

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 7, 2017

To: The City Council

From: Richard H. Llewellyn, Jr., Interim City Administrative Officer



Subject: **ESTABLISHMENT OF SALARY FOR THE NEW CLASS OF ASSISTANT AIRPORT MANAGER**

In accordance with instructions from the Executive Employee Relations Committee, this Office has established the salary for the new class of Assistant Airport Manager (class code 7259-0). This new class was adopted by the Civil Service Commission on April 14, 2016, and will be used exclusively by the Los Angeles World Airports (LAWA) as a career-path, training class to cross-train administrative and airport operations staff with the goal of developing well-rounded Airport Managers. The primary feeder classes are Senior Management Analyst II, Chief of Operations II, and Airport Operations Superintendent III.

In order to successfully recruit and retain individuals with the requisite skills and abilities to perform the duties and responsibilities of an Assistant Airport Manager, it is necessary to set the salary commensurate with City and industry standards for similar work. The recommended salary range is higher than the feeder classes described above and lower than Airport Manager II.

### **Recommendations**

That the City Council, subject to the approval of the Mayor:

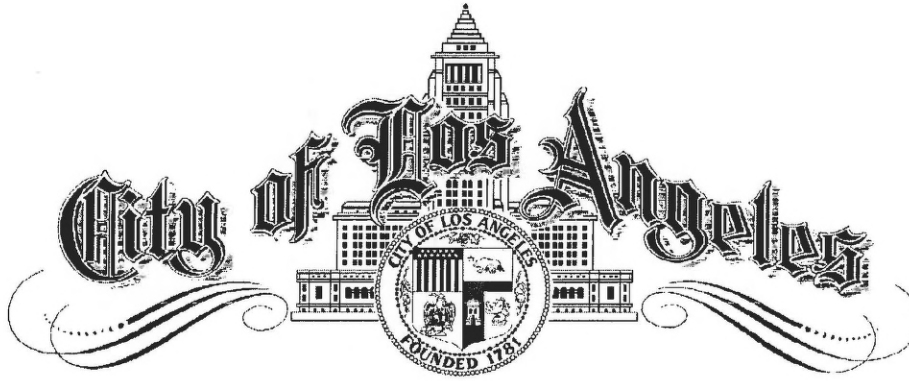
1. Approve the attached Ordinance to establish the salary for the new class of Assistant Airport Manager, Range 4960 (\$151,421 - \$159,533); and
2. Authorize the City Administrative Officer, upon accretion of the classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance.

### **Fiscal Impact Statement**

Salary costs for the new class have no General Fund impact.

RHL:MHA:0717056

Attachment



**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R17-0024

**JAN 20 2017**

**REPORT RE:**

**DRAFT ORDINANCE AMENDING ORDINANCE NO. 184251 (2015-16 TO 2017-18)  
TO PROVIDE A SALARY FOR THE NEW CLASS OF ASSISTANT MANAGER  
AIRPORTS (CODE 7259)**

The Honorable City Council  
of the City of Los Angeles  
Room 395, City Hall  
200 N. Spring Street  
Los Angeles, California 90012

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This draft ordinance amends Ordinance No. 184251 providing a salary for the new class of Assistant Manager Airports (Code 7259).

Council Rule 38 Referral

A copy of the draft ordinance was sent, pursuant to Council Rule 38, to the City Administrative Officer (CAO). The CAO recommends adoption of the ordinance.

If you have any questions regarding this matter, please contact Assistant City Attorney Vivienne Swanigan at (213) 978-7182. She or another member of this Office will be present when you consider this matter to answer any questions you may have.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By   
DAVID MICHAELSON  
Chief Assistant City Attorney

DM:VS:mc  
Transmittal

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Ordinance No. 184251 pertaining to 2015-16 to 2017-18 Fiscal Year Salaries and Benefits to include the new classification of Assistant Manager Airports (Code 7259).

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Sec. 1. Section 1 of Ordinance No. 184251 is amended to add in proper order:

<b><u>Class Code</u></b>	<b><u>Class Title</u></b>	<b><u>Salary Range or Amount</u></b>
7259	Assistant Manager Airports	4960

Sec. 2. Section 4 of Ordinance No. 184251 is amended to add in proper order:

<b><u>Class Code</u></b>	<b><u>Class Title</u></b>	<b><u>Salary Range or Amount</u></b>
7259	Assistant Manager Airports	5096

Sec. 3. Section 7 of Ordinance No. 184251 is amended to add in proper order:

<b><u>Class Code</u></b>	<b><u>Class Title</u></b>	<b><u>Salary Range or Amount</u></b>
7259	Assistant Manager Airports	5236

Sec. 4. The provisions of Sections 1 through 3 of this ordinance shall be operative upon publication pursuant to Charter Section 252(g).

Sec. 5. 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 this ordinance was passed by the Council of the City of Los Angeles, at its meeting of \_\_\_\_\_.

HOLLY L. WOLCOTT, City Clerk

By \_\_\_\_\_ Deputy

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By   
VIVIENNE SWANIGAN  
Assistant City Attorney

Date 1/20/19

File No. \_\_\_\_\_