

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

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

**PERSONNEL**

<b><u>No.</u></b>	<b><u>Code</u></b>	<b><u>Title</u></b>
(a) Regular Positions:		
1	0602-1	Special Investigator I
3	0651	Physician I
1	0655	Physician II
1	0657	Managing Physician
1	1116	Secretary
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
2	1119-2	Accounting Records Supervisor II
1	1120	Medical Records Supervisor
17	1129	Personnel Records Supervisor
1	1130-2	Medical Secretary II
1	1137-2	Data Control Assistant II
1	1170-2	Payroll Supervisor II
2	1203	Benefits Specialist
10	1223	Accounting Clerk
2	1260	Chief Clerk Personnel
1	1326	Hearing Reporter
43	1358	Administrative Clerk
48	1368	Senior Administrative Clerk
2	1431-4	Programmer/Analyst IV
1	1431-5	Programmer/Analyst V
1	1470	Data Base Architect

(a) Regular Positions:

2	1513	Accountant
2	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
3	1596	Systems Analyst
2	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
1	1670-3	Graphics Designer III
8	1714-1	Personnel Director I
4	1714-2	Personnel Director II
3	1714-3	Personnel Director III
3	1727	Safety Engineer
1	1728	Safety Administrator
42	1731	Personnel Analyst
2	1739-1	Personnel Research Analyst I
1	1740	Personnel Research Psychologist
4	1741	Chief Personnel Analyst
1	1743	Ergonomist
4	1745	Assistant General Manager Personnel Department
3	1759	Background Investigation Manager
28	1764-1	Background Investigator I
7	1764-2	Background Investigator II
1	1764-3	Background Investigator III
2	1766-1	Workers' Compensation Administrator I
1	1766-2	Workers' Compensation Administrator II
9	1769	Senior Workers' Compensation Analyst
40	1774	Workers' Compensation Analyst
12	1775	Workers' Compensation Claims Assistant
4	1777	Principal Workers' Compensation Analyst
1	1800-1	Public Information Director I
3	2310	Medical Assistant
5	2314	Occupational Health Nurse
1	2316	Nurse Manager
24	2317-2	Correctional Nurse II
3	2317-3	Correctional Nurse III
7	2325-2	Advance Practice Provider Correctional Care II
1	2330	Industrial Hygienist
1	2332	Licensed Vocational Nurse
1	2334	Chief Physician
1	2338	Medical Services Administrator

(a) Regular Positions:

1	2358-2	X-ray and Laboratory Technician II
5	2380-2	Occupational Psychologist II
1	2380-3	Occupational Psychologist III
62	9167-1	Senior Personnel Analyst I
15	9167-2	Senior Personnel Analyst II
4	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
10	9184	Management Analyst
1	9295	General Manager Personnel Department
1	9734-1	Commission Executive Assistant I
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(b) Commissioner Positions:

5	0101-2	Commissioner
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(c) To be Employed As Needed in Such Numbers as Required:

0102	Commission Hearing Examiner
0128	Examining Assistant Civil Service
0131	Examining Assistant Civil Service
0132	Examining Assistant Civil Service
0133	Examining Assistant Civil Service
0134	Examining Assistant Civil Service
0135	Examining Assistant Civil Service
0136	Examining Assistant Civil Service
0137	Examining Assistant Civil Service
0138	Examining Assistant Civil Service
0139	Examining Assistant Civil Service
0651	Physician I
0704	Proctor
0706	Senior Proctor
0708-1	Chief Proctor I
1141	Clerk
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-2	Administrative Intern II



Sec. 1.1. Any person assigned to the Occupational Health Services Division, other than personnel performing clerical, stenographic, accounting, administrative or other non-emergency duties, who is assigned to a continuous 8-hour shift as a part of a 24-hour emergency medical or hospital service to the public, including services to firefighters and police officers, active or retired, and members of the Police Reserve Corps, may eat one meal during each shift while on duty without penalty or loss of salary, provided that the time taken for meals does not interfere with the efficient performance of his/her duties.

Sec. 1.2. One Assistant General Manager Personnel Department, Code 1745, when designated by the General Manager Personnel Department, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.3. One person in the class of Managing Physician, Code 0657, when assigned duties equivalent to those of Assistant Chief Physician, including the responsibility of serving as Acting Chief Physician in the absence of the Chief Physician, Code 2334, shall be compensated at the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.4. Any employee in the class of Chief Physician, Code 2334, or in the class of Managing Physician, Code 0657, shall be reimbursed for the cost of maintaining a Physician's and Surgeon's Certificate issued by the California Board of Medical Quality Assurance, upon presentation of a paid receipt for the cost.

Sec. 1.5. One person in the class of Chief Clerk Personnel, Code 1260, when assigned to assume additional supervisory duties in the Central Services Section, shall be compensated at the third premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.6. Any person in the class of Managing Physician, Code 0657, shall receive salary at the first premium level rate above the appropriate step rate prescribed for the class or premium level rate of the incumbent upon presentation to his/her appointing authority of satisfactory proof that he/she has been duly authorized as a medical specialist, in a field of specialty relevant and applicable to the duties performed, and holds a valid certificate therefor issued by an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties.

Sec. 1.7. One person in the class of Chief Physician, Code 2334, shall receive salary at the second premium level rate above the appropriate step rate prescribed for the class upon presentation to his/her appointing authority of satisfactory proof that he/she has been duly authorized as a medical specialist, in a field of specialty relevant and applicable to the duties performed, and holds a valid certificate therefor issued by

an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties.

Sec. 1.8. One position of Commission Executive Assistant II, Code 9734-2, shall receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.9. One position of Workers' Compensation Administrator II, Code 1766-2, shall receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.10. Upon approval of the Personnel Department General Manager, one position of Senior Personnel Analyst II, Code 9167-2, when regularly assigned as the head of the Equal Employment Opportunity and Training Division, may receive salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for the class.

Sec. 1.11. The General Manager, Personnel Department may pay one Special Investigator II, Code 0602-2, serving as the Executive Director of the Office of Discrimination Complaint Resolution at the salary range for Senior Personnel Analyst II, Code 9167-2.

Sec. 1.12. The General Manager, Personnel Department may pay one Special Investigator I, Code 0602-1, serving as the Assistant Director of the Office of Discrimination Complaint Resolution at the salary range for Senior Personnel Analyst I, Code 9167-1.

Sec. 1.13. The General Manager, Personnel Department may authorize one position of Medical Services Administrator, Code 2338, to receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.14. The appointing authority may, subject to the provisions of Los Angeles Municipal Code Section 52.32, authorize the issuance and use of Uniform Departmental Badges to persons employed in the following classifications and pay grades: Background Investigator I, Background Investigator II, Background Investigator III, and Background Investigations Manager.

Sec. 1.15. The following provisions shall apply to employees in the classes of Proctor, Senior Proctor, and Chief Proctor, as indicated below:

- (a) Any Proctor, Code 0704, who is assigned by Management to train new Proctors shall be paid a \$0.63 per hour bonus for each hour training is provided.

- (b) Any Proctor, Code 0704, Senior Proctor, Code 0706, or Chief Proctor I, Code 0708-1, who is assigned by Management to pick up or drop off test materials from or to the Personnel Building, and deliver them to or from a test administration site other than the Personnel Building shall receive in addition to all regular compensation a bonus of \$6.50 each day this task is performed. The bonus is not applicable when the Personnel Building is the test site.
- (c) Any Proctor, Code 0704, or Senior Proctor, Code 0706, who is scheduled to work and reports to the test site shall be compensated a minimum of two hours of pay for each day so assigned, at the appropriate hourly rate prescribed for the employee's classification.

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

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

Approved \_\_\_\_\_