187833

ORDINANCE NO. _____

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

CITY PLANNING

No.	Code	Title
(a) Regular Positions:		
1	1116	Secretary
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
1	1253	Chief Clerk
11	1358	Administrative Clerk
19	1368	Senior Administrative Clerk
3	1431-4	Programmer/Analyst IV
2	1455-2	Systems Programmer II
1	1470	Data Base Architect
2	1513	Accountant
2	1523-1	Senior Accountant I
1	1523-2	Senior Accountant II
2	1539	Management Assistant
1	1593-2	Departmental Chief Accountant II
4	1596	Systems Analyst
4	1597-1	Senior Systems Analyst I
1	1597-2	Senior Systems Analyst II
3	1670-2	Graphics Designer II
2	1670-3	Graphics Designer III
3	1779-1	Data Analyst I

(a) Regular Positions:

1	1779-2	Data Analyst II
1	1785-1	Public Relations Specialist I
1	1800-1	Public Information Director I
1	1800-2	Public Information Director II
1	7211	Geographic Information Systems Chief
1	7212-3	Office Engineering Technician III
17	7213	Geographic Information Systems Specialist
6	7214-1	Geographic Information Systems Supervisor I
2	7214-2	Geographic Information Systems Supervisor II
1	7310-2	Environmental Specialist II
1	7926-2	Architectural Associate II
2	7935-1	Graphics Supervisor I
1	7935-2	Graphics Supervisor II
35	7939	Planning Assistant
119	7941	City Planning Associate
69	7944	City Planner
8	7946	Principal City Planner
21	7947	Senior City Planner
9	7998	Associate Zoning Administrator
1	7999	Chief Zoning Administrator
3	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
1	9182	Chief Management Analyst
7	9184	Management Analyst
1	9375	Director of Systems
5	9444	Deputy Director of Planning
1	9445	Director of Planning
1	9734-1	Commission Executive Assistant I
2	9734-2	Commission Executive Assistant II
390		

(b) Commissioner Positions:

44	0101-2	Commissioner
5	1109	Cultural Heritage Commissioner
49		

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

1223	Accounting Clerk
1358	Administrative Clerk
1502	Student Professional Worker

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

1513	Accountant
2455-1	Arts Manager I
3111-1	Occupational Trainee I
3111-2	Occupational Trainee II
7939	Planning Assistant
7941	City Planning Associate
7944	City Planner
7946	Principal City Planner
7947	Senior City Planner
7998	Associate Zoning Administrator
9734-1	Commission Executive Assistant I

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Sec. 1.1. The Director of Planning may appoint and deputize persons employed in any of the following positions for the sole purpose of performing the duties imposed upon the Director of Planning by the provisions of Chapter 1, Articles 7 and 8, of the Los Angeles Municipal Code: Deputy Director of Planning, Code 9444; Principal City Planner, Code 7946; Chief Zoning Administrator, Code 7999; Associate Zoning Administrator, Code 7998; Senior City Planner, Code 7947; or City Planner, Code 7944. Persons so deputized shall serve as deputies to the Director of Planning without additional compensation and shall perform only those services as deputies, as specified in the referred to articles of the Los Angeles Municipal Code. Additionally, the Director of Planning, when authorized by the City Planning Commission, may designate and deputize the Deputy Director of Planning, Code 9444, to act for him/her and in his/her name upon any ordinance, order or resolution submitted to the Director of Planning pursuant to Charter Section 559.

Sec. 1.2. One position of Commission Executive Assistant II, Code 9734-2, shall receive salary at the third premium level rate above the appropriate step prescribed for the class.

Sec. 1.3. Commission Executive Assistant I, Code 9734-1, positions assigned to assist at least two Area Planning Commissions shall receive salary at the second premium level rate above the appropriate step prescribed for the class.

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). The 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

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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