

HOUSING AND COMMUNITY INVESTMENT
2017-18

ORDINANCE NO. _____

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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| 583 | | |

(b) Commissioner Positions:

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|-------|--------|--------------------------------------|
| 33 | 0101-1 | Commissioner |
| 7 | 0106 | Member Rent Adjustment Commission |
| 7 | 0115 | Member Affordable Housing Commission |
| <hr/> | | |
| 47 | | |

(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.

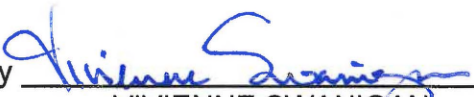
Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

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. _____

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

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____