MAYOR
2022-23

ORDINANCE NO. 187851

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

MAYOR

No.	Code	Title
(a) Regular Positions:		
1	0004	Mayor
4	0141	Mayoral Aide I
5	0142	Mayoral Aide II
9	0143	Mayoral Aide III
9	0144	Mayoral Aide IV
28	0145	Mayoral Aide V
11	0146	Mayoral Aide VI
9	0147	Mayoral Aide VII
4	0148	Mayoral Aide VIII
1	0402	Chief Administrative Assistant to Mayor
2	0407	Chief of Staff, Mayor
9	0408	Deputy Mayor
2	9483	Chief Legislative Representative
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(b) To be Employed As Needed in Such Numbers as Required:

	0141	Mayoral Aide I
	0142	Mayoral Aide II
	0143	Mayoral Aide III
	0144	Mayoral Aide IV
	0145	Mayoral Aide V
	0146	Mayoral Aide VI
	0147	Mayoral Aide VII

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

0148	Mayoral Aide VIII
0408	Deputy Mayor
1502	Student Professional Worker
1535-1	Administrative Intern I
9482	Legislative Representative

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Sec. 1.1. The Mayor shall designate an individual within the Office of the Mayor to serve in the capacity of Secretary to the Mayor.

Sec. 1.2. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the Mayor 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 Mayor may employ or retain any person at any step rate within the salary range prescribed for the position that is determined by the Mayor to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.3. Upon the approval of the Mayor, up to two persons employed in the class of Chief of Staff Mayor, Code 0407, may be compensated up to the sixth premium rate above the appropriate step rate of the salary range prescribed for the class. Any person receiving the premium under this section shall not concurrently receive additional premiums authorized under Section 1.4 or 1.5 of this ordinance.

Sec. 1.4. Upon the approval of the Mayor, any person employed in any class listed in Section 1(a) or (b) of this ordinance, except that of Mayor, Code 0004, may receive a salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes. The persons so designated under the provisions of this section shall not concurrently receive the lump sum salary bonus authorized under Section 1.5 of this ordinance.

Sec. 1.5. Upon the approval of the Mayor, any person employed in any class listed in Section 1(a) or (b) of this ordinance, except that of Mayor, Code 0004, may receive a lump sum salary bonus of up to 11% of the annual amount of the appropriate step rate of the salary range prescribed for that class. Said bonus, which shall not be included in the salary or retirement base, shall be paid once per fiscal year and shall not exceed 11% of the total pay received for the previous 12 month period. Persons receiving the bonus under the provisions of this section shall not concurrently receive the additional premium level rates authorized under Section 1.4 of this ordinance.

Sec. 1.6. Notwithstanding the prescribed salary threshold indicated in Los Angeles Administrative Code Sections 4.113(b) and 4.114(a), employees who qualify for exemption from the Fair Labor Standards Act overtime provisions based upon duties and who are: a) assigned to a class or pay grade with a biweekly rate, without bonuses, at or above the first step biweekly rate for the class of Mayoral Aide IV, shall be treated as salaried employee as defined by the Fair Labor Standards Act and shall otherwise be compensated in accordance with the procedures outlined for such employees in Los Angeles Administrative Code Section 4.114.

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