ORDINANCE NO. 187846

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

FINANCE

No.	Code	Title
(a) Regular Positions:		
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1170	Payroll Supervisor
62	1179-2	Tax Compliance Officer II
15	1179-3	Tax Compliance Officer III
1	1194	Director of Cash Management Services
8	1195	Principal Tax Compliance Officer
4	1201	Principal Clerk
4	1211-1	Chief Tax Compliance Officer I
4	1211-2	Chief Tax Compliance Officer II
17	1223	Accounting Clerk
37	1229-1	Customer Service Specialist I
6	1229-2	Customer Service Specialist II
1	1356-3	Tax Renewal Assistant III
13	1358	Administrative Clerk
8	1368	Senior Administrative Clerk
4	1431-3	Programmer/Analyst III
2	1431-5	Programmer/Analyst V
1	1455-1	Systems Programmer I
2	1455-2	Systems Programmer II
1	1455-3	Systems Programmer III
4	1513	Accountant
72	1514-2	Tax Auditor II

(a) Regular Positions:

21	1519	Senior Tax Auditor
3	1523-2	Senior Accountant II
3	1524	Principal Tax Auditor
1	1525-2	Principal Accountant II
3	1555-1	Fiscal Systems Specialist I
1	1555-2	Fiscal Systems Specialist II
1	1557-1	Financial Manager I
1	1593-3	Departmental Chief Accountant III
3	1596	Systems Analyst
2	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
5	1609	Treasury Accountant
1	1620	Revenue Manager
1	1779-1	Data Analyst I
4	9143-1	Portfolio Manager I
1	9143-2	Portfolio Manager II
1	9147	Chief Investment Officer
2	9171-1	Senior Management Analyst I
1	9171-2	Senior Management Analyst II
1	9182	Chief Management Analyst
8	9184	Management Analyst
1	9375	Director of Systems
1	9650	Director of Finance
2	9651	Assistant Director of Finance
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(b) To be Employed As Needed in Such Numbers as Required:

0820	Administrative Trainee
1223	Accounting Clerk
1229-1	Customer Service Specialist I
1356-1	Tax Renewal Assistant I
1356-2	Tax Renewal Assistant II
1356-3	Tax Renewal Assistant III
1356-4	Tax Renewal Assistant IV
1357-1	Senior Tax Renewal Assistant I
1357-2	Senior Tax Renewal Assistant II
1357-3	Senior Tax Renewal Assistant III
1358	Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I

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

1535-2	Administrative Intern II

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Sec. 1.1. Any person in the class of Tax Auditor II, Code 1514-2, or Senior Tax Auditor, Code 1519, when assigned full time to duties in Sacramento, and who, while so assigned, maintains his/her residence in any area other than the one to which assigned, shall receive reimbursement for all authorized expenses incurred while on the assignment and while traveling to and from the assignment. Any person in one of the above classes assigned to duties in Sacramento who elects to transfer his/her residence to the Sacramento metropolitan area shall receive reimbursement for all authorized expenses incurred in transferring his or her residence to the Sacramento metropolitan area, and in returning the residence to the Los Angeles metropolitan area upon termination of the assignment. The person so residing in the Sacramento metropolitan area shall not receive reimbursement of any other expense incurred while upon the assignment, unless first authorized by the Director of Finance, including necessary temporary travel to and from Los Angeles.

Sec. 1.2. The Office of Finance shall take acknowledgements, administer oaths and affirmations in connection with, or arising out of, all applications made to the department regarding claims for refund of Sewerage Facilities Charges.

Sec. 1.3. The Treasurer may appoint and deputize as Deputy Treasurer one employee as specified in Government Code Sections 41006-41007.

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