FORM GEN. 160

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 12, 2023

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller

From: Matthew W. Szabo, City Administrative Officer

Subject: **CAO, CONTROLLER, AND COUNCIL 2022-23 DEPARTMENTAL PERSONNEL ORDINANCES (ORD. NOS. 187830, 187837, AND 187838) – TECHNICAL CORRECTIONS (C.F. 22-1700)**

Please take the necessary actions to implement technical corrections to provisions in the City Administrative Officer (CAO), Controller, and Council 2022-23 Departmental Personnel Ordinances (DPOs) to provide salary range numbers effective July 2, 2023, as described below.

On December 9, 2022, the City Council adopted the CAO's recommendation to provide a non-pensionable, biweekly bonus of three percent (3%) to each eligible non-represented employee's regular base rate of pay, commencing on July 3, 2022, and terminating on July 1, 2023, with the base hourly rates for those non-represented classifications increasing by three percent (3%) effective July 2, 2023 (C.F. 14-0407-S-1).

On May 9, 2023, the City Council adopted the 2022-23 DPOs (C.F. 22-1700). The CAO, Controller, and Council DPOs contain provisions that identify salary range numbers and effective dates for specific eligible non-represented classifications and positions. Although the 2022-23 DPOs cover the period July 1, 2022 through June 30, 2023, the provisions remain in place until superseded by the 2023-24 DPOs. The City Council typically considers the DPOs after August of each fiscal year. Therefore, the 2022-23 DPOs for the CAO, Controller, and Council should have included the three percent (3%) base salary increase effective July 2, 2023, as authorized previously by the City Council for the eligible non-represented classifications to avoid the involved employees experiencing a cut in pay while waiting for the 2023-24 DPOs to be considered and adopted by the City Council. Such inclusion of the July 2, 2023, salary ranges in the 2022-23 DPOs will allow for an uninterrupted transition from the three percent (3%) adds-to-rate bonus to the three percent (3%) base salary increase.

Based on the foregoing, the following DPO sections are revised to add the underscored text providing salary range numbers effective July 2, 2023:

CAO's DPO - Ordinance No. 187830

Sec. 1.6. Effective January 1, 2023, employees in the non-represented classification and pay grades of Finance Specialist I-V (Codes 1552-1-5) in the Office of the City Administrative Officer shall be compensated on the appropriate step in the following salary ranges: Finance Specialist I: Salary Range 4079, Finance Specialist II: Salary Range 5013, Finance Specialist III: Salary Range 6202, Finance Specialist IV: Salary Range 6638, and Finance Specialist V: Salary Range 7449.

Effective January 29, 2023, employees in the non-represented classification and pay grades of Finance Specialist I-V (Codes 1552-1-5) in the Office of the City Administrative Officer shall be compensated on the appropriate step in the following salary ranges: Finance Specialist I: Salary Range 4161, Finance Specialist II: Salary Range 5114, Finance Specialist III: Salary Range 6327, Finance Specialist IV: Salary Range 6772, and Finance Specialist V: Salary Range 7598.

Effective June 18, 2023, employees in the non-represented classification and pay grades of Finance Specialist I-V (Codes 1552-1-5) in the Office of the City Administrative Officer shall be compensated on the appropriate step in the following salary ranges: Finance Specialist I: Salary Range 4224, Finance Specialist II: Salary Range 5191, Finance Specialist III: Salary Range 6421, Finance Specialist IV: Salary Range 6874, and Finance Specialist V: Salary Range 7713.

<u>Effective July 2, 2023, employees in the non-represented classification and pay grades of Finance Specialist I-V (Codes 1552-1-5) in the Office of the City Administrative Officer shall be compensated on the appropriate step in the following salary ranges: Finance Specialist I: Salary Range 4352, Finance Specialist II: Salary Range 5349, Finance Specialist III: Salary Range 6613, Finance Specialist IV: Salary Range 7079, and Finance Specialist V: Salary Range 7944.</u>

Sec. 1.7. Effective January 1, 2023, any employee in the non-represented classification of PRIMA Program Manager (Code 1854) in the Office of the City Administrative Officer shall be compensated on the appropriate step in Salary Range 8062.

Effective January 29, 2023, any employee in the non-represented classification of PRIMA Program Manager (Code 1854) in the Office of the City Administrative Officer shall be compensated on the appropriate step in Salary Range 8224.

Effective June 18, 2023, any employee in the non-represented classification of PRIMA Program Manager (Code 1854) in the Office of the City Administrative Officer shall be compensated on the appropriate step in Salary Range 8349.

<u>Effective July 2, 2023, any employee in the non-represented classification of PRIMA Program Manager (Code 1854) in the Office of the City Administrative Officer shall be compensated on the appropriate step in Salary Range 8600.</u>

Controller's DPO – Ordinance No. 187837

Sec. 1.4. Notwithstanding any provisions to the contrary, any person employed in the class of Administrative Deputy Controller, Code 9177, may receive a salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for that class or, in the alternative, may be compensated at any step rate of the following salary range: effective October 28, 2018, Salary Range 6084; effective July 7, 2019, Salary Range 5921; effective January 19, 2020, Salary Range 6085; effective June 19, 2022, Salary Range 6206; effective January 29, 2023, Salary Range 6331; ~~and~~ effective June 18, 2023, Salary Range 6428, and effective July 2, 2023, Salary Range 6620.

Council's DPO – Ordinance No. 187838

Sec. 1.7. Notwithstanding any provisions to the contrary, one Council Aide VII, Code 0186, in each Council office, when designated by the involved Councilmember to assume the additional responsibilities of Chief Deputy, may receive a salary up to the fourth premium level rate above the appropriate step rate of the following salary range: effective October 28, 2018, Salary Range 6084; effective July 7, 2019, Salary Range 5921; effective January 19, 2020, Salary Range 6328; effective June 19, 2022, Salary Range 6455; effective January 29, 2023, Salary Range 6584; ~~and~~ effective June 18, 2023, Salary Range 6683, and effective July 2, 2023, Salary Range 6883.

Sec. 1.8. Notwithstanding any provisions to the contrary, any Council Aide VII, Code 0186, in each Council office, when designated by the involved Councilmember to assume the additional responsibilities of Assistant Chief Deputy, may receive a salary up to the fourth premium level rate above the appropriate step rate of the following salary range: effective October 28, 2018, Salary Range 5061; effective July 7, 2019, Salary Range 4927; effective January 19, 2020, Salary Range 5264; effective June 19, 2022, Salary Range 5369; effective January 29, 2023, Salary Range 5479; ~~and~~ effective June 18, 2023, Salary Range 5560, and effective July 2, 2023, Salary Range 5728.

Thank you for your assistance in this matter. Please direct inquiries to Paul Girard via email at Paul.Girard@lacity.org.

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