BUREAU OF CONTRACT ADMINISTRATION
2016-17

ORDINANCE NO. 184631

An ordinance authorizing the employment of personnel in the Department of Public Works, Bureau of Contract Administration 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 Department of Public Works, Bureau of Contract Administration for the designated number of positions in each code and title as provided in this ordinance.

BUREAU OF CONTRACT ADMINISTRATION

No.	Code	Title
(a) Regular Positions:		
1	0202	Inspector of Public Works
1	1117-3	Executive Administrative Assistant III
1	1170-1	Payroll Supervisor I
1	1201	Principal Clerk
1	1223	Accounting Clerk
1	1358	Administrative Clerk
8	1368	Senior Administrative Clerk
1	1470	Data Base Architect
2	1539	Management Assistant
5	1596-2	Systems Analyst II
3	1597-1	Senior Systems Analyst I
1	1597-2	Senior Systems Analyst II
7	4208-4	Assistant Inspector IV
4	4223	Senior Electrical Inspector
1	7237	Civil Engineer
104	7291	Construction Inspector
59	7294	Senior Construction Inspector
5	7296	Chief Construction Inspector
16	7297	Principal Construction Inspector
1	7298	Assistant Director Bureau Contract Administration
1	9165-2	Contract Compliance Program Manager II
5	9171-1	Senior Management Analyst I

(a) Regular Positions:

1	9182	Chief Management Analyst
13	9184-1	Management Analyst I
8	9184-2	Management Analyst II
251		

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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 2 2 2016, and was passed at its meeting of NOV 2 9 2016.

HOLLY L. WOLCOTT, City Clerk

By _____
Deputy

Approved: DEC 0 1 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. 184631 – **2016-17 Departmental Personnel Ordinance – BUREAU OF CONTRACT ADMINISTRATION** – 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**