

July 8, 2025

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

Honorable Members:

Subject: Request for Approval of Salary Adjustment for Secretary Legal "B"

The Los Angeles Department of Water and Power (LADWP) requests approval of a salary adjustment for the existing Secretary Legal (SL) "B" level, Class Code 1924, Duties Description Record (DDR) No. 19-19109. This approval is consistent with the recommendation approved by the Executive Employee Relations Committee at its meeting on June 17, 2025.

The SL classification is currently represented by the International Brotherhood of Electrical Workers (IBEW), Local 18. Utilizing the joint labor/management process under the authority provided through the Joint/Management Resolution Board, the LADWP and the IBEW, Local 18, have entered into a Letter of Intent (LOI) agreeing to seek approval to increase the salary of the position of SL "B" by eight and seven tenths' percent (8.7%), as a result of added duties, and to amend the 2022-2026 Clerical Unit Memorandum of Understanding (MOU) accordingly.

Background

The decision to upgrade the salary of the SL "B" was based on a recommendation of the Joint/Management Resolution Board and Executive Equity Committee (EEC). The EEC, a joint labor/management body itself, reviews inequities in LADWP concerning positions, position duties and responsibilities, and relative compensation. The EEC determined that there is an inequity, and recommended granting employees in the classification of SL "B", DDR No. 19-19109, an adjustment in pay, to narrow the gap from 19.7% to 10% difference of the Principal Legal Clerk, Class Code 1924, DDR No. 91-11101, salary.

Over the last few years, the SL "B" have performed additional duties, effectively supervising Senior Legal Stenographers, Class Code 1924, DDR No. 91-19102.

Therefore, it is requested that the eight and seven tenths' percent (8.7%) be retroactive to January 25, 2024.

Salary Proposal

The following tables list a summary of the proposed salary for SL "B" at the top salary step as of the effective date listed on the LOI.

Effective January 25, 2024

Classification/ DDR	Current		Proposed		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
SL "B" 19-19109	\$8,595.60	\$103,147.20	\$9,343.80	\$112,125.60	4322

*Salaries are depicted at the top salary step (Step 5) of the SL "B" salary effective, October 1, 2023.

Effective October 1, 2024

Classification/ DDR	Current		Proposed		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
SL "B" 19-19109	\$8,811.36	\$105,736.32	\$9,576.96	\$114,923.52	4430

*Salaries are depicted at the top salary step (Step 5) of the SL "B" salary effective, October 1, 2024.

Fiscal Impact

There is no fiscal impact to the City's General Fund. LADWP has sufficient budgeted funds to cover the annual salaries for incorporation into LADWP's labor costs for the 2025-2026 fiscal year budget. There are currently five (5) incumbents in SL "B", DDR 19-19109. The fiscal impact of the proposed retroactive payments for this existing SL "B", DDR 19-19109, for the period of January 25, 2024, through July 31, 2025 (18 months), is a one-time amount of approximately \$68,242.

The estimated average year over year financial impact associated with the five (5) SL "B" positions ranges approximately \$47,145 to \$48,525. 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%).

Recommendation

LADWP respectfully requests approval from the City Council relative to the salary adjustment proposal summarized above. Should you have any questions or require

The Honorable City Council

Page 3

July 8, 2025

further information, please contact Mr. Thomas Simonovski, Director of Labor Relations, at (213) 367-1951.

Sincerely,

A handwritten signature in black ink, appearing to read "Quiñones", written in a cursive style.

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

LETTER OF INTENT Secretary Legal B

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.

A Request for Inequity Review was filed to the Executive Equity Committee (EEC) on November 21, 2022. The matter was sent to the Joint Resolution Board for resolution and the Parties are presenting this LOI to resolve the matter. This LOI affirms the Parties' desire, subject to the approval of the Los Angeles City Council (Council), to increase the salary for the class of Secretary Legal (SL), Class Code No. 1924, Duties Description Record (DDR) No. 19-19109 by 8.7%, as a result of supervising Senior Legal Stenographers, DDR 91-19102, and to amend the IBEW, Local 18, Clerical Unit Memorandum of Understanding (MOU) accordingly.

The Parties hereby agree to the following:

1. To amend the Clerical Unit MOU between LADWP and IBEW, Local 18, to increase the SL classification salary and DDR No. 19-19109. The SL salary shall change as follows:

Classification/ DDR	Current		Proposed Salary Increase 8.7% Increase		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
Secretary Legal 19-19109	\$8,595.60	\$103,147.20	\$9,343.80	\$112,125.60	4322

* Salaries are depicted at the top salary step (Step 5) of the Secretary Legal salary, effective October 1, 2023.

2. This LOI becomes effective on the date of Council approval and is retroactive to the date of Joint Resolution Board approval on January 25, 2024.

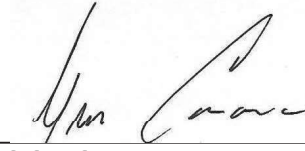
For the Parties:



JANISSE QUINONES

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

Date: 8/20/24



GUS CORONA

Business Manager
International Brotherhood of
Electrical Workers, Local 18

Date: 9/19/24