187834

ORDINANCE NO. _____

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

CITY TOURISM

No.	Code	Title
(a) Regular Positions:		
1	1117-3	Executive Administrative Assistant III
1	1223	Accounting Clerk
1	1513	Accountant
1	3330-2	Convention Center Building Superintendent II
1	3338	Building Repairer Supervisor
1	9171-1	Senior Management Analyst I
1	9171-2	Senior Management Analyst II
2	9184	Management Analyst
1	9694	Assistant General Manager Convention Center
1	9695	Executive Director, Convention Center
1	9734-2	Commission Executive Assistant II
12		
(b) Commissioner Positions:		
5	0101-1	Commissioner
(c) To be Employed As Needed in Such Numbers as Required:		
	1223	Accounting Clerk
	1358	Administrative Clerk
	1513	Accountant
	1517-1	Auditor I
	9184	Management Analyst
	9636-1	Senior Sales Representative I

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

9636-2 Senior Sales Representative II

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Sec. 1.1. The appointing authority of the Department may prescribe varying work schedules consisting of 40 hours per week for all employees of the Department. These schedules may include as a part of the five-day workweek Saturdays, Sundays and holidays.

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

_____

Approved _____
05/18/2023

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