187827

ORDINANCE NO. _____

An ordinance authorizing the employment of personnel in the Department of Animal Services 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 2022-23 is hereby granted to the Department of Animal Services for the designated number of positions in each code and title as provided in this ordinance.

ANIMAL SERVICES

No.	Code	Title
(a) Regular Positions:		
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1170	Payroll Supervisor
1	1201	Principal Clerk
2	1223	Accounting Clerk
27	1358	Administrative Clerk
7	1368	Senior Administrative Clerk
1	1455-1	Systems Programmer I
1	1513	Accountant
1	1523-2	Senior Accountant II
1	1596	Systems Analyst
1	1597-2	Senior Systems Analyst II
1	1785-2	Public Relations Specialist II
1	1800-1	Public Information Director I
1	2360	Chief Veterinarian
4	2365-2	Veterinarian II
1	2365-3	Veterinarian III
27	2369	Veterinary Technician
1	2495	Volunteer Coordinator
160	4310	Animal Care Technician
68	4311	Animal Control Officer
14	4313	Animal Care Technician Supervisor
7	4316-1	Senior Animal Control Officer I

(a) Regular Positions:

4	4316-2	Senior Animal Control Officer II
2	4320	District Supervisor Animal Services
2	4321	Director of Field Operations
1	9171-2	Senior Management Analyst II
1	9184	Management Analyst
2	9244	Assistant General Manager Animal Regulation
1	9245	General Manager Department of Animal Services
343		

(b) Commissioner Positions:

5	0101-1	Commissioner

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

0702	Relief Animal Regulation Worker
0703	Relief Animal Care Worker
1358	Administrative Clerk
2365-2	Veterinarian II
2369	Veterinary Technician
4310	Animal Care Technician
4330	Animal License Canvasser

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Sec. 1.1. The appointing authority may, subject to the provisions of Los Angeles Municipal Code Section 52.32, authorize the issuance and use of uniform departmental badges to persons employed in the following named classes of positions:

Code	Title
2360	Chief Veterinarian
2365-1	Veterinarian I
2365-2	Veterinarian II
2365-3	Veterinarian III
4311-1	Animal Control Officer I
4311-2	Animal Control Officer II
4316-1	Senior Animal Control Officer I
4316-2	Senior Animal Control Officer II
4321	Director of Field Operations
9244	Assistant General Manager Animal Services
9245	General Manager Department of Animal Services

Sec. 1.2. 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 work week, Saturdays, Sundays and holidays.

Sec. 1.3. Pursuant to the provisions of Charter Section 504, the position of Secretary to the Animal Services Commission is hereby combined with the position of Management Analyst, Code 9184; the code, title, and salary for this position, as combined, to remain the same as the code, title, and salary fixed by Schedule "A" of Los Angeles Administrative Code Section 4.61 for the class of Management Analyst.

Sec. 1.4. The General Manager may appoint and deputize as Deputy General Manager those employees in the Department of Animal Services as the General Manager deems necessary for the sole purpose of performing the duties imposed upon the General Manager under the provisions of Chapter 5, Article 3, of the Los Angeles Municipal Code. Any person(s) so deputized shall serve as a deputy to the General Manager without additional compensation and shall perform only those services as deputy as specified in this section.

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). This 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 Section 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 class series, including related training classes, which have been authorized in the appropriate department personnel ordinance or by resolution of the City Council. If the employee's classification is not in the related occupational class series of the vacant position, then approval is required from the Office of the City Administrative Officer and the Personnel Department prior to such in-lieu filling. The vacant positions into which employees are to be hired on an in-lieu basis, whether or not in a related occupational series, must have a salary or salary range equal to or higher than the salary or salary range for the classification and pay grade in which the persons are to be employed. At no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever a vacant position used for the in-lieu filling of a classification provided under this section qualifies to receive adjusted compensation in accordance with the Los Angeles Administrative Code Section 4.61 Salary Notes of Schedule "A" and Section 4.72, payment of the adjusted compensation may then be made to the person employed in lieu if that person otherwise qualified to receive such 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

HYDEE FELDSTEIN SOTO, City Attorney

By _____
VIVIENNE SWANIGAN
Assistant City Attorney

Date 2/1/2023

File No. 22-1700

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

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Ordinance Passed May 9, 2023

MAYOR

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Approved _____
05/18/2023

Ordinance Posted: 05/24/2023
Ordinance Effective Date: 06/02/2023