187830

ORDINANCE NO. _____

An ordinance authorizing the employment of personnel in the Office of the City Administrative Officer 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 Office of the City Administrative Officer for the designated number of positions in each code and title as provided in this ordinance.

CITY ADMINISTRATIVE OFFICER

No.	Code	Title
(a) Regular Positions:		
1	0010	City Administrative Officer
4	0011	Assistant City Administrative Officer
1	1116	Secretary
2	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1201	Principal Clerk
6	1223	Accounting Clerk
2	1358	Administrative Clerk
6	1368	Senior Administrative Clerk
1	1530-1	Risk Manager I
4	1530-2	Risk Manager II
1	1530-3	Risk Manager III
2	1538	Senior Project Coordinator
9	1541-1	Senior Administrative Analyst I
32	1541-2	Senior Administrative Analyst II
3	1552-3	Finance Specialist III
4	1552-4	Finance Specialist IV
2	1552-5	Finance Specialist V
11	1554	Chief Administrative Analyst
17	1590	Administrative Analyst
1	1596	Systems Analyst
1	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II

(a) Regular Positions:

2	1645	Risk and Insurance Assistant
2	1779-2	Data Analyst II
1	1854	PRIMA Program Manager
2	9171-2	Senior Management Analyst II
5	9184	Management Analyst
7	9202-2	Senior Labor Relations Specialist II
1	9202-3	Senior Labor Relations Specialist III
134		

(b) Commissioner Positions:

9	0108	Member, Innovation and Performance Commission

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

0820	Administrative Trainee
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

Sec. 1.1. Upon the approval of the City Administrative Officer, any person employed in the class of Assistant City Administrative Officer, Code 0011; Chief Administrative Analyst, Code 1554; Finance Specialist I, Code 1552-1; Finance Specialist II, Code 1552-2; Finance Specialist III, Code 1552-3; Finance Specialist IV, Code 1552-4; Finance Specialist V, Code 1552-5; Senior Labor Relations Specialist I, Code 9202-1; Senior Labor Relations Specialist II, Code 9202-2; Senior Labor Relations Specialist III, Code 9202-3; or Principal Project Coordinator, Code 9134, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes and pay grades.

Sec. 1.2. One Assistant City Administrative Officer, Code 0011, when designated by the City Administrative Officer, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.3. Whenever the City Administrative Officer is authorized pursuant to Charter Section 1164(b) to employ a person who is retired from City service, the employee may be employed at any step within the salary range prescribed for the class that is determined by the Office of the City Administrative Officer to be commensurate with, and based upon, the extent, responsibility, and importance of the work to be assigned and the experience, skill and ability of the employee.

Sec. 1.4. Notwithstanding any other ordinance provisions, the City Administrative Officer may employ or retain any person in an exempt position at any step within the salary range prescribed for the position that is determined by the City Administrative Officer to be commensurate with and based on the extent, responsibility, and importance of the work and the experience and ability of the employee.

Sec. 1.5. The biweekly salary rate prescribed for an employee in the classification of City Administrative Officer (Code 0010) shall be increased by one premium level (2.75%) on June 18, 2023, December 31, 2023, June 30, 2024, December 29, 2024, June 29, 2025, December 28, 2025, June 28, 2026, December 27, 2026, June 27, 2027, and December 26, 2027. Under this provision, the biweekly salary rate prescribed for the classification shall be increased by a total of ten premium levels, one premium level at a time, based on the schedule of dates contained herein and with each premium level calculated on the adjusted biweekly salary rate of the employee.

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.

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.

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 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

_____

Ordinance Passed May 9, 2023

MAYOR

_____

Approved _____
05/18/2023

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