

HOUSING AND COMMUNITY INVESTMENT

2017-18

ORDINANCE NO. 185305

An ordinance authorizing the employment of personnel in the Housing and Community Investment Department 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 2017-18 is hereby granted to the Housing and Community Investment Department for the designated number of positions in each code and title as provided in this ordinance.

**HOUSING AND COMMUNITY INVESTMENT**

<u>No.</u>	<u>Code</u>	<u>Title</u>
(a) Regular Positions:		
7	1116	Secretary
3	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1170-1	Payroll Supervisor I
2	1201	Principal Clerk
19	1223	Accounting Clerk
1	1323	Senior Clerk Stenographer
76	1358	Administrative Clerk
44	1368	Senior Administrative Clerk
1	1431-5	Programmer/Analyst V
6	1461-2	Communications Information Representative II
1	1461-3	Communications Information Representative III
1	1470	Data Base Architect
11	1513	Accountant
1	1517-2	Auditor II
2	1518	Senior Auditor
2	1523-1	Senior Accountant I
7	1523-2	Senior Accountant II
3	1525-1	Principal Accountant I
1	1538	Senior Project Coordinator
19	1539	Management Assistant
2	1555-1	Fiscal Systems Specialist I

(a) Regular Positions:

3	1568	Director of Housing
2	1569-1	Rehabilitation Construction Specialist I
7	1569-2	Rehabilitation Construction Specialist II
2	1569-3	Rehabilitation Construction Specialist III
12	1571-1	Financial Development Officer I
7	1571-2	Financial Development Officer II
1	1577	Assistant Chief Grants Administrator
1	1593-3	Departmental Chief Accountant III
1	1593-4	Departmental Chief Accountant IV
8	1596	Systems Analyst
1	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
1	1793-1	Photographer I
1	1832-1	Warehouse and Toolroom Worker I
1	1835-2	Storekeeper II
2	3341	Construction Estimator
5	4208-2	Assistant Inspector II
5	4208-3	Assistant Inspector III
6	4208-4	Assistant Inspector IV
8	4226	Principal Inspector
96	4243	Housing Inspector
31	4244	Senior Housing Inspector
4	4254	Chief Inspector
3	4266	Director of Enforcement Operations
1	7304-1	Environmental Supervisor I
2	7310-2	Environmental Specialist II
1	7310-3	Environmental Specialist III
1	7320	Environmental Affairs Officer
1	7926-4	Architectural Associate IV
1	7968-1	Materials Testing Technician I
4	8500	Community Housing Program Manager
4	8502-1	Rehabilitation Project Coordinator I
1	8502-2	Rehabilitation Project Coordinator II
4	8504	Housing Planning and Economic Analyst
2	8505	Senior Housing Planning and Economic Analyst
25	8516-1	Housing Investigator I
5	8516-2	Housing Investigator II
4	8517-1	Senior Housing Investigator I
2	8517-2	Senior Housing Investigator II

(a) Regular Positions:

19	9171-1	Senior Management Analyst I
10	9171-2	Senior Management Analyst II
1	9182	Chief Management Analyst
69	9184	Management Analyst
1	9207	Human Relations Advocate
1	9270	General Manager Los Angeles Housing Department
3	9271	Assistant General Manager Los Angeles Housing Department
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(b) Commissioner Positions:

33	0101-1	Commissioner
7	0106	Member Rent Adjustment Commission
7	0115	Member Affordable Housing Commission
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(c) To be Employed As Needed in Such Numbers as Required:

	1111	Messenger Clerk
	1112	Community and Administrative Support Worker I
	1113	Community and Administrative Support Worker II
	1114	Community and Administrative Support Worker III
	1141	Clerk
	1223	Accounting Clerk
	1358	Administrative Clerk
	1501	Student Worker
	1502	Student Professional Worker
	1513	Accountant
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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.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By   
VIVIENNE SWANIGAN  
Assistant City Attorney


Date 11/16/17

File No. 17-1700

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR





Ordinance Passed DEC 05 2017

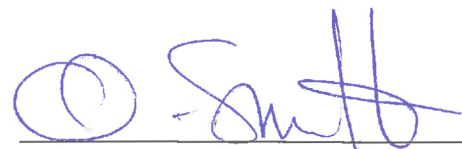
Approved 12/5/17

# DECLARATION OF POSTING ORDINANCE

I, **Ottavia M. Smith** 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. 185305** - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **December 5, 2017** , 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, I conspicuously 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 beginning on **December 6, 2017** and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.



Ottavia M. Smith, Deputy Clerk

Date: **December 6, 2017**

Ordinance Effective Date: December 16, 2017

Council File No.: 17-1700