CITY ATTORNEY
2022-23

ORDINANCE NO. 187831

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

CITY ATTORNEY

No.	Code	Title
(a) Regular Positions:		
1	0003	City Attorney
1	0395	News Secretary
24	0531	Witness Service Coordinator
6	0532	Senior Witness Service Coordinator
1	0536	City Attorney Financial Manager
1	0548	City Attorney Chief Investigator
15	0554	Senior Assistant City Attorney
4	0555	Chief Assistant City Attorney
1	0556	Executive Assistant City Attorney
3	0558	Senior Legal Assistant
4	0559	City Attorney Accounting Clerk
20	0560	City Attorney Investigator II
4	0561	City Attorney Investigator III
3	0562	Law Clerk
12	0563	Hearing Officer City Attorney
5	0565-1	Legal Assistant I
7	0565-2	Legal Assistant II
1	0566	City Attorney Chief Administrative Assistant
9	0567	City Attorney Administrative Coordinator I
11	0568	City Attorney Administrative Coordinator II
10	0569	City Attorney Administrative Coordinator III
2	0570	City Attorney Administrative Coordinator IV
18	0576	Paralegal I

(a) Regular Positions:

24	0577	Paralegal II
6	0577-1	Paralegal III
16	0578	Principal Clerk City Attorney II
68	0581	Legal Secretary II
52	0582	Legal Secretary III
6	0583	Executive Legal Secretary I
1	0585	Legal Clerk I
38	0586	Legal Clerk II
18	0587	Senior Legal Clerk I
3	0588	Senior Legal Clerk II
3	0589	Principal Clerk City Attorney I
3	0593	Senior Hearing Officer City Attorney
80	0595	Deputy City Attorney II
231	0596	Deputy City Attorney III
114	0597	Deputy City Attorney IV
70	0598	Assistant City Attorney
896		

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Sec. 1.1. A greater number of persons than specified in this ordinance for any class of position may be employed only to the extent, however, that vacancies exist in the class of position having a salary range equal to or higher than the salary range prescribed for the class of position in which the greater number of persons are to be employed; provided, however, that at no time shall the total number of persons employed in all codes exceed the total number of positions authorized.

Sec. 1.2. All persons employed in any of the classes of Assistant City Attorney, Senior Assistant City Attorney, Chief Assistant City Attorney, or Executive Assistant City Attorney shall have the same power and authority as that conferred by law upon a Deputy City Attorney, with full power to act in the name and on behalf of the City Attorney.

Sec. 1.3. The City Attorney is hereby authorized to fill positions in the following classes in any of four class codes as follows: Deputy City Attorney I, Code 0594 or 0543; Deputy City Attorney II, Code 0595 or 0544; Deputy City Attorney III, Code 0596 or 0545; Deputy City Attorney IV, Code 0597 or 0546; and Assistant City Attorney, Code 0598 or 0547; provided, however, that at no time shall the total number of persons employed in each of these classes exceed the total number of positions authorized for each of these classes except as otherwise provided in Section 1.1.

Sec. 1.4. Authority to employ as provided in this ordinance shall not apply to any class of position or pay grade designation unless the class or pay grade designation is contained in Schedule "A" of Los Angeles Administrative Code Sections 4.61.

Sec. 1.5. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the City Attorney that the applicable existing salary rate of any person employed or to be employed in any exempt position adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the City Attorney may employ or retain any person at any step rate within the salary range prescribed for the position that is determined by the City Attorney to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.6. One person in the class of Executive Assistant City Attorney, Code 0556, employed on February 1 of the calendar year in the City Attorney's Office shall be entitled to be reimbursed for the amount the employee shall have expended for the payment of required dues, other than penalty assessments, to the State Bar of California for that calendar year. In order to obtain reimbursement, the person entitled to defrayal of the State Bar dues shall present to the City Controller the statement received from the State Bar together with proof that the person has paid the dues. Proof of the payment shall be in the form of a declaration made under penalty of perjury upon a form to be developed by the City Attorney.

Sec.1.7. The City Attorney may authorize one person in the class of Executive Assistant City Attorney, Code 0556, to receive a salary up to four premium levels above the top step salary rate prescribed for the class of Executive Assistant City Attorney, Code 0556, when assigned to supervise the class of Chief Assistant City Attorney, Code 0555.

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 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. 4. The City Attorney shall have the authority, subject to Los Angeles Municipal Code Section 52.32, to issue and approve for use uniform badges to persons employed in the Criminal Branch as attorney prosecutors or as City Attorney Investigators and those employees designated by the City Attorney as Emergency Operations and Disaster Coordination personnel.

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

_____

Approved _____
05/18/2023

Ordinance Posted: 05/24/2024
Ordinance Effective Date: 06/02/2023