

ORDINANCE NO. _____

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

CITY PLANNING

<u>No.</u>	<u>Code</u>	<u>Title</u>
(a) Regular Positions:		
1	1116	Secretary
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1201	Principal Clerk
2	1223	Accounting Clerk
1	1253	Chief Clerk
9	1358	Administrative Clerk
22	1368	Senior Administrative Clerk
1	1431-4	Programmer/Analyst IV
1	1455-1	Systems Programmer I
1	1455-2	Systems Programmer II
1	1470	Data Base Architect
2	1513	Accountant
1	1523-1	Senior Accountant I
1	1523-2	Senior Accountant II
1	1539	Management Assistant
11	1596	Systems Analyst
4	1597-1	Senior Systems Analyst I
1	1597-2	Senior Systems Analyst II
2	1670-2	Graphics Designer II
1	1670-3	Graphics Designer III
2	1779-1	Operations and Statistical Research Analyst I

(a) Regular Positions:

1	1779-2	Operations and Statistical Research Analyst II
1	1800-1	Public Information Director I
1	1800-2	Public Information Director II
1	7211	Geographic Information Systems Chief
23	7213	Geographic Information Systems Specialist
6	7214-1	Geographic Information Systems Supervisor I
2	7214-2	Geographic Information Systems Supervisor II
1	7310-2	Environmental Specialist II
1	7925	Architect
1	7926-2	Architectural Associate II
1	7926-3	Architectural Associate III
1	7935-1	Graphics Supervisor I
37	7939	Planning Assistant
108	7941	City Planning Associate
58	7944	City Planner
5	7946	Principal City Planner
17	7947	Senior City Planner
1	7957-3	Structural Engineering Associate III
10	7998	Associate Zoning Administrator
1	7999	Chief Zoning Administrator
2	9171-1	Senior Management Analyst I
1	9171-2	Senior Management Analyst II
4	9184	Management Analyst
1	9375	Director of Systems
4	9444	Deputy Director of Planning
1	9445	Director of Planning
3	9734-1	Commission Executive Assistant I
1	9734-2	Commission Executive Assistant II

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(b) Commissioner Positions:

44	0101-2	Commissioner
5	1109	Cultural Heritage Commissioner

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

1223	Accounting Clerk
1358	Administrative Clerk

Sec. 1.1. The Director of Planning may appoint and deputize persons employed in any of the following positions for the sole purpose of performing the duties imposed upon the Director of Planning by the provisions of Chapter 1, Articles 7 and 8, of the Los Angeles Municipal Code: Deputy Director of Planning, Code 9444; Principal City Planner, Code 7946; Chief Zoning Administrator, Code 7999; Associate Zoning Administrator, Code 7998; Senior City Planner, Code 7947; or City Planner, Code 7944. Persons so deputized shall serve as deputies to the Director of Planning without additional compensation and shall perform only those services as deputies, as specified in the referred to articles of the Los Angeles Municipal Code. Additionally, the Director of Planning, when authorized by the City Planning Commission, may designate and deputize the Deputy Director of Planning, Code 9444, to act for him/her and in his/her name upon any ordinance, order or resolution submitted to the Director of Planning pursuant to Charter Section 559.

Sec. 1.2. One position of Commission Executive Assistant II, Code 9734-2, shall receive salary at the third premium level rate above the appropriate step prescribed for the class.

Sec. 1.3. Commission Executive Assistant I, Code 9734-1, positions assigned to assist at least two Area Planning Commissions shall receive salary at the second premium level rate above the appropriate step prescribed for the class.

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 4/15/17

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 _____