

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

An ordinance authorizing the employment of personnel in the Department of General Services 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 Department of General Services for the designated number of positions in each code and title as provided in this ordinance.

**GENERAL SERVICES**

| <u>No.</u>             | <u>Code</u> | <u>Title</u>                           |
|------------------------|-------------|--|
| (a) Regular Positions: |             |  |
| 4                      | 1111        | Messenger Clerk                        |
| 1                      | 1116        | Secretary                              |
| 3                      | 1117-2      | Executive Administrative Assistant II  |
| 1                      | 1117-3      | Executive Administrative Assistant III |
| 7                      | 1121-1      | Delivery Driver I                      |
| 1                      | 1121-3      | Delivery Driver III                    |
| 1                      | 1170-1      | Payroll Supervisor I                   |
| 1                      | 1201        | Principal Clerk                        |
| 32                     | 1214        | Supply Services Payment Clerk          |
| 13                     | 1223        | Accounting Clerk                       |
| 1                      | 1253        | Chief Clerk                            |
| 12                     | 1358        | Administrative Clerk                   |
| 27                     | 1368        | Senior Administrative Clerk            |
| 1                      | 1470        | Data Base Architect                    |
| 7                      | 1513        | Accountant                             |
| 1                      | 1517-1      | Auditor I                              |
| 1                      | 1518        | Senior Auditor                         |
| 2                      | 1523-1      | Senior Accountant I                    |
| 4                      | 1523-2      | Senior Accountant II                   |
| 2                      | 1525-2      | Principal Accountant II                |
| 1                      | 1542        | Project Assistant                      |
| 2                      | 1555-1      | Fiscal Systems Specialist I            |

(a) Regular Positions:

|     |        |  |
|-----|--------|--|
| 1   | 1593-2 | Departmental Chief Accountant II                     |
| 1   | 1593-3 | Departmental Chief Accountant III                    |
| 7   | 1596   | Systems Analyst                                      |
| 4   | 1597-1 | Senior Systems Analyst I                             |
| 3   | 1597-2 | Senior Systems Analyst II                            |
| 1   | 1726-2 | Safety Engineering Associate II                      |
| 1   | 1727   | Safety Engineer                                      |
| 11  | 1832-1 | Warehouse and Toolroom Worker I                      |
| 11  | 1832-2 | Warehouse and Toolroom Worker II                     |
| 45  | 1835-2 | Storekeeper II                                       |
| 21  | 1835-M | Storekeeper II                                       |
| 14  | 1837   | Senior Storekeeper                                   |
| 1   | 1837-M | Senior Storekeeper                                   |
| 6   | 1839   | Principal Storekeeper                                |
| 5   | 1852   | Procurement Supervisor                               |
| 1   | 1854   | PRIMA Program Manager                                |
| 18  | 1859-2 | Procurement Analyst II                               |
| 2   | 1865-1 | Supply Services Manager I                            |
| 1   | 1865-2 | Supply Services Manager II                           |
| 2   | 1866   | Stores Supervisor                                    |
| 1   | 1943   | Title Examiner                                       |
| 6   | 1960-2 | Real Estate Officer II                               |
| 3   | 1961   | Senior Real Estate Officer                           |
| 1   | 1964-2 | Property Manager II                                  |
| 2   | 3112   | Maintenance Laborer                                  |
| 2   | 3115   | Maintenance and Construction Helper                  |
| 1   | 3115-9 | Maintenance and Construction Helper                  |
| 4   | 3124   | Building Construction and Maintenance Superintendent |
| 1   | 3126   | Labor Supervisor                                     |
| 1   | 3127-2 | Construction and Maintenance Supervisor II           |
| 197 | 3156   | Custodian  |
| 20  | 3157-1 | Senior Custodian I                                   |
| 27  | 3157-2 | Senior Custodian II                                  |
| 25  | 3176   | Custodian Supervisor                                 |
| 5   | 3178   | Head Custodian Supervisor                            |
| 2   | 3182-1 | Chief Custodian Supervisor I                         |
| 2   | 3182-2 | Chief Custodian Supervisor II                        |
| 11  | 3190   | Building Maintenance District Supervisor             |

(a) Regular Positions:

|     |        |   |
|-----|--------|---|
| 1   | 3194-2 | Bldg Construction and Maintenance General Superintendent II |
| 1   | 3333-1 | Building Repairer I   |
| 1   | 3333-2 | Building Repairer II  |
| 2   | 3338   | Building Repairer Supervisor                                |
| 5   | 3344   | Carpenter   |
| 4   | 3346   | Carpenter Supervisor  |
| 2   | 3393   | Locksmith   |
| 2   | 3423   | Painter   |
| 1   | 3428   | Sign Painter  |
| 14  | 3443   | Plumber   |
| 7   | 3446   | Plumber Supervisor  |
| 8   | 3476   | Roofer  |
| 3   | 3477   | Senior Roofer   |
| 1   | 3478   | Roofer Supervisor   |
| 4   | 3521   | Drill Rig Operator  |
| 1   | 3523   | Light Equipment Operator                                    |
| 2   | 3529-1 | Senior Parking Attendant I                                  |
| 12  | 3530-1 | Parking Attendant I   |
| 14  | 3530-2 | Parking Attendant II  |
| 5   | 3531   | Garage Attendant  |
| 23  | 3531-6 | Garage Attendant  |
| 1   | 3533   | Senior Garage Attendant                                     |
| 1   | 3535   | Director of Fleet Services                                  |
| 2   | 3537   | Parking Services Supervisor                                 |
| 3   | 3541-6 | Construction Equipment Service Worker                       |
| 10  | 3583   | Truck Operator  |
| 2   | 3590   | Vehicle Maintenance Coordinator                             |
| 1   | 3595-1 | Automotive Dispatcher I                                     |
| 2   | 3595-2 | Automotive Dispatcher II                                    |
| 1   | 3704-5 | Auto Body Builder and Repairer                              |
| 7   | 3704-6 | Auto Body Builder and Repairer                              |
| 1   | 3706-2 | Auto Body Repair Supervisor II                              |
| 1   | 3706-M | Auto Body Repair Supervisor II                              |
| 56  | 3711-5 | Equipment Mechanic  |
| 120 | 3711-6 | Equipment Mechanic VI                                       |
| 6   | 3712-6 | Senior Equipment Mechanic                                   |
| 4   | 3714   | Automotive Supervisor                                       |
| 14  | 3714-6 | Automotive Supervisor                                       |

(a) Regular Positions:

|    |        |                                      |
|----|--------|--------------------------------------|
| 2  | 3716-6 | Senior Automotive Supervisor         |
| 2  | 3718   | General Automotive Supervisor        |
| 2  | 3721-5 | Auto Painter                         |
| 1  | 3721-6 | Auto Painter                         |
| 8  | 3727-6 | Tire Repairer                        |
| 1  | 3732   | Tire Repairer Supervisor             |
| 3  | 3734-1 | Equipment Specialist I               |
| 4  | 3734-2 | Equipment Specialist II              |
| 28 | 3742   | Helicopter Mechanic                  |
| 47 | 3743   | Heavy Duty Equipment Mechanic        |
| 18 | 3743-6 | Heavy Duty Equipment Mechanic        |
| 2  | 3745   | Senior Heavy Duty Equipment Mechanic |
| 5  | 3746   | Equipment Repair Supervisor          |
| 7  | 3749-1 | Helicopter Mechanic Supervisor I     |
| 2  | 3749-2 | Helicopter Mechanic Supervisor II    |
| 3  | 3750   | Equipment Superintendent             |
| 3  | 3763   | Machinist                            |
| 2  | 3771   | Mechanical Helper                    |
| 3  | 3773   | Mechanical Repairer                  |
| 13 | 3774   | Air Conditioning Mechanic            |
| 2  | 3775   | Sheet Metal Worker                   |
| 1  | 3777   | Sheet Metal Supervisor               |
| 6  | 3781   | Air Conditioning Mechanic Supervisor |
| 9  | 3796   | Welder                               |
| 20 | 3796-6 | Welder                               |
| 2  | 3798   | Welder Supervisor                    |
| 2  | 3799   | Electrical Craft Helper              |
| 3  | 3860   | Elevator Mechanic Helper             |
| 16 | 3863   | Electrician                          |
| 2  | 3864   | Senior Electrician                   |
| 5  | 3865   | Electrician Supervisor               |
| 8  | 3866   | Elevator Mechanic                    |
| 1  | 3869-1 | Elevator Repairer Supervisor I       |
| 1  | 3869-2 | Elevator Repairer Supervisor II      |
| 1  | 4152-1 | Street Services Supervisor I         |
| 4  | 5923   | Building Operating Engineer          |
| 4  | 5925   | Senior Building Operating Engineer   |
| 1  | 5927   | Chief Building Operating Engineer    |
| 1  | 7246-4 | Civil Engineering Associate IV       |

(a) Regular Positions:

|       |        |   |
|-------|--------|---|
| 1     | 7554-2 | Mechanical Engineering Associate II                   |
| 2     | 7830   | Senior Chemist  |
| 3     | 7833-2 | Chemist II  |
| 1     | 7840-1 | Wastewater Treatment Laboratory Manager I             |
| 1     | 7840-2 | Wastewater Treatment Laboratory Manager II            |
| 1     | 7926-4 | Architectural Associate IV                            |
| 14    | 7967-2 | Materials Testing Engineering Associate II            |
| 3     | 7967-3 | Materials Testing Engineering Associate III           |
| 1     | 7967-4 | Materials Testing Engineering Associate IV            |
| 27    | 7968-2 | Materials Testing Technician II                       |
| 2     | 7973-1 | Materials Testing Engineer I                          |
| 1     | 7973-2 | Materials Testing Engineer II                         |
| 1     | 7974   | Director of Materials Testing Services                |
| 1     | 9170-2 | Parking Manager II                                    |
| 16    | 9171-1 | Senior Management Analyst I                           |
| 5     | 9171-2 | Senior Management Analyst II                          |
| 7     | 9182   | Chief Management Analyst                              |
| 23    | 9184   | Management Analyst                                    |
| 1     | 9254   | General Manager General Services Department           |
| 4     | 9257   | Assistant General Manager General Services Department |
| 1     | 9375   | Director of Systems                                   |
| 1     | 9631-1 | Event Services Coordinator I                          |
| <hr/> |        |   |
| 1,299 |        |   |

(b) To be Employed As Needed in Such Numbers as Required:

|        |                                  |
|--------|----------------------------------|
| 0717-2 | Event Attendant II               |
| 1121-2 | Delivery Driver II               |
| 1223   | Accounting Clerk                 |
| 1358   | Administrative Clerk             |
| 1368   | Senior Administrative Clerk      |
| 1502   | Student Professional Worker      |
| 1539   | Management Assistant             |
| 1832-2 | Warehouse and Toolroom Worker II |
| 1835-2 | Storekeeper II                   |
| 2415   | Special Program Assistant II     |
| 2416   | Special Program Assistant III    |
| 3111-2 | Occupational Trainee II          |

(b) To be Employed As Needed in Such Numbers as Required:

|        |   |
|--------|---|
| 3112   | Maintenance Laborer   |
| 3113-1 | Vocational Worker I   |
| 3113-2 | Vocational Worker II  |
| 3115   | Maintenance and Construction Helper                         |
| 3124   | Building Construction and Maintenance Superintendent        |
| 3127-2 | Construction and Maintenance Supervisor II                  |
| 3156   | Custodian   |
| 3157-1 | Senior Custodian I  |
| 3173   | Window Cleaner  |
| 3176   | Custodian Supervisor  |
| 3178   | Head Custodian Supervisor                                   |
| 3194-2 | Bldg Construction and Maintenance General Superintendent II |
| 3333-1 | Building Repairer I   |
| 3337   | Electrical Construction Estimator                           |
| 3339   | Carpenter Shop Supervisor                                   |
| 3341   | Construction Estimator                                      |
| 3342   | Mechanical Construction Estimator                           |
| 3343   | Cabinet Maker   |
| 3344   | Carpenter   |
| 3345   | Senior Carpenter  |
| 3346   | Carpenter Supervisor  |
| 3347   | Senior Construction Estimator                               |
| 3353   | Cement Finisher   |
| 3354   | Cement Finisher Supervisor                                  |
| 3357   | Glazier   |
| 3393   | Locksmith   |
| 3418   | Carpet Layer  |
| 3423   | Painter   |
| 3424   | Senior Painter  |
| 3426   | Painter Supervisor  |
| 3443   | Plumber   |
| 3444   | Senior Plumber  |
| 3446   | Plumber Supervisor  |
| 3451   | Masonry Worker  |
| 3453   | Plasterer   |
| 3476   | Roofer  |
| 3523   | Light Equipment Operator                                    |

(b) To be Employed As Needed in Such Numbers as Required:

|        |  |
|--------|--|
| 3525   | Equipment Operator                         |
| 3529-1 | Senior Parking Attendant I                 |
| 3529-2 | Senior Parking Attendant II                |
| 3530-1 | Parking Attendant I                        |
| 3530-2 | Parking Attendant II                       |
| 3531   | Garage Attendant                           |
| 3533   | Senior Garage Attendant                    |
| 3541   | Construction Equipment Service Worker      |
| 3583   | Truck Operator                             |
| 3704-6 | Auto Body Builder and Repairer             |
| 3707-6 | Auto Electrician                           |
| 3711   | Equipment Mechanic                         |
| 3721-6 | Auto Painter                               |
| 3723   | Upholsterer                                |
| 3727   | Tire Repairer                              |
| 3742   | Helicopter Mechanic                        |
| 3763   | Machinist                                  |
| 3771   | Mechanical Helper                          |
| 3773   | Mechanical Repairer                        |
| 3774   | Air Conditioning Mechanic                  |
| 3775   | Sheet Metal Worker                         |
| 3777   | Sheet Metal Supervisor                     |
| 3781   | Air Conditioning Mechanic Supervisor       |
| 3796   | Welder                                     |
| 3799   | Electrical Craft Helper                    |
| 3860   | Elevator Mechanic Helper                   |
| 3863   | Electrician                                |
| 3864   | Senior Electrician                         |
| 3865   | Electrician Supervisor                     |
| 3866   | Elevator Mechanic                          |
| 5923   | Building Operating Engineer                |
| 7854-2 | Laboratory Technician II                   |
| 7967-2 | Materials Testing Engineering Associate II |
| 7968-2 | Materials Testing Technician II            |
| 9170   | Parking Manager                            |
| 9171-1 | Senior Management Analyst I                |
| 9171-2 | Senior Management Analyst II               |
| 9184   | Management Analyst                         |

(c) Hiring Hall to be Employed As Needed in Such Numbers as Required:

|        |   |
|--------|---|
| 0852   | Building Operating Engineer - Hiring Hall (with License)    |
| 0853   | Building Operating Engineer - Hiring Hall (without License) |
| 0855   | Air Conditioning Mechanic - Hiring Hall                     |
| 0857   | Cabinet Maker - Hiring Hall                                 |
| 0858   | Carpenter - Hiring Hall                                     |
| 0858-Z | City Craft Assistant - Hiring Hall                          |
| 0859   | Carpet Layer - Hiring Hall                                  |
| 0860-1 | Cement Finisher I - Hiring Hall                             |
| 0860-2 | Cement Finisher II - Hiring Hall                            |
| 0862   | Electrical Craft Helper - Hiring Hall                       |
| 0863   | Electrical Mechanic - Hiring Hall                           |
| 0864   | Electrical Repairer - Hiring Hall                           |
| 0865   | Electrician - Hiring Hall                                   |
| 0866   | Elevator Mechanic - Hiring Hall                             |
| 0867   | Elevator Mechanic Helper - Hiring Hall                      |
| 0868   | Glazier - Hiring Hall                                       |
| 0869   | Masonry Worker - Hiring Hall                                |
| 0870   | Painter - Hiring Hall                                       |
| 0872-1 | Pipefitter I - Hiring Hall                                  |
| 0872-2 | Pipefitter II - Hiring Hall                                 |
| 0872-3 | Pipefitter III - Hiring Hall                                |
| 0873   | Plasterer - Hiring Hall                                     |
| 0874   | Plumber I - Hiring Hall                                     |
| 0874-2 | Plumber II - Hiring Hall                                    |
| 0875   | Roofer - Hiring Hall  |
| 0876   | Sheet Metal Worker - Hiring Hall                            |
| 0878   | Sign Painter - Hiring Hall                                  |
| 0880-1 | Tile Setter I - Hiring Hall                                 |
| 0880-2 | Tile Setter II - Hiring Hall                                |
| 0890   | Iron Worker - Hiring Hall                                   |
| 0897   | Equipment Operator - Hiring Hall                            |
| 0898   | Operating Engineer - Hiring Hall                            |
| 0899   | Laborer - Hiring Hall                                       |
| 0899-F | Construction Tenders - Hiring Hall                          |
| 0899-G | Trainee - Hiring Hall                                       |
| 0899-H | Plasterer Tenders - Hiring Hall                             |
| 0899-I | Brick Tenders - Hiring Hall                                 |

Sec. 1.1. Employment is hereby authorized in the Department of General Services of the designated number of persons in each code and title as set forth in this section:

PRINTING

No.      Code              Title

(a) Regular Positions:

|   |        |                                     |
|---|--------|-------------------------------------|
| 1 | 1121-2 | Delivery Driver II                  |
| 2 | 1358   | Administrative Clerk                |
| 2 | 1368   | Senior Administrative Clerk         |
| 2 | 1481-1 | Pre-Press Operator I                |
| 1 | 1481-2 | Pre-Press Operator II               |
| 6 | 1485-1 | Bindery Equipment Operator I        |
| 1 | 1485-2 | Bindery Equipment Operator II       |
| 1 | 1488   | Director of Printing Services       |
| 1 | 1489   | Print Shop Trainee                  |
| 2 | 1493-1 | Duplicating Machine Operator I      |
| 6 | 1493-2 | Duplicating Machine Operator II     |
| 2 | 1493-3 | Duplicating Machine Operator III    |
| 2 | 1494-1 | Printing Press Operator I           |
| 1 | 1494-2 | Printing Press Operator II          |
| 1 | 1496   | Printing Services Superintendent    |
| 4 | 1497   | Bindery Worker                      |
| 1 | 1500   | Senior Duplicating Machine Operator |
| 2 | 1513   | Accountant                          |
| 1 | 1523-2 | Senior Accountant II                |
| 1 | 1597-1 | Senior Systems Analyst I            |
| 1 | 1832-1 | Warehouse and Toolroom Worker I     |

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(b) To be Employed As Needed in Such Numbers as Required – Printing Fund:

|        |                                |
|--------|--------------------------------|
| 1121-2 | Delivery Driver II             |
| 1358   | Administrative Clerk           |
| 1368   | Senior Administrative Clerk    |
| 1481-1 | Pre-Press Operator I           |
| 1481-2 | Pre-Press Operator II          |
| 1485-2 | Bindery Equipment Operator II  |
| 1489   | Print Shop Trainee             |
| 1493-1 | Duplicating Machine Operator I |

|        |                                     |
|--------|-------------------------------------|
| 1493-2 | Duplicating Machine Operator II     |
| 1493-3 | Duplicating Machine Operator III    |
| 1494-1 | Printing Press Operator I           |
| 1494-2 | Printing Press Operator II          |
| 1497   | Bindery Worker                      |
| 1500   | Senior Duplicating Machine Operator |
| 1513   | Accountant                          |
| 1523-2 | Senior Accountant II                |
| 1832-1 | Warehouse and Toolroom Worker I     |

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 so 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.

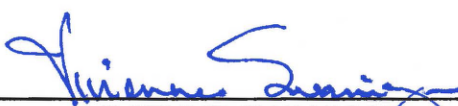
Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

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. \_\_\_\_\_

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

CITY CLERK

MAYOR

\_\_\_\_\_

\_\_\_\_\_

Ordinance Passed \_\_\_\_\_

Approved \_\_\_\_\_