

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 9, 2020

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **LOS ANGELES ADMINISTRATIVE CODE AMENDMENTS PERTAINING TO
NON-REPRESENTED MINIMUM WAGE CLASSIFICATIONS, AND SALARY
CORRECTION FOR SENIOR PERSONNEL ANALYST II (CODE 9167-2)**

RECOMMENDATIONS

The City Administrative Officer recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt:
 - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Section 4.61 of the Los Angeles Administrative Code, pertaining to non-represented minimum wage classifications paid on an hourly basis;
 - B. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Section 4.61 of the Los Angeles Administrative Code, pertaining to non-represented minimum wage classifications paid on a salary range basis; and
 - C. The attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Section 4.61 of the Los Angeles Administrative Code, to reflect a salary change for the non-represented class and pay grade of Senior Personnel Analyst II (Code 9167-2).
2. That the City Council authorize the Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinances.

SUMMARY

In conformance with the City's minimum wage ordinance, Ordinance No. 184320, non-represented classifications with salaries currently below \$15.00 per hour need to have their salaries increased to \$15.00 per hour on July 1, 2020. This includes classifications paid either

on an hourly or a salary range basis. For the classes of Election Assistant and GRYD Worker, this also necessitates increasing the hourly wage of the II pay grade level from \$15.00 to \$16.00 per hour in order to avoid having both pay grades I and II being paid at \$15.00 per hour on July 1, 2020. The City Clerk's Office and the Department of Recreation and Parks, the employing departments of the classes involved, were consulted and agree with the recommendation contained herein to set the salary of the II pay grade level at \$16.00 per hour.

For the non-represented, minimum wage classes paid on a salary range basis, the salary range number reflected in the ordinance to be operative July 1, 2020, has a second step of \$15.00 per hour. As currently structured for non-represented classifications, the first step of a salary range is not used; it is reserved for certain represented trainee classifications. In addition, the ordinance for the minimum wage classifications paid on a salary range basis includes a revised salary range number to be operative July 7, 2019 -- the date that salary ranges for non-represented classifications converted from a 15-step to a 12-step structure. Both ordinances addressing the non-represented minimum wage classifications include operative dates subsequent to July 1, 2020, to coincide with the operative dates of the class listing in Schedule "A" of Los Angeles Administrative Code Section 4.61 (Ordinance No. 186352).

For the non-represented classification and pay grade of Senior Personnel Analyst II (Code 9167-2), a correction to the salary range numbers listed in the Schedule "A" ordinance (Ordinance No. 186352) for the operative dates of July 7, 2019, January 19, 2020, and January 31, 2021, is necessary to maintain salary parity with the represented classification and pay grade of Senior Personnel Analyst II (Code 9167-T).

The three ordinances submitted herewith reflect the above-described changes.

FISCAL IMPACT

Any costs associated with the changes reflected in the attached ordinances will be absorbed within budgeted funds for the employing departments.

RHL:DB:CEC:0720161

Attachments