

**185885**  
**ORDINANCE NO. \_\_\_\_\_**

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

**ZOO**

| <b><u>No.</u></b>      | <b><u>Code</u></b> | <b><u>Title</u></b>                       |
|------------------------|--------------------|-------------------------------------------|
| (a) Regular Positions: |                    |                                           |
| 1                      | 1117-2             | Executive Administrative Assistant II     |
| 1                      | 1117-3             | Executive Administrative Assistant III    |
| 3                      | 1223               | Accounting Clerk                          |
| 4                      | 1358               | Administrative Clerk                      |
| 1                      | 1358               | Administrative Clerk (Half-Time)          |
| 9                      | 1368               | Senior Administrative Clerk               |
| 1                      | 1513               | Accountant                                |
| 1                      | 1523-2             | Senior Accountant II                      |
| 1                      | 1596               | Systems Analyst                           |
| 1                      | 1597-2             | Senior Systems Analyst II                 |
| 1                      | 1670-2             | Graphics Designer II                      |
| 1                      | 1670-3             | Graphics Designer III                     |
| 2                      | 1731               | Personnel Analyst                         |
| 1                      | 1785-1             | Public Relations Specialist I             |
| 1                      | 1786               | Principal Public Relations Representative |
| 1                      | 1793-2             | Photographer II                           |
| 1                      | 2360               | Chief Veterinarian                        |
| 3                      | 2367-2             | Zoo Veterinarian II                       |
| 1                      | 2367-3             | Zoo Veterinarian III                      |
| 4                      | 2369               | Veterinary Technician                     |
| 1                      | 2400-1             | Aquarist I                                |
| 1                      | 2400-2             | Aquarist II                               |
| 6                      | 2412-1             | Park Services Attendant I                 |

(a) Regular Positions:

|    |        |                                            |
|----|--------|--------------------------------------------|
| 5  | 2412-2 | Park Services Attendant II                 |
| 3  | 2415   | Special Program Assistant II (Half-Time)   |
| 1  | 2422   | Senior Park Services Attendant             |
| 1  | 2424   | Principal Park Services Attendant          |
| 2  | 3112   | Maintenance Laborer                        |
| 2  | 3115   | Maintenance and Construction Helper        |
| 1  | 3127-2 | Construction and Maintenance Supervisor II |
| 14 | 3141   | Gardener Caretaker                         |
| 2  | 3143   | Senior Gardener                            |
| 1  | 3146   | Senior Park Maintenance Supervisor         |
| 14 | 3156   | Custodian                                  |
| 1  | 3176   | Custodian Supervisor                       |
| 1  | 3178   | Head Custodian Supervisor                  |
| 1  | 3333-1 | Building Repairer I                        |
| 2  | 3344   | Carpenter                                  |
| 1  | 3345   | Senior Carpenter                           |
| 1  | 3353   | Cement Finisher                            |
| 2  | 3423   | Painter                                    |
| 1  | 3424   | Senior Painter                             |
| 2  | 3443   | Plumber                                    |
| 1  | 3444   | Senior Plumber                             |
| 1  | 3451   | Masonry Worker                             |
| 2  | 3523   | Light Equipment Operator                   |
| 1  | 3525   | Equipment Operator                         |
| 2  | 3583   | Truck Operator                             |
| 2  | 3773   | Mechanical Repairer                        |
| 1  | 3774   | Air Conditioning Mechanic                  |
| 1  | 3775   | Sheet Metal Worker                         |
| 1  | 3796   | Welder                                     |
| 1  | 3863   | Electrician                                |
| 1  | 3864   | Senior Electrician                         |
| 2  | 3913   | Irrigation Specialist                      |
| 1  | 4276   | Zoo Curator of Birds                       |
| 1  | 4277   | Zoo Curator of Reptiles                    |
| 1  | 4290   | Zoo Registrar                              |
| 2  | 4297   | Zoo Curator                                |
| 4  | 4300-1 | Zoo Curator of Education I                 |
| 2  | 4300-2 | Zoo Curator of Education II                |
| 1  | 4300-3 | Zoo Curator of Education III               |
| 1  | 4302   | Zoo Research and Conservation Director     |
| 78 | 4304   | Animal Keeper                              |

(a) Regular Positions:

|           |        |                               |
|-----------|--------|-------------------------------|
| 5         | 4304   | Animal Keeper (Half-Time)     |
| 8         | 4305   | Senior Animal Keeper          |
| 1         | 4308   | Animal Collection Curator     |
| 3         | 4312   | Principal Animal Keeper       |
| 1         | 6147   | Audio Visual Technician       |
| 1         | 7929-1 | Landscape Architect I         |
| 1         | 9167-1 | Senior Personnel Analyst I    |
| 1         | 9171-1 | Senior Management Analyst I   |
| 1         | 9171-2 | Senior Management Analyst II  |
| 1         | 9182   | Chief Management Analyst      |
| 1         | 9184   | Management Analyst            |
| 1         | 9500   | General Manager Zoo           |
| 1         | 9501   | Zoo Assistant General Manager |
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(b) Commissioner Positions:

|   |        |              |
|---|--------|--------------|
| 5 | 0101-2 | Commissioner |
|---|--------|--------------|

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

|        |                                                 |
|--------|-------------------------------------------------|
| 0965   | Plumber - Exempt                                |
| 1113   | Community and Administrative Support Worker II  |
| 1114   | Community and Administrative Support Worker III |
| 1358   | Administrative Clerk                            |
| 1368   | Senior Administrative Clerk                     |
| 1427-1 | Computer Operator I                             |
| 1502   | Student Professional Worker                     |
| 1535-1 | Administrative Intern I                         |
| 1535-2 | Administrative Intern II                        |
| 1537   | Project Coordinator                             |
| 1542   | Project Assistant                               |
| 1596   | Systems Analyst                                 |
| 1670-1 | Graphics Designer I                             |
| 1793-1 | Photographer I                                  |
| 2367-2 | Zoo Veterinarian II                             |
| 2369   | Veterinary Technician                           |
| 2400-1 | Aquarist I                                      |
| 2415   | Special Program Assistant II                    |
| 2416   | Special Program Assistant III                   |
| 2418-1 | Assistant Park Services Attendant I             |
| 2418-2 | Assistant Park Services Attendant II            |

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

|        |                                     |
|--------|-------------------------------------|
| 2498   | Recreation Assistant                |
| 2499   | Recreation Instructor               |
| 3115   | Maintenance and Construction Helper |
| 3156   | Custodian                           |
| 4304   | Animal Keeper                       |
| 6152-1 | Librarian I                         |

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

|        |                                         |
|--------|-----------------------------------------|
| 0855   | Air Conditioning Mechanic - Hiring Hall |
| 0858   | Carpenter - Hiring Hall                 |
| 0858-Z | City Craft Assistant - Hiring Hall      |
| 0860-1 | Cement Finisher I - Hiring Hall         |
| 0860-2 | Cement Finisher II - Hiring Hall        |
| 0865   | Electrician - Hiring Hall               |
| 0870   | Painter - Hiring Hall                   |
| 0872-2 | Pipefitter II - Hiring Hall             |
| 0874-2 | Plumber II - Hiring Hall                |
| 0876   | Sheet Metal Worker - Hiring Hall        |

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Sec. 1.1. The General Manager may prescribe varying work schedules consisting of 40 hours per week for all employees in the Department, which schedules may include as a part of the workweek, Saturdays, Sundays and holidays.

Sec. 1.2. Employees in the following classification and job status, when required to wear a prescribed uniform in the conduct of their work assignment, shall receive a uniform maintenance allowance, in addition to the salary prescribed for their classification, as indicated:

| <u>Code</u> | <u>Class Title</u>     | <u>Job Status</u> | <u>Allowance</u> |
|-------------|------------------------|-------------------|------------------|
| 3111-1      | Occupational Trainee I | Temporary         | \$0.15 per hr.   |

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





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.** **185885** - 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