

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 29, 2026

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARIES FOR NEW NON-REPRESENTED CLASSIFICATIONS OF ACCOUNTANT ASSISTANT AND DIRECTOR OF ENVIRONMENTAL MANAGEMENT- ORDINANCE AMENDING SCHEDULE "A" OF LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61**

RECOMMENDATIONS

The City Administrative Officer (CAO) recommends the following actions:

1. That the City Council, subject to the approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Schedule "A" of Los Angeles Administrative Code Section 4.61, to provide salaries for the new, non-represented classifications of Accountant Assistant (Class Code 1612) and Director of Environmental Management (Class Code 7321); and
2. That the City Council authorize:
 - A. The CAO, upon accretion of the classes to a bargaining unit, to correct the appropriate Memorandum of Understanding to reflect the salaries approved by ordinance; and
 - B. The Controller and the CAO to correct any clerical or technical errors in the above ordinance.

SUMMARY

On March 24, 2026, the Executive Employee Relations Committee approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications of Accountant Assistant and Director of Environmental Management. The recommended salaries are shown in the table below.

| Recommended Salaries for Accountant Assistant and Director of Environmental Management | | | |
|---|-------------------|------------------------------------|-----------------------------|
| Class Title | Class Code | Range Number (Minimum Step) | Annual Salary Range* |
| Accountant Assistant | 1612 | 3557(2)* | \$76,316 - \$111,540 |
| Director of Environmental Management | 7321 | 7571(2)* | \$162,425 - \$237,489 |

*Steps 2-12 (Step 1 is reserved for Targeted Local Hire Program classifications).

The Accountant Assistant classification is part of the Accounting Training Program (ATP), the City’s inaugural non-traditional apprenticeship program, developed with input from City departments and labor organizations, to recruit qualified Accountants. Modeled after the Targeted Local Hire and Bridge-to-Jobs programs, the ATP provides a civil service pathway for the professional Accountant classification, which currently requires a four-year college degree. Individuals hired through the ATP will receive paid, on-the-job training for two to five years in a temporary training position, as defined by Civil Service Rule 5.30 as an Accountant Trainee, a classification that is already in existence. Upon successful completion of the on-the-job training period, an employee will be transitioned to the Accountant Assistant classification, receive a civil service appointment, and complete a six-month probationary period. Upon successful completion of probation, incumbents will be offered a Charter Section 1014 special reassignment to Accountant. The Accountant Assistant classification will be used across various City departments, and the recommended salary is set equal to that of Accountant to facilitate the Charter Section 1014 special reassignment.

The Director of Environmental Management position will be utilized across various City departments. An employee in this classification manages departmental plans, policies, and regulations to control environmental effects of the implementation of department work through subordinate supervisors. This position is distinguished from other environmental supervisors and managers by its comprehensive scope and responsibility for communicating long-term strategies to stakeholders. Prior to appointment as a Director of Environmental Management, a candidate must meet the minimum requirements of the classification, which include: 1) three years of paid experience as an Environmental Affairs Officer (Class Code 7320) or, 2) possession of a Bachelor of Science Degree in an appropriate field of study and six years of professional experience as an environmental researcher, wherein three of those years were spent supervising professional staff. The recommended salary aligns with other City classifications with similar duties, responsibilities, and educational requirements to support proper recruitment and retention of personnel.

The ordinance submitted herein adds the classifications of Accountant Assistant and Director of Environmental Management to the City’s classification listing in Schedule “A” of the Los Angeles Administrative Code Section 4.61, at the recommended salaries shown in the table above.

FISCAL IMPACT

The cost associated with filling Accountant Assistant and Director of Environmental Management positions will be absorbed within budgeted funds by the employing departments for Fiscal Year 2026-27.

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Attachment