

**185876****ORDINANCE NO. \_\_\_\_\_**

An ordinance authorizing the employment of personnel in the Office of the Mayor 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 2018-19 is hereby granted to the Office of the Mayor for the designated number of positions in each code and title as provided in this ordinance.

**MAYOR**

| <b><u>No.</u></b>      | <b><u>Code</u></b> | <b><u>Title</u></b>                     |
|------------------------|--------------------|-----------------------------------------|
| (a) Regular Positions: |                    |                                         |
| 1                      | 0004               | Mayor                                   |
| 4                      | 0141               | Mayoral Aide I                          |
| 5                      | 0142               | Mayoral Aide II                         |
| 9                      | 0143               | Mayoral Aide III                        |
| 9                      | 0144               | Mayoral Aide IV                         |
| 28                     | 0145               | Mayoral Aide V                          |
| 11                     | 0146               | Mayoral Aide VI                         |
| 9                      | 0147               | Mayoral Aide VII                        |
| 4                      | 0148               | Mayoral Aide VIII                       |
| 1                      | 0402               | Chief Administrative Assistant to Mayor |
| 2                      | 0407               | Chief of Staff, Mayor                   |
| 9                      | 0408               | Deputy Mayor                            |
| 2                      | 9483               | Chief Legislative Representative        |
| <hr/>                  |                    |                                         |
| 94                     |                    |                                         |

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

|      |                  |
|------|------------------|
| 0141 | Mayoral Aide I   |
| 0142 | Mayoral Aide II  |
| 0143 | Mayoral Aide III |
| 0144 | Mayoral Aide IV  |
| 0145 | Mayoral Aide V   |
| 0146 | Mayoral Aide VI  |
| 0147 | Mayoral Aide VII |

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

|        |                             |
|--------|-----------------------------|
| 0148   | Mayoral Aide VIII           |
| 0408   | Deputy Mayor                |
| 1502   | Student Professional Worker |
| 1535-1 | Administrative Intern I     |
| 9482   | Legislative Representative  |

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Sec. 1.1. The Mayor shall designate an individual within the Office of the Mayor to serve in the capacity of Secretary to the Mayor.

Sec. 1.2. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the Mayor that the applicable existing salary rate of any person employed or to be employed in any exempt position adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the Mayor may employ or retain any person at any step rate within the salary range prescribed for the position that is determined by the Mayor to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.3. Upon the approval of the Mayor, up to two persons employed in the class of Chief of Staff Mayor, Code 0407, may be compensated up to the sixth premium rate above the appropriate step rate of the salary range prescribed for the class. Any person receiving the premium under this section shall not concurrently receive additional premiums authorized under Section 1.4 or 1.5 of this ordinance.

Sec. 1.4. Upon the approval of the Mayor, any person employed in any class listed in Section 1(a) or (b) of this ordinance, except that of Mayor, Code 0004, may receive a salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes. The persons so designated under the provisions of this section shall not concurrently receive the lump sum salary bonus authorized under Section 1.5 of this ordinance.

Sec. 1.5. Upon the approval of the Mayor, any person employed in any class listed in Section 1(a) or (b) of this ordinance, except that of Mayor, Code 0004, may receive a lump sum salary bonus of up to 11% of the annual amount of the appropriate step rate of the salary range prescribed for that class. Said bonus, which shall not be included in the salary or retirement base, shall be paid once per fiscal year and shall not exceed 11% of the total pay received for the previous 12 month period. Persons receiving the bonus under the provisions of this section shall not concurrently receive the additional premium level rates authorized under Section 1.4 of this ordinance.

Sec. 1.6. Notwithstanding the prescribed salary threshold indicated in Los Angeles Administrative Code Sections 4.113(b) and 4.114(a), employees who qualify for exemption from the Fair Labor Standards Act overtime provisions based upon duties and who are: a) assigned to a class or pay grade with a biweekly rate, without bonuses, at or above the first step biweekly rate for the class of Mayoral Aide IV, shall be treated as salaried employee as defined by the Fair Labor Standards Act and shall otherwise be compensated in accordance with the procedures outlined for such employees in Los Angeles Administrative Code Section 4.114.

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 10/25/18

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 11/20/2018

Approved 11/22/2018

Ordinance Effective Date: 12/09/2018  
Council File No.: 18-1700

# DECLARATION OF POSTING ORDINANCE

I, **Ottavia 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.** **185876** - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **11/20/2018**, 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 **11/29/2018** and will be continuously posted for ten or more days.

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



Deputy Clerk

Date: 11/29/2018

Ordinance Effective Date: 12/09/2018

Council File No.: 18-1700