



ERIC GARCETTI
MAYOR

August 18, 2017

Honorable Members of the Budget and Finance Committee
Honorable Members of the Personnel and Animal Welfare Committee
City Clerk
City Hall, Room 395

**REPORT BACK REGARDING VACANCIES, AS-NEEDED POSITION AUTHORITIES, AND
SERVICE CONTRACTS FOR THE OFFICE OF FINANCE**

Dear Honorable Members:

In accordance with Budget Motion No. 6 on the 2017-18 Budget, City departments were directed to report to the Budget and Finance Committee and the Personnel and Animal Welfare Committee 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 contract for services, including dollar amount and contract's expiration date, for which entry level civil service positions could otherwise provide the services.

Finance has 35 vacancies as of August 5, 2017 as reported on Attachment A. Please note that most of the positions listed are being held vacant to meet Finance's budgeted salary savings rate of seven percent which is \$2,221,159, plus the one-time salary reduction of \$641,048, a total of \$2,862,207. Therefore, Finance has to maintain about 31 General Funded positions vacant in order not to exceed budgeted funding based on an average salary of \$93,246. In addition, some positions cannot be filled until later in the fiscal year since they are only funded for six months.

Regarding the use of as-needed employees, Finance employs them based on operational needs (seasonal) and funding availability. There are currently three employees for limited durations as reported in Attachment B.

Honorable Members of Budget and Finance and
Personnel and Animal Welfare Committees
August 18, 2017
Page 2

It should be noted that Finance has complied with the Mayor's Executive Directive No. 15 regarding the Equitable Workforce and Service Restoration. In May of 2017, as part of the Targeted Local Hiring Program, Finance hired three individuals into the entry level Office Trainee (Class Code 1101-X) classification. Should the appointees successfully complete their training/probationary period, they will be well on their way to becoming permanent City employees.

Finance currently has eight service contracts for which the Personnel Department had determined that entry level civil service positions could provide the services. Explanations on why the contracts are necessary are included in Attachment C.

If you have any additional questions, please contact Todd Bouey, Assistant Director of Finance at (213) 978-1776 or Wai Yee Lau, Division Manager at (213) 978-3129.

Sincerely,

A handwritten signature in cursive script that reads "Claire Bartels".

Claire Bartels
Director of Finance / City Treasurer

Attachments

VACANT POSITIONS (as of August 5, 2017)

DEPARTMENT NUMBER	DEPARTMENT NAME	CLASS CODE	CLASSIFICATION TITLE	COUNT	PRIMARY FUNDING SOURCE	SECONDARY FUNDING SOURCE	REASON FOR VACANCY
39	Office of Finance	1195	Pr. Tax Compliance Officer	2	General Fund		Salary Savings
39	Office of Finance	1179-2	Tax Compliance Officer II	7	General Fund		Salary Savings
39	Office of Finance	1179-2	Tax Compliance Officer II	1	General Fund		Held Vacant for Substitute Authority
39	Office of Finance	1179-3	Tax Compliance Officer III	1	General Fund		Salary Savings
39	Office of Finance	1201	Principal Clerk	2	General Fund		Salary Savings
39	Office of Finance	1211-1	Ch. Tax Compliance Officer I	1	General Fund		Held Vacant for Substitute Authority
39	Office of Finance	1223	Accounting Clerk	1	General Fund		Salary Savings
39	Office of Finance	1229	Customer Service Specialist	6	General Fund		Salary Savings
39	Office of Finance	1356-3	Tax Renewal Assistant III	1	General Fund		Salary Savings
39	Office of Finance	1358	Administrative Clerk	1	General Fund		Held Vacant for Substitute Authority
39	Office of Finance	1368	Sr. Administrative Clerk	1	General Fund		Salary Savings
39	Office of Finance	1431-3	Programmer/Analyst III	1	General Fund		Salary Savings
39	Office of Finance	1431-5	Programmer/Analyst V	1	General Fund		Salary Savings
39	Office of Finance	1514-2	Tax Auditor II	3	General Fund		Salary Savings
39	Office of Finance	1519	Sr. Tax Auditor	2	General Fund		Salary Savings
39	Office of Finance	1609-1	Treasury Accountant I	1	General Fund		Salary Savings
39	Office of Finance	9171-1	Sr. Management Analyst I	1	General Fund		Salary Savings
39	Office of Finance	9184	Management Analyst	1	General Fund		Held Vacant for Substitute Authority
39	Office of Finance	9184	Management Analyst	1	General Fund		Salary Savings

AS-NEEDED POSITIONS (worked in PP-3)

DEPARTMENT NUMBER	DEPARTMENT NAME	CLASS CODE	CLASSIFICATION TITLE	COUNT	PRIMARY FUNDING SOURCE	SECONDARY FUNDING SOURCE	ESTIMATED LENGTH OF EMPLOYMENT (MONTHS)
39	Office of Finance	1502	Student Professional Worker	1	General Fund		1.5
39	Office of Finance	1502	Student Professional Worker	1	General Fund		4.0
39	Office of Finance	1356	Tax Renewal Assistant I	1	General Fund		6.0

CONTRACTS

DEPARTMENT NUMBER	DEPARTMENT NAME	SERVICE	VENDOR	ANNUAL CEILING AMOUNT	EXPIRATION DATE	Entry Level Civil Service Classification with Similar Duties		ADDITIONAL INFORMATION
						CLASS CODE	CLASSIFICATION TITLE	
39	Office of Finance	Delinquent Accounts Collection Services	Alliance One Receivables Management Inc.	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	Six collection services contracts are utilized by City departments in accordance with Los Angeles Administrative Code Section 5.181, which states that delinquent accounts less than or equal to \$5,000 are to be referred to an outside collection agency for processing and collection. Delinquent accounts in excess of \$5,000 are referred to Finance for collection. In addition, contractors have staff available to contact debtors in the evenings and weekends. Contractors' compensation is contingency-fee based and they are not compensated if unsuccessful in collection.
39	Office of Finance	Delinquent Accounts Collection Services	Caine & Weiner	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	
39	Office of Finance	Delinquent Accounts Collection Services	Harris & Harris Ltd	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	
39	Office of Finance	Delinquent Accounts Collection Services	Municipal Services Bureau	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	
39	Office of Finance	Delinquent Accounts Collection Services	Pioneer Credit Recovery	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	
39	Office of Finance	Delinquent Accounts Collection Services	Transworld Systems	As-needed contract	5/31/2018	1179-1	Tax Compliance Officer I	
39	Office of Finance	Use electronic files of variable data to generate billings, notices, and permits, including mailing services and electronic billing communications.	Electronic Output Solutions	As-needed contract	5/31/2019	1493 1497 1485 1596	Duplicating Machine Operator Bindery Worker Bindery Equipment Operator Systems Analyst	There were no lists for the positions listed by Personnel Dept. in March 2015 except for Systems Analyst. The services provided by the contractor complement those provided by the Department of General Services' Publishing Services who is already processing over 1 million billings, notices and permits to taxpayers annually for Finance.
39	Office of Finance	Modernize LATAX System	InfoSys Public Services, Inc.	\$1,500,000	5/29/2019	1596	Systems Analyst	The Systems Analyst list expired on June 17, 2017. In addition, Systems Analysts do not have the requisite skills and experience to migrate and implement a new tax and permit collection system.