ORDINANCE NO. 187850

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

INFORMATION TECHNOLOGY AGENCY

No.	Code	Title
(a) Regular Positions:		
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
2	1139-1	Senior Data Processing Technician I
7	1139-2	Senior Data Processing Technician II
1	1170	Payroll Supervisor
2	1223	Accounting Clerk
2	1358	Administrative Clerk
6	1368	Senior Administrative Clerk
1	1404	Chief Information Security Officer
10	1409-1	Information Systems Manager I
5	1409-2	Information Systems Manager II
2	1411-2	Information Systems Operations Manager II
4	1428-2	Senior Computer Operator II
9	1429	Applications Programmer
5	1431-3	Programmer/Analyst III
30	1431-4	Programmer/Analyst IV
25	1431-5	Programmer/Analyst V
15	1455-1	Systems Programmer I
30	1455-2	Systems Programmer II
13	1455-3	Systems Programmer III
1	1458	Principal Communications Operator
45	1461-2	Communications Information Representative II
3	1461-3	Communications Information Representative III

(a) Regular Positions:

1	1466	Chief Communications Operator
5	1467-1	Senior Communications Operator I
7	1470	Data Base Architect
1	1513	Accountant
1	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
3	1597-1	Senior Systems Analyst I
7	1597-2	Senior Systems Analyst II
1	1660-2	Computer Graphic Artist II
1	1670-2	Graphics Designer II
2	1779-1	Data Analyst I
1	1785-2	Public Relations Specialist II
2	1801-2	Cable Television Production Manager II
1	1801-3	Cable Television Production Manager III
1	1803	Channel Traffic Coordinator
5	3565	Avionics Specialist
1	3566	Senior Avionics Specialist
6	3638	Senior Communications Electrician
1	3685	Councilphone/Voicemail Technician
60	3686	Communications Electrician
10	3689	Communications Electrician Supervisor
4	3691	Senior Communications Electrician Supervisor
4	6145-2	Video Technician II
12	7607-2	Communications Engineering Associate II
8	7607-3	Communications Engineering Associate III
3	7607-4	Communications Engineering Associate IV
11	7610	Communications Engineer
6	7614	Senior Communications Engineer
2	7615	Television Engineer
2	7625	Director of Communications Services
1	7650-3	Telecommunications Regulatory Officer III
1	7935-1	Graphics Supervisor I
1	7935-2	Graphics Supervisor II
5	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
7	9184	Management Analyst
1	9206	311 Director
1	9375	Director of Systems
1	9380	General Manager Information Technology Agency

(a) Regular Positions:

4	9381	Assistant General Manager Information Technology Agency
416		

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

1223	Accounting Clerk
1461-1	Communications Information Representative I
1467-1	Senior Communications Operator I
1501	Student Worker
1502	Student Professional Worker
2415	Special Program Assistant II
3638	Senior Communications Electrician
3684	Assistant Communications Electrician
3686	Communications Electrician
3689	Communications Electrician Supervisor

(c) Hiring Hall to be Employed As Needed in Such Numbers as Required:

0861-1	Communications Electrician I
0861-2	Communications Electrician II

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

. . .

Sec. 1.1. The General Manager Information Technology Agency may prescribe schedules of regularly assigned hours of duty for employees of the Information Technology Agency, the schedules to be known as a day shift, swing shift, or a graveyard shift, for employees assigned to work eight, nine or ten days of each biweekly pay period respectively, or known as the first or second shift for employees assigned to work six days each biweekly pay period. Eighty hours of actual attendance on duty shall constitute a biweekly period of work for employees who work day, swing or graveyard shifts. Seventy-two hours of actual attendance on duty shall constitute a biweekly period of work for employees assigned to first or second shifts.

Sec. 1.2. Any person, other than personnel performing clerical, stenographic, accounting, or administrative duties, who is assigned to a continuous eight-hour shift as part of the operation, maintenance or repair of the City's communications systems, and who is required to remain at his/her immediate job location due to the essential nature of his/her work and the unavailability of relief, may, upon the approval of the General Manager, eat one meal during each shift while on duty without penalty or loss of salary provided that this time taken does not interfere with the efficient performance of his/her duties.

Sec. 1.3. (a) Any person whose employment is authorized by this ordinance who is needed to operate the City's communications facilities on a 24-hour, 7-day per week basis may be scheduled to work on Saturdays, Sundays, and holidays, and other than 40 hours per week, provided the total working time for persons so assigned during any nine payroll periods shall equal the number of hours that any employee would normally work in the same period on the basis of an 8-hour day, 5-day week.

(b) Any person who is assigned a regular work schedule pursuant to Subdivision (a) of this section who is required to work on a day or during hours not included in his/her regularly scheduled work shift may, upon approval of the appointing authority, be compensated for the work as overtime as provided in Los Angeles Administrative Code Section 4.113(d).

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

_____

Ordinance Passed May 9, 2023

MAYOR

_____

Approved 05/18/2023

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