BUREAU OF CONTRACT ADMINISTRATION
2022-23

ORDINANCE NO. 187857

An ordinance authorizing the employment of personnel in the Department of Public Works, Bureau of Contract Administration 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 Department of Public Works, Bureau of Contract Administration for the designated number of positions in each code and title as provided in this ordinance.

BUREAU OF CONTRACT ADMINISTRATION

No.	Code	Title
(a) Regular Positions:		
1	0202	Inspector of Public Works
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1170	Payroll Supervisor
1	1201	Principal Clerk
2	1223	Accounting Clerk
1	1358	Administrative Clerk
10	1368	Senior Administrative Clerk
4	1461-2	Communications Information Representative II
1	1470	Data Base Architect
2	1539	Management Assistant
5	1596	Systems Analyst
3	1597-1	Senior Systems Analyst I
1	1597-2	Senior Systems Analyst II
6	4208-4	Assistant Inspector IV
6	4223	Senior Electrical Inspector
1	7237	Civil Engineer
106	7291	Construction Inspector
58	7294	Senior Construction Inspector
5	7296	Chief Construction Inspector
12	7297	Principal Construction Inspector
2	7298	Assistant Director Bureau Contract Administration
3	9165-1	Compliance Program Manager I

(a) Regular Positions:

2	9165-2	Compliance Program Manager II
7	9171-1	Senior Management Analyst I
1	9182	Chief Management Analyst
43	9184	Management Analyst
286		

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

1223	Accounting Clerk
1328	Hearing Officer
1358	Administrative Clerk

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

0896	Building Operating Engineer - Hiring Hall

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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