187853

ORDINANCE NO. _____

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

PERSONNEL

No.	Code	Title
(a) Regular Positions:		
3	0602-1	Special Investigator I
2	0602-2	Special Investigator II
3	0651	Physician I
1	0655	Physician II
1	0657	Managing Physician
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-2	Accounting Records Supervisor II
1	1120	Medical Records Supervisor
19	1129	Personnel Records Supervisor
1	1170	Payroll Supervisor
8	1203	Benefits Specialist
5	1223	Accounting Clerk
2	1260	Chief Clerk Personnel
1	1326	Hearing Reporter
56	1358	Administrative Clerk
53	1368	Senior Administrative Clerk
1	1431-3	Programmer/Analyst III
2	1431-4	Programmer/Analyst IV
1	1431-5	Programmer/Analyst V
1	1455-1	Systems Programmer I
1	1470	Data Base Architect
3	1513	Accountant

(a) Regular Positions:

2	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
1	1596	Systems Analyst
2	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
1	1670-1	Graphics Designer I
1	1670-3	Graphics Designer III
8	1714-1	Personnel Director I
4	1714-2	Personnel Director II
3	1714-3	Personnel Director III
1	1726-2	Safety Engineering Associate II
3	1727	Safety Engineer
1	1728	Safety Administrator
58	1731	Personnel Analyst
8	1739-1	Personnel Research Analyst I
1	1740	Personnel Research Psychologist
5	1741	Chief Personnel Analyst
1	1743	Ergonomist
4	1745	Assistant General Manager Personnel Department
2	1759	Background Investigation Manager
30	1764-1	Background Investigator I
8	1764-2	Background Investigator II
1	1764-3	Background Investigator III
2	1766-1	Workers' Compensation Administrator I
1	1766-2	Workers' Compensation Administrator II
10	1769	Senior Workers' Compensation Analyst
32	1774	Workers' Compensation Analyst
10	1775	Workers' Compensation Claims Assistant
3	1777	Principal Workers' Compensation Analyst
1	1800-1	Public Information Director I
3	2310	Medical Assistant
4	2314	Occupational Health Nurse
1	2316	Nurse Manager
21	2317-2	Correctional Nurse II
6	2317-3	Correctional Nurse III
8	2325	Advance Practice Provider
2	2330	Industrial Hygienist
1	2332	Licensed Vocational Nurse
1	2334	Chief Physician
1	2338	Medical Services Administrator
1	2358-2	X-ray and Laboratory Technician II

(a) Regular Positions:

6	2380-2	Occupational Psychologist II
1	2380-3	Occupational Psychologist III
7	9108	Benefits Analyst
5	9109-1	Senior Benefits Analyst I
3	9109-2	Senior Benefits Analyst II
71	9167-1	Senior Personnel Analyst I
16	9167-2	Senior Personnel Analyst II
3	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
4	9184	Management Analyst
1	9295	General Manager Personnel Department
545		

(b) Commissioner Positions:

5	0101-2	Commissioner

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

0102	Commission Hearing Examiner
0128	Examining Assistant Civil Service
0131	Examining Assistant Civil Service
0132	Examining Assistant Civil Service
0133	Examining Assistant Civil Service
0134	Examining Assistant Civil Service
0135	Examining Assistant Civil Service
0136	Examining Assistant Civil Service
0137	Examining Assistant Civil Service
0138	Examining Assistant Civil Service
0139	Examining Assistant Civil Service
0651	Physician I
0704	Proctor
0706	Senior Proctor
0708-1	Chief Proctor I
1141	Clerk
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-2	Administrative Intern II
1764-1	Background Investigator I

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

2309-1	Physical Therapist I
2310	Medical Assistant
2314	Occupational Health Nurse
2317-2	Correctional Nurse II
2319	Clinical Coordinator
2321	Relief Nurse
2325	Advance Practice Provider
2332	Licensed Vocational Nurse
2380-2	Occupational Psychologist II

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Sec. 1.1. Any person assigned to the Occupational Health Services Division, other than personnel performing clerical, stenographic, accounting, administrative or other non-emergency duties, who is assigned to a continuous 8-hour shift as a part of a 24-hour emergency medical or hospital service to the public, including services to firefighters and police officers, active or retired, and members of the Police Reserve Corps, may eat one meal during each shift while on duty without penalty or loss of salary, provided that the time taken for meals does not interfere with the efficient performance of his/her duties.

Sec. 1.2. One Assistant General Manager Personnel Department, Code 1745, when designated by the General Manager Personnel Department, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.3. One person in the class of Managing Physician, Code 0657, when assigned duties equivalent to those of Assistant Chief Physician, including the responsibility of serving as Acting Chief Physician in the absence of the Chief Physician, Code 2334, shall be compensated at the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.4. Any employee in the class of Chief Physician, Code 2334, or in the class of Managing Physician, Code 0657, shall be reimbursed for the cost of maintaining a Physician's and Surgeon's Certificate issued by the California Board of Medical Quality Assurance, upon presentation of a paid receipt for the cost.

Sec. 1.5. One person in the class of Chief Clerk Personnel, Code 1260, when assigned to assume additional supervisory duties in the Central Services Section, shall be compensated at the third premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.6. Any person in the class of Managing Physician, Code 0657, shall receive salary at the first premium level rate above the appropriate step rate prescribed for the class or premium level rate of the incumbent upon presentation to his/her appointing authority of satisfactory proof that he/she has been duly authorized as a medical specialist, in a field of specialty relevant and applicable to the duties performed, and holds a valid certificate therefor issued by an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties.

Sec. 1.7. One person in the class of Chief Physician, Code 2334, shall receive salary at the second premium level rate above the appropriate step rate prescribed for the class upon presentation to his/her appointing authority of satisfactory proof that he/she has been duly authorized as a medical specialist, in a field of specialty relevant and applicable to the duties performed, and holds a valid certificate therefor issued by

an approved American Board of Medical Specialties or Advisory Board for Osteopathic Specialties.

Sec. 1.8. One position of Commission Executive Assistant II, Code 9734-2, shall receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.9. One position of Workers' Compensation Administrator II, Code 1766-2, shall receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.10. Upon approval of the Personnel Department General Manager, one position of Senior Personnel Analyst II, Code 9167-2, when regularly assigned as the head of the Equal Employment Opportunity and Training Division, may receive salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for the class.

Sec. 1.11. The General Manager, Personnel Department may pay one Special Investigator II, Code 0602-2, serving as the Executive Director of the Office of Workplace Equity at the salary range for Senior Personnel Analyst II, Code 9167-2.

Sec. 1.12. The General Manager, Personnel Department may pay one Special Investigator I, Code 0602-1, serving as the Assistant Director of the Office of Workplace Equity at the salary range for Senior Personnel Analyst I, Code 9167-1.

Sec. 1.13. The General Manager, Personnel Department may authorize one position of Medical Services Administrator, Code 2338, to receive salary at the second premium level rate above the appropriate rate prescribed for the class.

Sec. 1.14. The appointing authority may, subject to the provisions of Los Angeles Municipal Code Section 52.32, authorize the issuance and use of Uniform Departmental Badges to persons employed in the following classifications and pay grades: Background Investigator I, Background Investigator II, Background Investigator III, and Background Investigations Manager.

Sec. 1.15. The following provisions shall apply to employees in the classes of Proctor, Senior Proctor, and Chief Proctor, as indicated below:

(a) Any Proctor, Code 0704, who is assigned by Management to train new Proctors shall be paid a $0.63 per hour bonus for each hour training is provided.

(b) Any Proctor, Code 0704, Senior Proctor, Code 0706, or Chief Proctor I, Code 0708-1, who is assigned by Management to pick up or drop off test

materials from or to the Personnel Building, and deliver them to or from a test administration site other than the Personnel Building shall receive in addition to all regular compensation a bonus of $6.50 each day this task is performed. The bonus is not applicable when the Personnel Building is the test site.

(c) Any Proctor, Code 0704, or Senior Proctor, Code 0706, who is scheduled to work and reports to the test site shall be compensated a minimum of two hours of pay for each day so assigned, at the appropriate hourly rate prescribed for the employee's classification.

Sec. 1.16. Effective March 28, 2021, employees in the classification of Assistant General Manager Personnel Department (Code 1745) who have earned and possess a senior-level certification from the International Public Management Association for Human Resources (IPMA-HR) or the Society for Human Resources Management (SHRM), and/or a professional certification from the California Public Employers Labor Relations Association (CALPELRA) shall be eligible to receive premium level compensation in the amount of 5.5% above their regular, biweekly base salary rate. Said 5.5% shall be the maximum amount received under this Section regardless of the number of qualifying certifications possessed. The 5.5% in additional pay shall be a pensionable adds-to-rate bonus, which shall be used in calculating the promotional differentials prescribed in Section 4.91(a)(1) of the Los Angeles Administrative Code, and shall be effective at the beginning of the first full pay period subsequent to the employee presenting proof of certification or recertification to Management. The 5.5% in additional pay shall continue through to the end of the pay period in which the qualifying certification expires, and cease thereafter unless proof of recertification has been presented to the General Manager.

Sec. 1.17. Effective January 1, 2023, any employee in a non-represented classification, assigned to the Selection Division's Examining Section, who administers and/or processes civil service examinations, shall receive a non-pensionable cash payment in the amount of two thousand five hundred dollars ($2,500) for each 13 consecutive pay period increment in which a minimum of 40 hours is compensated per pay period, as described below, while employed in any classification in the Examining Section that is eligible for this bonus in accordance with this Departmental Personnel Ordinance provision or applicable Memorandum of Understanding. An employee shall be eligible to receive additional cash payments in the amount of two thousand five hundred dollars ($2,500) after the completion of each succeeding 13 consecutive pay period increment served in the Examining Division. The payment shall be made in the pay period following completion of 13 consecutive pay periods in which a minimum of 40 hours has been compensated per pay period. Any pay period in which the minimum compensation of 40 hours is not met shall extend the 13 pay period increment by the same number of pay periods that did not meet the required minimum of 40 compensated hours.

Qualifying time for the cash payment shall commence on January 1, 2023, with payment being made no earlier than in the pay period commencing July 2, 2023. If a qualifying employee is reassigned by management to a different section within the Personnel Department, in the absence of an employee requesting reassignment, promoting, reverting, or other similar action, to a section where the cash payment is not applicable, the employee shall receive one hundred dollars ($100) for each pay period completed in which a minimum of 40 hours were compensated in the Examining Section before the next scheduled 13 consecutive pay period payment. The payment shall be made in the pay period following completion of the employee's assignment in the Examining Section.

Sec. 1.18. Notwithstanding any other ordinance provisions, upon approval of the General Manager Personnel Department, any person employed in a classification that is non-represented and exempted from Civil Service provisions may receive salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for the class and pay grade of the employee.

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 3/30/2023

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