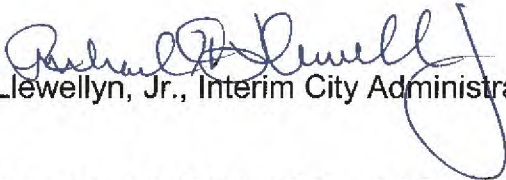


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05386-0000
Council File 17-0600-S99

Date: July 13, 2017

To: Budget and Finance Committee
Personnel and Animal Welfare Committee

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

Subject: **REPORT BACK REGARDING VACANCIES, AS-NEEDED POSITION
AUTHORITIES, AND SERVICE CONTRACTS IN THE OFFICE OF THE CITY
ADMINISTRATIVE OFFICER**

Budget Motion No. 6, adopted on May 18, 2017 during the Council's deliberations on the 2017-18 Budget, directed all City departments to report to the Budget and Finance and Personnel and Animal Welfare Committees with the following information to assist the work of the Targeted Local Hire Working Group and the Strategic Workforce Development Task Force:

1. A list of all department vacancies, both funded and unfunded, showing the job title and funding source(s) for each.
2. A list of all As-Needed positions, including the job title, number of positions, and funding source(s).
3. A list of all contracts for services, including dollar amount and contract's expiration date, for which entry level civil service positions could otherwise provide the services.

As of July 10, 2017, the Office of the City Administrative Officer (CAO) has the following 11 vacancies:

<u>Class Code</u>	<u>Classification Name</u>	<u>Quantity</u>	<u>Funding Source</u>
1590-2	Administrative Analyst II	2	1 – General Fund / Proposition HHH 1 – Building and Safety Building Permit / Planning Case Processing funds
1552-3	Finance Specialist III	1	General Fund
1541-1	Sr Administrative Analyst I	3	General Fund
1541-2	Sr Administrative Analyst II	2	1 – General Fund 1 – Building and Safety Building Permit / Planning Case Processing funds
9134	Principal Project Coordinator	1	General Fund
9202-1	Sr Labor Relations Specialist I	2	General Fund

Please note, some of the above positions are being held vacant to meet our budgeted salary savings rate of five percent and the one-time salary reduction of \$270,225. Additionally, the CAO has four Charter Section 1164(b) employees that are funded through salary savings.

Below is a list of classifications within which the CAO is authorized to employ staff on an as-needed basis. When employed, the funding source for these as-needed positions is the General Fund.

<u>Class Code</u>	<u>Classification Name</u>
0820	Administrative Trainee
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

The CAO currently does not contract for any services for which entry level civil service positions could otherwise provide the service.

If you have any additional questions, please contact Melissa A. Fleming, Chief Administrative Analyst, at (213) 978-7684.