FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 21, 2019

To: Ron Galperin, Controller
Attn: Vijay Singhal, Principal Deputy Controller

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

Subject: **2018-21 MEMORANDUM OF UNDERSTANDING NO. 3 – TECHNICAL CORRECTIONS (C.F. NO. 19-0845-S1)**

The following technical corrections are being made to Memorandum of Understanding No. 3 for the Clerical and Support Services Unit:

1. Table of Contents' Appendices: The year in the effective date for Appendix B was inadvertently listed as "2019." The effective date for Appendix B is updated as follows:

   FROM: Appendix B – Salaries effective on October 28, 2019

   TO: Appendix B – Salaries effective on October 28, 2018

2. Salary Note D: The pay grade "III" was inadvertently omitted from the class title, "Senior Administrative Clerk." This salary note is updated as follows:

   DELETE:

   D. The salary range for the class of Senior Administrative Clerk, Class Code 1368-3, includes full compensation for night shift differentials and all time worked on holidays. Any person in the class of Senior Administrative Clerk, Class Code 1368, filling a position of Senior Administrative Clerk, Class Code 1368-3, either from reassignment from within the Harbor Department or transfer from any other City Department shall retain the employee's present salary step and anniversary date upon such appointment.

   ADD:

   D. The salary range for the class of Senior Administrative Clerk III, Class Code 1368-3, includes full compensation for night shift differentials and all time worked on holidays. Any person in the class of Senior Administrative Clerk, Class Code 1368, filling a position of Senior Administrative Clerk III, Class Code 1368-3, either from reassignment from within the Harbor Department or transfer from any other City

Department shall retain the employee's present salary step and anniversary date upon such appointment.

3. Salary Notes G and H: For clarity in describing the salary parity between the classes and pay grades of Communications Information Representative III and the Senior Administrative Clerk III at the Harbor Department only, these salary notes are updated as follows:

DELETE:

G. Effective July 8, 2018, any employee in the class of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Pilot Dispatcher, shall receive additional compensation at the employee's step of the salary range prescribed for the class of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials and all time worked on holidays. This compensation is pensionable.

H. Effective July 8, 2018, any employee in the class of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Police Dispatcher, shall receive additional compensation at the employee's step of the salary range prescribed for the class of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials and all time worked on holidays. This compensation is pensionable.

ADD:

G. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Pilot Dispatcher, shall receive compensation, which includes full compensation for night shift differentials and all time worked on holidays, at the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials and all time worked on holidays. The CIR employee shall retain their present salary step and anniversary date. This compensation is pensionable.

H. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative (CIR) III, Class Code 1461-3, who is assigned as a Port Police Dispatcher, shall receive compensation, which includes full compensation for night shift differentials and all time worked on holidays, at the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials and all time worked on holidays. The CIR employee shall retain their present salary step and anniversary date. This compensation is pensionable.

4. Salary Note Q: To correct the inadvertent reference to a salary note from the previous MOU, i.e., "Salary Note J(1)" instead of "Salary Note P," this salary note is updated as follows:

DELETE:

Q. Any employee in the class of Senior Administrative Clerk, Class Code 1368, who is regularly assigned to the Criminal History Section, Report Services Section, or Vehicle Warrant Section, of the Records and Identification Division, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class to equal a third premium level rate (8.25%) total additional compensation in combination with Salary Note J(1). This compensation is pensionable.

ADD:

Q. Any employee in the class of Senior Administrative Clerk, Class Code 1368, who is regularly assigned to the Criminal History Section, Report Services Section, or Vehicle Warrant Section, of the Records and Identification Division, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class to equal a third premium level rate (8.25%) total additional compensation in combination with Salary Note P. This compensation is pensionable.

5. Salary Note II: To more accurately reflect all of the locations within the Library, including the circulation desk, where Administrative Clerks and Office Services Assistants provide direct public desk service to patrons, the "circulation desk" reference was changed to "public service desk." This salary note is updated as follows:

DELETE:

II. Any employee in the class of Administrative Clerk, Class Code 1358, or Office Services Assistant, Class Code 1360, who is regularly assigned to work the circulation desk interacting directly with the public for the Library Department, shall receive compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class. This compensation is pensionable.

ADD:

II. Any employee in the class of Administrative Clerk, Class Code 1358, or Office Services Assistant, Class Code 1360, who is regularly assigned to work at a public service desk interacting directly with the public for the Library Department, shall receive compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class. This compensation is pensionable.

6. Appendices A-F: To correct the inadvertent class title names, the below class titles are updated as follows:

CLASS CODE	FROM:	TO:
3162-1	Reprographic Operator I	Reprographics Operator I
3162-A	Reprographic Operator I	Reprographics Operator I-Airports
3162-2	Reprographic Operator II	Reprographics Operator II
1368-3	Senior Administrative Clerk	Senior Administrative Clerk III
0532-0	Senior Witness Services Coordinator	Senior Witness Service Coordinator
6404-0	Transit Police Dispatch	Transit Police Dispatcher
0531-0	Witness Services Coordinator	Witness Service Coordinator

Please contact Isophine Atkinson by email at Isophine.Atkinson@lacity.org or telephone at (213) 978-7644 if additional information is needed.

RHL:DB:ICA:0720035

c: Daniel Quach, Office of the Controller
Rosemary Go, Office of the Controller
Vivienne Swanigan, Office of the City Attorney
Carmen Hayes-Walker, Local 3090, AFSCME
Teresa Sanchez, AFSCME