

Date: 5/1/17
Submitted in Budget Finance Committee
Council File No: 17-0600
Item No.: 1
~~Open~~ Communication
from the public

FINAL VERSION:

Proposal for Traffic Officer III (TOIII) by the SEIU 721/LADOT Traffic Officers Joint Labor Management Committee

July 2016

I. Objectives:

Develop, create, and implement an advanced pay grade. "Traffic Officer III (TOIII)" position. This position shall be compensated at the fourth premium level above the appropriate step of the salary range for the class of Traffic Officer II.

II. Description:

The Traffic Officer III position will include all of the responsibilities of the Traffic Officer II. The job duties include but are not limited to the following:

- Training Officer- As a Training Officer, the Traffic Officer III will conduct classroom, field and roll call training and the evaluation of new recruits (Traffic Officer I).
- On-site/Lead Officer- As an On-site supervisor or Lead Officer, the Traffic Officer III will be responsible for issuing assignments and equipment, and processing daily squad documents.
- Customer Service Representative- A Traffic Officer III may serve as a Department Field Liaison at various Council and/or Community meetings. He/she may also be required to assist supervisors with field complaints (example: Council-matic complaints)
- Special Details- Other duties of a Traffic Officer III may include Special Detail Assignments.
- Mobility- A Traffic Officer III may be temporarily reassigned to other various locations according to area needs for no more than thirty (30) days.
- Technology- Assigned in the development and preparation of software and technology programs and projects (i.e. new handhelds, new software).
- Conduct crossing guard corner surveys.
- Assigned to intermittent station duty (i.e. kit room, front counter).

In addition:

- The department shall designate 20% of the authorized position authorities as Traffic Officer IIIs

- Pay graded position may be transferable, if there is an available position in the desired area of reassignment.
- All designated positions shall be filled at all times.
- The Department shall administer the testing process every two (2) years or as needed to maintain a list of eligible candidates for the position. When a list is established and certified, it shall remain valid for a maximum of two (2) years.

III. Minimum eligibility requirements:

- Two (2) years of active duty as a Traffic Officer II will be required before appointment. Eighteen (18) months is sufficient to begin the testing process.
- Candidates must meet the Department's work standards including attendance
- Candidates must be knowledgeable in all areas of the job
- Candidates must be able to perform all duties and fulfill all of the responsibilities of the Traffic Officer II position. In addition, candidate must be able to perform traffic control duties for a minimum of two hours duration with a 15 minute break for each interval.

Examination Process:

The examination for this position shall consist of a questionnaire and a written exam consisting of multiple choice questions based on the officer's knowledge of the following: Traffic Officers Manual, Training bulletins, Department directives, Manual of Policies and Procedures (MPP), the Department's rules and regulations, and City of Los Angeles Memorandum of Understanding (MOU) 18.

IV. Selection Criteria:

The minimum passing score shall be 70%. All successful candidates shall be ranked according to their scores. In the event that officers have the same score, Traffic Officer seniority will be used to determine ranking.

Vacation- Traffic Officer III's will select vacation according to the current Departmental Policy along with all Traffic Officers.

Shift assignments and Bidding:

Traffic Officer III are in the same pool with Traffic Officer II

Watts Towers Community Action Council

1727 East 107th Street
Los Angeles, CA 90002
213.847.4646

Petition Letters Sent & Book Numbers

Book 1

Mayor A. Villaraigosa—288

Council Member Hahn—373

(Date Mailed: 2/7/2010)

Book 2

Mayor A. Villaraigosa—382

Council Member Hahn—406

General Manager Olga Garay—84

(Date Mailed: 3/6/2010)

Book 3

Mayor A. Villaraigosa—390

Council Member Hahn—462

General Manager Olga Garay—374

(Date Mailed: 4/6/2010)

Book 4

Mayor A. Villaraigosa—283

Council Member Hahn—277

General Manager Olga Garay—355

(Date Mailed: 6/10/2010)

Book 5

Mayor A. Villaraigosa—222

Council Member Hahn—229

General Manager Olga Garay—229

(Date Mailed: 8/29/2010)

Book 6

Mayor A. Villaraigosa—629

Council Member Hahn—616

General Manager Olga Garay—612

(Date Mailed: 11/14/2010)

Book 7

Mayor A. Villaraigosa—179

Council Member Hahn—180

General Manager Olga Garay—180

(Date Mailed: 1/2/2011)

Book 8

Mayor A. Villaraigosa—113

Council Member Hahn—111

General Manager Olga Garay—109

(Date Mailed: 1/21/2011)

Book 9

Mayor A. Villaraigosa—59

Council Member Hahn—56

General Manager Olga Garay—56

(Date Mailed: 1/21/2011)

Book 10

Mayor A. Villaraigosa—124

Council Member Hahn—117

General Manager Olga Garay—117

(Date Mailed: 1/21/2011)

Book 11

Mayor A. Villaraigosa—112

Council Member Hahn—111

General Manager Olga Garay—111

(Date Mailed: 2/13/2011)

Book 12

Mayor A. Villaraigosa—289

Council Member Hahn—292

General Manager Olga Garay—283

(Date Mailed: 3/17/2011)

Book 13

Mayor A. Villaraigosa—200

Council Member Hahn—190

General Manager Olga Garay—221

(Date Mailed: 4/7/2011)

Date: 5/11/17
Submitted in Public Finance
Council File No: 17-0800
Item No: 1
Comments from the Public

Book 14

Mayor A. Villaraigosa—181
Council Member Hahn—174
General Manager Olga Garay—113
(Date Mailed: 4/21/2011)

Book 15

Mayor A. Villaraigosa—286
Council Member Hahn—271
General Manager Olga Garay—274
(Date Mailed: ?)

Book 16

Mayor A. Villaraigosa—373
Council Member Hahn—369
General Manager Olga Garay—286
(Date Mailed: 7/3/2011)

Book 17

Mayor A. Villaraigosa—235
Council Member Hahn—233
General Manager Olga Garay—233
(Date Mailed: 8/19/2011)

Book 18

Mayor A. Villaraigosa—311
Council Member Hahn—299
General Manager Olga Garay—292
(Date Mailed: 2/23/2011)

Book 19

Mayor A. Villaraigosa—657
Council Member Hahn/Buscaino—640
General Manager Olga Garay—628
(Date Mailed: 9/11/2011)

Book 20

Mayor A. Villaraigosa—675
Council Member Joe Buscaino—361
General Manager Olga Garay—354
(Date Mailed: 6/15/2012)

Book 21

Mayor A. Villaraigosa—433
Council Member Joe Buscaino—418
General Manager Olga Garay—414
(Date Mailed: 8/20/2012)

Book 22

Mayor A. Villaraigosa—676
Council Member Joe Buscaino—653
General Manager Olga Garay—643
(Date Mailed: 1/8/2013)

Book 23

Mayor A. Villaraigosa—382
Council Member Joe Buscaino—360
General Manager Olga Garay—364
(Date Mailed: 3/27/2013)

Book 24

Mayor A. Villaraigosa—344
Council Member Joe Buscaino—391
General Manager Olga Garay—336
(Date Mailed: 6/12/2013)

Book 25

Mayor Eric Garcetti—362
Council Member Joe Buscaino—347
General Manager Olga Garay—344
(Date Mailed: 9/6/2013)

Book 26

Mayor Eric Garcetti—715
Council Member Joe Buscaino—714
General Manager Olga Garay—719
(Date Mailed: 12/10/2013)

Book 27

Mayor Eric Garcetti—426
Council Member Joe Buscaino—419
Interim GM Mathew Rudnick—179
General Manager Olga Garay—237
(Date Mailed: 3/21/2014)

Villaraigosa: 9,570

General Manager Olga Garay: 8,178
(out)

Book 28

Mayor Eric Garcetti—463
Council Member Joe Buscaino—452
Interim GM Mathew Rudnick—449
(Date Mailed: 6/6/2014)

Book 29

Mayor Eric Garcetti—409
Council Member Joe Buscaino—406
Interim GM Mathew Rudnick—398
(Date Mailed: 8/7/2014)

Book 30

Mayor Eric Garcetti—464
Council Member Joe Buscaino—453
General Manager Danielle Brazell—448
(Date Mailed: 10/10/2014)

Book 31

Mayor Eric Garcetti—426

Council Member Joe Buscaino—448

General Manager Danielle Brazell—433

(Date Mailed: 3/20/2015)

Book 32

Mayor Eric Garcetti—373

Council Member Joe Buscaino—388

General Manager Danielle Brazell—370

(Date Mailed: 10/21/2015)

Book 33

Mayor Eric Garcetti—440

Council Member Joe Buscaino—434

General Manager Danielle Brazell—433

(Date Mailed: 03/08/2017)

Totals:

Mayor Eric Garcetti: 12,145

Council Man Buscaino: 11,899

General Manager Danielle Brazell: 10,919

Grand Total Letter Sent: 34,963

3/8/2017

Watts Towers Community Action Council

1727 East 107th Street
Los Angeles, CA 90002
213.847.4646

Signature Page Petition Sheet Numbers

Pages 1-264(9 signatures per page) Total Signatures: 2,376 (Date Mailed: 2/7/2010)	2,376
Pages 265-305 (10 signatures per page) Total Signatures: 120 (Date Mailed: 3/6/2010)	2,656
Pages 306-314 (10 signatures per page) Total Signatures: 90 (Date Mailed: 4/6/2010)	2,776
Pages 315-320 (10 signatures per page) Total Signatures: 50 (Date Mailed: 6/10/2010)	2,866
Pages 321-324 (10 signatures per page) Total Signatures: 40 (Date Mailed: 8/29/2010)	2,916
Pages 325-329 (10 signatures per page) Total Signatures: 50 (Date Mailed: 11/14/2010)	2,956
Pages 330-359 (10 signatures per page) Total Signatures: 290 (Date Mailed: 1/2/2011)	3,006
Pages 360-375 (10 signatures per page) Total Signatures: 150 (Date Mailed: 2/13/2011)	3,296
Pages 376-394 (10 signatures per page) Total Signatures: 190 (Date Mailed: 3/17/2011)	3,446
Pages 395-433 (10 signatures per page) Total Signatures: 380 (Date Mailed: 4/7/2011)	4,016

Pages 434-467 (10 signatures per page) Total Signatures: 340 (Date Mailed: 2/23/2011)	4,356
Pages 468-502 (10 signatures per page) Total Signatures: 340 (Date Mailed: 9/11/2011)	4,696
Pages 503-545 (10 signatures per page) Total Signatures: 420 (Date Mailed: 6/15/2012)	5,116
Pages 546-571 (10 signatures per page) Total Signatures: 260 (Date Mailed: 8/20/2012)	5,376
Pages 572-602 (10 signatures per page) Total Signatures: 300 (Date Mailed: 1/8/2013)	5,676
Pages 603-611 (10 signatures per page) Total Signatures: 90 (Date Mailed: 3/27/2013)	5,766
Pages 612-631 (10 signatures per page) Total Signatures: 200 (Date Mailed: 6/12/2013)	5,966
Pages 632-675 (10 signatures per page) Total Signatures: 430 (Date Mailed: 9/6/2013)	6,396
Pages 676-689 (10 signatures per page) Total Signatures: 140 (Date Mailed: 12/10/2013)	6,536
Pages 690-707 (10 signatures per page) Total Signatures: 180 (Date Mailed: 3/21/2014)	6,716
Pages 708-741 (10 signatures per page) Total Signatures: 340 (Date Mailed: 6/6/2014)	7,056
Pages 742-775 (10 signatures per page) Total Signatures: 330 (Date Mailed: 8/7/2014)	7,386

Pages 776-802 (10 signatures per page)

Total Signatures: 260

7,646

(Date Mailed: 10/10/2014)

Pages 803-843 (10 signatures per page)

Total Signatures: 410

8,056

(Date Mailed: 3/20/2015)

Pages 844-893 (10 signatures per page)

Pages 894-901 (9 signatures per page)

Total Signatures: 572

8,628

(Date Mailed: 3/08/2017)

3/9/2017

WATTS TOWERS ARTS CENTER CAMPUS
STAFF NEEDS
February 28, 2017

The Watts Towers Arts Center along with the Watts Towers is larger than any other DCA Community Arts Center. It has historically not had its fair share of staff, funding and support. It has always required level II positions and skill set for Art Center Director and Art Instructor, as held by previous employees. However, for unknown reasons, those two positions were taken away with the former employees. The current Director and Art Instructor inherited all the responsibilities of the higher classifications, but came in at entry level title and pay.

With the directive in 2004 to increase all attendance and activities, and with the addition of the Charles Mingus Youth Arts Center and Garden Studio we have physically grown and the workload has dramatically increased threefold, as we have become a Campus, while operating unstaffed.

The Campus now includes:

- Watts Towers
- Watts Towers Arts Center
- Amphitheater
- Charles Mingus Youth Arts Center
- Garden Studio
- 3 Fine Art Galleries (Noah Purifoy, Charles Mingus & Garden Studio)
- 1 Instrument Gallery

REQUESTS

FY 17	FY18	
New	New	Art Center Director III – Upgrade – Current Art Center Director is already being paid at ACD III, step 15. Only need “Position Authority” and title. See attachment #1
New	New	Art Instructor II – Upgrade – Current Art Instructor 1 has been employed by DCA since 1998. He worked as a part time employee for 7 years from 1998 – 2005. He tested and was hired as Art Instructor I in 2005. He too like the Director stepped into the responsibilities of a II position at the WTAC. Not only did he take the additional responsibilities as Education Coordinator, but helped to design additional programs and activities with the Director to increase visitorship, classes and students for 12 years now. His skills as a bilingual staff member are paramount to ensuring parent involvement and community outreach which has been a vital part in our efforts to succeed in reaching our directive of increasing community engagement and constituency services. He is currently at the final level of advancement within his class, which is Step 15. He continues his professional development and is 3 courses away from his Master’s Degree.
New	New	Art Instructor I – Promised with the Charles Mingus Youth Arts Center - 2008

WATTS TOWERS ARTS CENTER CAMPUS
STAFF NEEDS
February 28, 2017

New		Senior Administrative Clerk – Promised with the Charles Mingus Youth Arts Center - 2008
Restored	Restored	Administrative Clerk – February 20, 2017
New	New	Gallery Attendant – Promised with the Charles Mingus Youth Arts Center - 2008
Restore		Exhibit Preparator – taken , given to Municipal Art Gallery -2006
New		Maintenance and Construction Helper
New		Tour Guide

We are requesting 4 position authorities & the budget for FY 18 instead of 9 in FY 17.

They are:

- **Art Center Director III**
- **Art Instructor II**
- **Art Instructor I**
- **Gallery Attendant**

The Watts Towers Arts Center Campus, which is the only tourist site in Watts, has grown systematically. In 2007 we served more than 46,926 visitors and students, and deposited \$21,792 into our Trust Account. By FY 15 we served 155,934 visitors in our 3 indoor galleries, our Garden Studio, Amphitheater and Watts Towers Tour Program. We deposited \$48,057 in our trust account, operating with only 2 fulltime staff and constant turnover of part time employees.

We continue to increase our international and global network of visitors and partnerships, while advocating for the artistic, cultural and historic integrity of our Campus, i.e.

- The Italian Community, and our continuous relationships with the Ambassador, Consul General, Italian Cultural Center, UCLA Italian Studies Dept. and the Watts Towers Common Grounds Initiative which includes local, national, and international community of scholars who through research, conferences, and public events, enhance understanding and appreciation for Italian immigrant Sabato Rodia who built the Watts Towers. In partnership with the above, we traveled and presented papers at the University of Genoa and educational institutions in Venice, Rome, Naples, Ischia, Nola, Serino, Rivottoli and Sicily, Italy.
- Global colleges, universities and organizations, i.e. University of Sussex, Claremont Graduate University, Latin American International Book Fair, Guadalajara, Mexico, American Jewish University, etc.

WATTS TOWERS ARTS CENTER CAMPUS
STAFF NEEDS
February 28, 2017

Other program development included two of the oldest festivals of their kind in the U.S. (Day of the Drum & Simon Rodia Watts Towers Jazz Festivals), new classes in gardening, tiling, animal care & piano; Community Service Days, Summer Arts Camp, Public Art Projects on Campus and throughout Watts, i.e.

- **Welcome to Watts** – Imperial HWY and Central Ave.
- **Jose Garcia Family Wall** – 107th Street
- **Lupita's Family Wall** – 107th Street
- **Madrigal's Family Wall** – 107th Street
- **Spirit Tree and Bench** – WTAC Campus
- **Sankofa** – WTAC Campus, Garden Studio and Gallery
- **Turtle Pond** – WTAC Campus, Garden Studio and Gallery
- **Remembrance** – WTAC Campus, Garden Studio and Gallery
- **Tiled Pots** – WTAC Campus, Garden Studio and Community
- **Gateway Monument Median Strip** – 103rd and Grandee
- **Wayfinders** scheduled for 103rd and Central Ave.
 103rd and Grandee Ave.
 103rd and Compton Ave.
 103rd and Wilmington Ave.

Partnerships include: Watts Latino Century Organization, Coach Art, LA's Best, Oakwood School, Horses In The Hood, Diavolo, Cal Arts, local schools and universities.

Finally, our efforts to increase students, visitors and community includes developing art and museum educational materials to document and disseminate into our local and global communities, i.e. Watts Up, Study Guides, original bookmarks of master artists from our community, 20 films documenting various cultures in Los Angeles, Dr. Joseph Howard Instrument Gallery, and fine art exhibitions in our Noah Purifoy and Charles Mingus Galleries.

WATTS TOWERS ARTS CENTER CAMPUS
STAFF NEEDS
February 28, 2017

Outcome:

Provide a safe nurturing environment for our youth, families and visitors

- **Ensure museum and art education** to the constituency of CD15 & Los Angeles County through exhibitions, tours, classes, artists' talks, garden education and festivals in a safe nurturing environment
- Bring together **large audiences** of local constituency, visitors from all over the U.S, and the world at large
- Make significant **contribution** to scores of **artists' careers** while developing and serving countless viewers and helping recognize and promote the work of Los Angeles artists
- Promote **art through education**
- **Document** the arts and **disseminate** back into the community
- Create and maintain **international presence**
- Facilitate and support **civic engagement** as a polling venue for 12 years
- **Community enhancement, involvement and investment**
- Provide **economic development** to community artists, local businesses, vendors, and the homeless through Annual Festivals
- Provide **afterschool educational opportunities** thereby deterring delinquency and destruction of property.
- **Partner** with local individuals, groups, and agencies to ensure community involvement
- **Design and implement Public Art Projects on Campus and in the Community.**

ATTACHMENT #1

**BOARD OF CIVIL SERVICE
COMMISSIONERS**

Room 360, PERSONNEL BUILDING

—
ANTHONY DE LOS REYES
PRESIDENT

NANCY P. McCLELLAND
VICE PRESIDENT

COMMISSIONERS
GABRIEL J. ESPARZA
SUZANNE M. STEINKE
SAM YEBRI

—
BRUCE WHIDDEN
COMMISSION EXECUTIVE DIRECTOR

**CITY OF LOS ANGELES
CALIFORNIA**



ERIC GARCETTI
MAYOR

PERSONNEL DEPARTMENT

PERSONNEL BUILDING
700 EAST TEMPLE STREET
LOS ANGELES, CA 90012

—
Margaret Whelan
GENERAL MANAGER

UNION SERVICES BUREAU
Phyllis Lyons
Assistant General Manager

William Varela
Personnel Director II
700 East Temple Street, Rm. 360
Los Angeles, CA 90012

Departments:
Admin, CDD, Cultural Affairs, Disability,
Finance, FTA, Personnel,
Planning, Transportation

November 7, 2015

Miguel A. Santana
City Administrative Officer
200 North Main Street, Room 1500
Los Angeles, CA 90012

Attn: Errol Griffin

**REVIEW OF POSITION DESCRIPTION IN CONSIDERATION OF REQUEST TO
UPGRADE POSITION FROM ART CENTER DIRECTOR II TO ART CENTER
DIRECTOR III – DEPARTMENT OF CULTURAL AFFAIRS**

The Department of Cultural Affairs is requesting the Office of the City Administrative Officer review the position description and consider enhancing the current Art Center Director II (ACD) position at the Watts Campus to an Art Center Director III position.

The Pay Grade Description indicates that an Arts Center Director III "Directs and supervised the activities at more than one Art Center." Additionally, the ACD III is responsible for coordinating programs, hiring staff, overseeing class schedules, and supervising payroll for all assigned staff.

The incumbent ACD II has assumed the following additional duties:

- Manages the Charles Mingus Youth Arts Center (AKA the Watts Junior Arts Center)
- Supervises additional staff at the Watts Towers Arts Center
- Assumed the responsibilities of the Gallery Attendant position that was never backfilled. A once proposed second Gallery Attendant position was never filled
- Assumed the responsibilities of the previously assigned Management Analyst position. The Management Analyst position at DCA was since been removed and will not be backfilled
- Acts as Curator for both the Noa Purifoy Gallery at the Watts Towers Arts Center and the Mingus Gallery at the Charles Mingus Youth Arts Center
- Produces two annual festivals – the Watts Towers Day of the Drum Festival and the Simon Rodia Watts Towers Jazz Festival
- Oversees all tours of the Watts Towers

As a result of her endeavors, the number of visitors and classes offered at the Watts Towers arts Center, Charles Mingus Youth Arts Center and Watts Towers Campus has increased dramatically. Her increased duties and responsibilities are commensurate with the Pay Grade Description for Art Center Director III.

Therefore, submitted for review to the Office of the City Administrative Officer, Employee Relations Division is a request to authorize a pay grade upgrade for one Arts Center Director to the third pay grade level (Class Code 2478-3). This request is to allow for a pay grade upgrade of a current incumbent assigned to Watts Towers Campus of the Department of Cultural Affairs (DCA).

In order to avoid negatively impacting the services provided to the public and to continue to provide the services and support provided to the community, it is vital that the pay grade upgrade request is approved. As stated above, the knowledge and expertise of the current incumbent is at the ACD III level and is an asset to the community. Any questions related to this request may be directed to Gina Tervalon of the Personnel Services Section at (213) 482-6720.

Sincerely,



Danielle Brazell

General Manager, Department of Cultural Affairs

Attachments:

Position Description – Art Center Director

Pay Grade Description – Art Center Director

Salary Description – ACD II and ACD III