1539	Management Assistant
1	1555-2	Fiscal Systems Specialist II
1	1577	Assistant Chief Grants Administrator
1	1579	Chief Grants Administrator
1	1593-4	Departmental Chief Accountant IV
4	1596-2	Systems Analyst II
2	1597-2	Senior Systems Analyst II
1	2501-1	Community Program Assistant I

(a) Regular Positions:

10	9171-1	Senior Management Analyst I
5	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
5	9184-1	Management Analyst I
26	9184-2	Management Analyst II
1	9191-1	Industrial and Commercial Finance Officer I
1	9191-2	Industrial and Commercial Finance Officer II
1	9375	Director of Systems
1	9734-2	Commission Executive Assistant II
1	9806	General Manager Economic and Workforce Development
2	9807	Assistant General Manager Economic and Workforce Development
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(b) To be Employed As Needed in Such Numbers as Required:

0102	Commission Hearing Examiner
1112	Community and Administrative Support Worker I
1113	Community and Administrative Support Worker II
1114	Community and Administrative Support Worker III
1358	Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1582-1	Youth Employment Specialist I
1582-2	Youth Employment Specialist II

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Sec. 1.1. Authority to employ under Section 1(b) shall be limited to the availability of funds provided in the As Needed salary account.

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. 184616 – 2016-17 Departmental Personnel Ordinance – ECONOMIC AND WORKFORCE DEVELOPMENT – 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**