

July 8, 2025

The Honorable City Council
c/o Office of the City Clerk
Room 395, City Hall
Mail Stop 160

Honorable Members:

Subject: Approval of Salary Setting for Proposed New Duties Description Record for Electric Meter Setter Supervisor

This letter recommends the City Council approve a proposed salary setting for a new Duties Description Record (DDR) for the classification of Electric Meter Setter Supervisor (EMSS), Class Code 3824, at the Los Angeles Department of Water and Power (LADWP). This approval is consistent with the bargaining instructions received and salary setting request approved by the Executive Employee Relations Committee at its meeting on June 17, 2025.

The EMSS classification is currently represented by the International Brotherhood of Electrical Workers (IBEW), Local 18. LADWP and IBEW, Local 18, have discussed the proposed salary and entered into the enclosed Letter of Intent.

Background

The EMSS job classification currently has one (1) DDR level. The existing DDR supervises the work activities of Electric Meter Setters, trainees, Electrical Craft Helpers, and other classifications engaged in the installation, change, and removal of a wide variety of electric meters and metering equipment, as well as related electrical work, on the premises of consumers of all categories.

LADWP is seeking to add two (2) positions at a new EMSS "A" level. LADWP proposes the new EMSS "A" DDR salary be set at least ten percent (10%) above the existing EMSS DDR 95-38241, to be able to attract the right candidates.

The EMSS "A" will be responsible for planning, organizing, and coordinating installation of electric meters, maintenance, and repair work for the Meter Install Group through subordinate supervisors and senior craftsmen engaged in the installation, change, and removal of a wide variety of electric meters and metering equipment. As well as related electrical work, on the premises of customers of all categories, preparing estimates of labor and material costs, obtaining necessary electrical permits and inspections, and preparing work progress reports and material requisitions. All these duties were previously completed by an Electric Distribution Mechanic Supervisor "A", Class Code 3873, DDR 94-38118.

Salary Proposal

LADWP recommends the EMSS “A” salary be set at Salary Range 5422. The chart below is a summary of the current and proposed salaries at the top salary steps:

Classification/ DDR	Current		Proposed		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
EMSS “A” 95-38242	N/A	N/A	\$11,720.64	\$140,647.68	5422
EMSS “B” 95-38241	\$10,655.76	\$127,869.12	N/A	N/A	4930

*Salaries are depicted at the top salary step (Step 5) of the IBEW, Local 18, Supervisory Blue Collar Unit Memorandum of Understanding for the Cost-of-Living Adjustment effective, October 1, 2024.

Fiscal Impact

There is no fiscal impact to the City’s General Fund. LADWP expects to budget funds to cover the two (2) EMSS “A” positions.

The estimated average year over year financial impact associated with the two (2) EMSS “A” positions ranges approximately \$288,327.74 to \$296,766.60. Assumptions are based on the Cost-of-Living Adjustment (COLA) floor of two and one half percent (2.5%) and ceiling of five and one half percent (5.5%), which are based on Consumer Price Index (CPI), salary adjustments, and other identified miscellaneous new MOU provisions.

Recommendation

LADWP respectfully requests approval from the City Council relative to the salary setting proposal summarized above for the new EMSS “A” DDR. Should you have any questions or require further information, please contact Mr. Thomas Simonovski, Director of Labor Relations, at (213) 367-1951.

Sincerely,



Janisse Quiñones

Chief Executive Officer and Chief Engineer

JQ:mm

Attachment

- c. Mr. Matthew Szabo, City Administrative Officer
- Mr. Paul A. Girard, Employee Relations Chief
- Ms. Tracey K. Pierce
- Mr. Thomas Simonovski



BUILDING A STRONGER L.A.

Karen Bass, Mayor

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Wilma J. Pinder
Chante L. Mitchell, Secretary

Janisse Quiñones, Chief Executive Officer and Chief Engineer

LETTER OF INTENT

Creation of One Additional Level of Electric Meter Setter Supervisor

The Parties to this Letter of Intent (LOI) are the Los Angeles Department of Water and Power (LADWP) and the International Brotherhood of Electrical Workers (IBEW), Local 18.

This LOI affirms the Parties' desire to create one additional Duties Description Record (DDR) level of the Electric Meter Setter Supervisor (EMSS) classification, Class Code No. 3824, DDR No. 95-38242.

The Parties agree to the following:

1. To amend the Supervisory Blue Collar Unit Memorandum of Understanding to include EMSS DDR No. 95-38242. The EMSS salary for DDR 95-38242 shall be set at Salary Range 5422, which maintains a ten percent (10%) differential with EMSS "B" (DDR No. 95-38241). The position would be tasked with supervision of EMSS "B" positions. EMSS "B" positions were previously supervised by an Electric Distribution Mechanic Supervisor "A", Class Code 3873, DDR No. 94-38118.

Classification / Duties Description Record (DDR) No.	Current		Proposed		New Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
EMSS "A" 95-38242	N/A	N/A	\$11,720.64	\$140,647.68	5422

* Salaries are based on the top salary step (Step 5) of the IBEW, Local 18, Supervisory Blue Collar Unit, Memorandum of Understanding for the October 1, 2024, Cost-of-Living Adjustment.

2. This LOI becomes effective on the date of Council approval.

For the Parties:

JANISSE QUIÑONES
Chief Executive Officer and Chief Engineer
Los Angeles Department of Water and Power

Date: 12/2/24

GUS CORONA
Business Manager
International Brotherhood of
Electrical Workers, Local 18
Date: 4/30/2025

DUTIES DESCRIPTION RECORD

DEPARTMENT TITLE	SENIOR ELECTRIC METER SETTER SUPERVISOR	DDR	95-38242
CLASS CODE	3824	CLASS TITLE	ELECTRIC METER SETTER SUPERVISOR 'A'

Summary Duties

Plans, organizes, and coordinates installation of electric meters, maintenance, and repair work, for the Meter Install Group, through subordinate supervisors and senior craftsmen engaged in the installation, change, and removal of a wide variety of electric meters and metering equipment, as well as related electrical work, on the premises of customers of all categories; prepares estimates of labor and material costs; obtains necessary electrical permits and inspections; prepares work progress reports and material requisitions; applies sound supervisory principles and practices in building and maintaining an effective work force; fulfills Equal Employment Opportunity responsibilities, and ensures compliance with the Americans with Disabilities Act; assists and performs related duties as required.

Illustrative Duties

Supervises through subordinate supervisors; schedules, assigns, and coordinates work activities; analyzes and prioritizes workgroup activities and makes recommendations for the solution of complex and sensitive problems pertaining to operational issues; confers with other supervisors and managers in connection with the planning and organizing of projects; lays out installation and maintenance work and supervises, through craft supervisors and senior craftsmen, the installation, change, and removal of a wide variety of electric meters and metering equipment, as well as related electrical work, on the premises of customers of all categories.

Inspects drawings pertaining to projects and checks material lists and material orders for completeness, and initiates requisitions for the acquisition and fabrication of needed materials, tools, and equipment; interprets drawings, specifications, and other written instructions to supervisors and crews; inspects work progress daily or as work requires; and reports progress and unusual problems or conditions requiring changes in plans and work schedules to supervisor.

Secures electrical permits for all applicable work; checks work for conformance to electrical code and obtains progress and final inspections as required; coordinates electrical installations; decides priority of work where work schedules conflict.

Confers with engineers regarding need for modification of plans resulting from field conditions and limitations of space and availability of equipment; makes regular inspections of work in

progress and final inspection of completed work for conformance to work specifications and for observance of safety regulations.

Provides periodic review of installations for correctness and compliance.

Reviews data and prepares reports; maintains records of data related to meter installations, changes, and removals; interprets and enforces safety rules and regulations; initiates orders for equipment, materials, and repair parts; liaise with manufacturers and vendors supplying metering equipment.

Supervises, schedules, and coordinates training of subordinate Electric Meter Setter Supervisors, Electric Meter Setters, Trainees, and other new employees; reviews and evaluates performance, and makes recommendations; prepares daily, monthly, and special reports covering the progress of training; maximizes productivity through effective communication and motivation of subordinate employees.

Fulfills supervisory responsibilities related to Equal Employment Opportunity and ensures compliance with the Americans with Disabilities Act.

May occasionally be assigned other duties for training purposes, or to meet technological changes or system emergencies.