



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles **CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER**

DATE: August 18, 2011
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting. Three (3) minutes are allowed for each item.

1. Call to order – Ellen Sandt
 - A) **Operations Cluster Supplemental Budget Requests**
CEO – Ellen Sandt or designee
 - B) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS**
CEO CLASS/COMP – Steve Masterson or designee
2. Public Comment
3. Adjournment



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DRAFT

August 30, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding new classifications, by changing the salary of a non-represented classification, by changing the titles of non-represented classifications, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) classifications; to make a salary change to one (1) non-represented classification in the Department of Human Resources; to change the titles of three (3) non-represented classifications in the Department of Mental Health; and to reclassify 42 positions to implement results of classification studies in the departments of Children and Family Services, Community and Senior Services, Mental Health, Public Library, and Registrar-Recorder/County Clerk.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

New Classifications

Two (2) new classifications are being established in the Classification Plan to consolidate duties performed within other classifications (Attachment A). The Audio, Video, and Security Systems Technician and Audio, Video, and Security Systems Technician Supervisor classes will accurately describe work as it is organized and performed, provide clear standards for allocation, and include specialized minimum requirements which should reduce the cost of running multiple examinations for similar jobs. The establishment of these classifications will ultimately result in the deletion of several related obsolete classifications as the Phase III, Information Technology, Occupational Study continues.

One (1) new unclassified class is being established for the Countywide Equity Oversight Panel (CEOP) in the Executive Office of the Board of Supervisors (Attachment A). The Executive Director, Countywide Equity Oversight Panel (UC) will report directly to the Executive Officer, Board of Supervisors and will direct, plan, manage and implement the operational and administrative aspects of the CEOP. Additionally, this position will work in conjunction with a panel of attorneys and monitor countywide compliance with the County Policy of Equity.

Salary Change

We are recommending a salary change for one (1) vacant, non-represented Management Appraisal and Performance Plan (MAPP) classification in the Department of Human Resources (Attachment A). Specifically, a downward salary adjustment for the Human Resources Manager class, from S15 to S13 is recommended to establish the standard two salary range differential between this class and the higher-level Senior Human Resources Manager class. Superior/subordinate pay range differential guidelines were initially outlined in our March 27, 2007 letter approved by your Board regarding MAPP changes.

Title Changes

We are recommending title changes for three (3) non-represented Mental Health Analyst classes in the Department of Mental Health (Attachment A) to reflect more generic titles. The proposed new titles more accurately reflect the level and scope of responsibilities assigned and will allow for allocation of these positions to other departments that have health related programs, primarily the Department of Public Health. It will also reduce the cost of running multiple examinations for jobs that require similar skill sets and backgrounds.

Reclassifications

Based upon individual position studies conducted at the request of five (5) departments, we recommend that 42 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for all recommended actions is estimated to total \$136,935 (all funds). Net County cost is estimated to be \$22,006. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:AE:KP:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A

CLASSIFICATIONS RECOMMENDED FOR ADDITION

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/ Options	6547	Audio, Video, and Security Systems Technician	F 6,094.04
Horizons/ Options	6550	Audio, Video and Security Systems Technician Supervisor	F 7,008.16
Savings/ Megaflex	1024	Executive Director, Countywide Equity Oversight Panel (UC)	N23 R13

**NON-REPRESENTED CLASSIFICATION RECOMMENDED
FOR SALARY CHANGE**

Item No.	Current Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
1915	Human Resources Manager	N23 S15	N23 S13

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED
FOR TITLE CHANGE**

Item No.	Current Title	New Title
4727	Mental Health Analyst I	Health Program Analyst I
4729	Mental Health Analyst II	Health Program Analyst II
4731	Mental Health Analyst III	Health Program Analyst III

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Departmental Employee Relations Representative Item No. 1908A NM 101C Non-Represented	Head Departmental Civil Service Representative Item No. 1882A NM 101C Non-Represented
1	Eligibility Worker II Item No. 9179A N3MW 68A Represented	Eligibility Worker III Item No. 9177A NMW 70A Represented

The subject Senior Departmental Employee Relations Representative position serves as the head of the Performance Management Unit in the Human Resources Division where it supervises a staff comprised of five (5) Departmental Civil Service Representatives and one (1) Administrative Services Manager I. Specifically, the position oversees the preparation and presentation of cases involving disciplinary actions before the Civil Service Commission. The position prepares and presents the more complex and controversial cases, as well as consults with and provides training related to disciplinary actions and discrimination to supervisors and managers.

Positions allocable to Senior Departmental Employee Relations Representative are responsible for leading or administering the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues. In contrast, the responsibilities assigned to the subject position are more consistent with the classification definition for Head Departmental Civil Service Representative, a class which supervises staff responsible for serving as departmental advocates before the Civil Service Commission. Therefore, we recommend lateral reclassification to Head Departmental Civil Service Representative.

The subject Eligibility Worker II position reports to an Eligibility Supervisor and is assigned to the Appeals Section in the Revenue Enhancement Division. Its primary responsibility is to assist the Department’s appeals hearing staff with appeals cases by receiving, processing and tracking appeals referrals. Duties include processing Case Corrections/Conditional Withdrawals; re-evaluating foster care eligibility based on newly discovered evidence, foster care rate increases, and changes in effective dates and stop dates for foster care eligibility; reading decisions made at the State level and ensuring compliance with these decisions by initiating retroactive payments, payment corrections, and completing Notices of Actions; and processing all “Aid Paid Pending” actions to start and/or stop foster care payments.

CHILDREN AND FAMILY SERVICES (continued)

The above duties and responsibilities are more consistent with the Eligibility Worker III class concept. By definition, this class performs technically complex and specialized public program eligibility assignments in the areas of quality assurance, fair hearing appeals, Income Eligibility Verification System (IEVS), Integrated Fraud Detection System (IFDS) and overpayment recovery. Therefore, we recommend upward reclassification to Eligibility Worker III.

COMMUNITY AND SENIOR SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Human Relations Consultant Aid Item No. 8121A N2M 70J Represented	Staff Assistant III Item No. 0915A NM 85B Represented

The subject position is assigned to the Human Relations Branch of the Department of Community and Senior Services. The position provides technical and administrative support to an Assistant Director, Community and Senior Services by responding to inquiries from the Human Relations Commission; attending executive-level meetings to discuss programs and projects; and analyzing and making recommendations related to issues involving workflow systems, office protocol and procedures.

The assigned duties are consistent with the classification standards for Staff Assistant III, a class which is responsible for independently analyzing and making recommendations for the solution of the full range of highly complex operational problems affecting the management of the branch such as organization, staffing, budget, program and systems. Therefore, we recommend upward reclassification of this position to Staff Assistant III.

MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Division Chief, Program Development, Mental Health Item No. 4720A NM 110C Non-Represented	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented

This position will report to a Departmental Human Resources Manager III. It will oversee the Training Unit of the Human Resources Division by supervising staff in the coordination, provision, and evaluation of mandated employee training; directing the preparation and revision of applicable policies and procedures; analyzing legislation affecting the training program; and administering and monitoring the budget for the unit.

The aforementioned duties are more consistent with those typically performed by Administrative Services Manager II, a class which supervises a unit of analysts responsible for performing a full range of difficult to complex analytical assignments. Based on the proposed responsibilities, we are recommending downward reclassification to Administrative Services Manager II.

PUBLIC LIBRARY (continued)

The subject Librarian positions are assigned to locations throughout Los Angeles County and are currently being allocated based on outdated standards and duties. A new Library Grouping System was created to recognize the substantial change and expanded use of information technology associated with the duties performed. The increased responsibilities have altered the delivery of services to patrons, which includes working with various forms of media (e.g., DVD, CD, etc.) and expedited ordering and receiving of materials due to centralization of collection development responsibilities.

The new Library Grouping System has re-defined the Librarian classification series and resulted in more clearly defined allocation standards and factors and has resulted in the need to reclassify the subject positions into the new structure. Changes to the duties and responsibilities of the subject positions are consistent with the duties and scope of responsibility assigned to each of the respective classifications. Therefore, we are recommending upward and downward reclassification of 25 Librarian positions to Librarian I, II, III, IV, and V.

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Election Assistant III, NC Item No. 9315H FH, \$27.19 Represented	Administrative Assistant III Item No. 0889H NM 85K Represented
1	Field Representative, Registrar-Recorder Item No. 1156A NM 68G Non-Represented	Administrative Assistant III Item No. 0889A NM 85K Represented

The vacant, subject Election Assistant III, NC positions report directly to an Administrative Services Manager III, and are assigned to the Finance and Management Division, Election Logistics and Records Management Programs Section. These positions are responsible for recommending procedural and operational improvements related to election logistics. In addition, the subject positions assist with the development of election schedules through the Clarity Control and Task Management System, in order to coordinate and monitor critical election activities.

The subject Field Representative, Registrar-Recorder position reports directly to an Election Programs Coordinator and is assigned to the Executive Office, Community and Voter Outreach Section. The subject position develops voter outreach manuals, voting brochures, posters, and educational videos. In addition, the subject position ensures that the department complies with all federal, state, and local voting regulations.

The duties and responsibilities assigned to these positions are consistent with the classification standards for the Administrative Assistant III classification. By definition, the Administrative Assistant III is a classification which defines, analyzes, and makes recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department, and participates in the implementation of their solution. Further, the subject positions perform a more administrative role compared to the current classification, respectively. Therefore, we recommend upward reclassification of the Election Assistant III, NC and Field Representative, Registrar-Recorder positions to Administrative Assistant III.

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for three (3) employee classifications;
- Changing the salary of one (1) non-represented classification;
- Changing the title of three (3) non-represented classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Community and Senior Services, Mental Health, Public Library, and Registrar-Recorder/County Clerk.

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

HSM:kp

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>6547</u>	<u>AUDIO,VIDEO, & SEC SYST TECHNICIAN</u>	_____ *	<u>F</u>	<u>6,094.04</u>
<u>6550</u>	<u>AUDIO,VIDEO, & SEC SYST TECH SUPVR</u>	_____ *	<u>F</u>	<u>7,008.16</u>
<u>1024</u>	<u>EX DIR,CNTYWIDE EQ OVR SIGHT PNL(UC)</u>	_____ *	<u>N23</u>	<u>R13</u>

SECTION 2. Section 6.28.050 is hereby amended to change only the salary of the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1915	HUMAN RESOURCES MANAGER	10/01/2006	N23	R13
		04/01/2007	N23	S15
		07/01/2007	N23	S15
		01/01/2008	N23	S15
		01/01/2009	N23	S15
		_____ *	<u>N23</u>	<u>S13</u>

SECTION 3. Section 6.28.050 is hereby amended to change only the title of the following classes:

ITEM NO.	TITLE
4727	MENTAL HEALTH ANALYST I <u>HEALTH PROGRAM ANALYST I</u>
4729	MENTAL HEALTH ANALYST II <u>HEALTH PROGRAM ANALYST II</u>
4731	MENTAL HEALTH ANALYST III <u>HEALTH PROGRAM ANALYST III</u>

SECTION 4. Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1908A	4	SENIOR DEPTL EMPLOYEE RELATIONS REP

SECTION 5. Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9177A</u>	<u>1</u>	<u>ELIGIBILITY WORKER III</u>
<u>1882A</u>	<u>1</u>	<u>HEAD DEPARTMENTAL CIVIL SERVICE REP</u>

SECTION 6. Section 6.53.010 (Department of Children and Family Services)

is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9179A	447 <u>446</u>	ELIGIBILITY WORKER II

SECTION 7. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8121A	4	HUMAN RELATIONS CONSULTANT AID

SECTION 8. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0915A	4 <u>2</u>	STAFF ASSISTANT III

SECTION 9. Section 6.86.010 (Department of Mental Health) is hereby

amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	20 <u>21</u>	ADMINISTRATIVE SERVICES MANAGER II
4720A	3 <u>2</u>	DIV CHIEF, PROGRAM DEVELOPMENT, MH

SECTION 10. Section 6.86.010 (Department of Mental Health) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4727A	40	<u>MENTAL HEALTH ANALYST I HEALTH PROGRAM ANALYST I</u>
4729A	45	<u>MENTAL HEALTH ANALYST II HEALTH PROGRAM ANALYST II</u>
4731A	20	<u>MENTAL HEALTH ANALYST III HEALTH PROGRAM ANALYST III</u>

SECTION 11. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8334A	172 <u>178</u>	LIBRARIAN I
8335A	62 <u>59</u>	LIBRARIAN II
8336A	36 <u>38</u>	LIBRARIAN III
8337A	40 <u>43</u>	LIBRARIAN IV
8331A	9 <u>1</u>	LIBRARY ASSISTANT IV

SECTION 12. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0889H</u>	<u>2</u>	<u>ADMINISTRATIVE ASSISTANT III</u>

SECTION 13. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	42 <u>13</u>	ADMINISTRATIVE ASSISTANT III
9315H	62 <u>60</u>	ELECTION ASSISTANT III,NC
1156A	43 <u>12</u>	FIELD REPRESENTATIVE,REG-REC

SECTION 14. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added and the compensation change made to Section 6.28.050 of the County Code.

[RECLASSAUG3011KPCEO]