



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

SACHI A. HAMAI  
Chief Executive Officer

**DATE:** September 22, 2016  
**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 – James Blunt / Gevork Simdjian
  - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE OCTOBER 11, 2016 GENERAL RECLASS BOARD LETTER**  
CEO Classification – Steve Masterson or designee(s)
  - B) **Board Letter – AUTHORIZATION TO EXTEND CONTRACTS 67609, 67610, 67611 FOR WORKERS' COMPENSATION MEDICAL AND DISABILITY MANAGEMENT AND COST CONTAINMENT SERVICES**  
CEO Risk Management – Steve Robles or designee(s)
  - C) **Board Letter – ACCEPT \$400,000 IN CALIFORNIA ENERGY COMMISSION GRANT FUNDS; AUTHORIZE THE INTERNAL SERVICES DEPARTMENT TO EXECUTE A SUB-RECIPIENT AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES TO DEPLOY AN ADVANCED ENERGY COMMUNITIES PILOT PROGRAM IN DISADVANTAGED COMMUNITIES; AND APPROVE AN APPROPRIATION ADJUSTMENT**  
ISD – Dave Chittenden or designee(s)
  - D) **Board Letter – AUTHORIZE THE REGISTRAR-RECORDER/COUNTY CLERK (RR/CC) TO INCREASE THE POLLWORKER STIPENDS BY \$50 FOR INSPECTORS, \$20 FOR CLERKS, AND \$15 FOR IN-PERSON TRAINING**  
RR/CC – Dean Logan or designee(s)
  - E) **Board Memo – STATUS REPORT ON CREATING A COUNTY OF LOS ANGELES ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND HUMAN TRAFFICKING RELATED ACTIVITIES**  
DHR – Epifanio Peinado or designee(s)
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  
<http://ceo.lacounty.gov>

SACHI A. HAMAI  
Chief Executive Officer

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

October 11, 2016

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

Dear Supervisors:

## **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding one (1) new classification, by adjusting the salary range for one (1) non-represented classification, by deleting two (2) non-represented classifications, by changing the title for one (1) non-represented classification, by further implementing the Emergency Medical Services (EMS) Agency, Administrative Services Division reorganization, and by reclassifying positions in various County departments.

### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new classification in the Department of Treasurer and Tax Collector; to adjust the salary range for one (1) non-represented classification in the Department of Medical Examiner-Coroner; to delete two (2) non-represented classifications; to change the title for one (1) non-represented classification in the Office of the District Attorney; to reclassify nine (9) positions in the Department of Health Services as a result of EMS Agency, Administrative Services Division reorganization; and to reclassify 33 positions to implement results of classification studies in the departments of Animal Care and Control, District Attorney, Health Services, Internal Services, Mental Health, Public Health, Public Library, Public Works, and Treasurer and Tax Collector.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

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

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). 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.

These actions are recommended 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 Classification**

In conjunction with a reclassification in the Department of Treasurer and Tax Collector, we recommend establishing the Chief Public Finance Officer to oversee the work of the Public Finance, Investments, and Deferred Income Units (Attachment A). Further details regarding the responsibilities and duties are described in Attachment C.

### **Salary Adjustment**

We are recommending a salary range adjustment for one (1) non-represented Management Appraisal and Performance Plan (MAPP) classification (Attachment A). Specifically, we are recommending an increase for the position of Chief, Forensic Laboratories, from Salary Range S11 to S13. The purpose of the recommendation is to support the recruitment and retention of this position in the Department of Medical Examiner-Coroner.

### Deleted Classifications

Consistent with the County's strategy to reduce the number of obsolete classifications, we are recommending the deletion of two (2) vacant, non-represented classifications (Attachment A). The affected departments have been informed and have consented to the deletions.

### Title Change

At the request of the Office of the District Attorney, we are recommending a title change for Senior Hearing Officer, District Attorney (Attachment A). The new title, Supervising Hearing Officer, District Attorney is being proposed to better illustrate the scope of work performed by the classification. The requested title change does not involve any change in duties or compensation for this classification.

### Health Services – EMS Agency, Administrative Services Division Reorganization

We are recommending the reclassification of nine (9) positions within the Department of Health Services, Administrative Services Division, which is part of the Emergency Medical Services (EMS) Agency (Attachment B). On May 19, 2015, your Board initially approved the reclassification of various positions within the EMS Agency as a result of the Programs Division's reorganization. With this letter and ordinance, we are continuing to report organizational changes by reclassifying existing budgeted positions within the Administrative Services Division, a division which has responsibility for providing administrative support and services to EMS personnel, including fiscal, personnel, and facilities management. As reported in 2015, these recommended reclassifications are part of a broader reorganization within the EMS Agency which will be reported to your Board in phases to provide appropriate position allocations and organizational structure.

### Reclassifications

There are 33 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual savings resulting from the reclassifications recommended is estimated to total \$14,485 (all funds). Net County cost is estimated to be \$19,389. Cost increases associated with the compensation change and 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 classification and compensation of positions.

Respectfully submitted,

SACHI A. HAMAI  
Chief Executive Officer

SAH:SK:RM:SJM  
IW:KP:mmg

Attachments

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

**ATTACHMENT A**

**CLASSIFICATION RECOMMENDED FOR  
ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
			N23	S13
Savings/ Megaflex	0535	Chief Public Finance Officer	N23	S13

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

Item No.	Current Title	Current Salary Schedule & Level		Recommended Salary Schedule & Level	
		N23	S11	N23	S13
4358	Chief, Forensic Laboratories	N23	S11	N23	S13

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

Item No.	Title
1121	Assistant Registrar-Recorder/County Clerk
0547	Special Assistant, Treasurer-Tax Collector

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

Item No.	Current Title	New Title
9224	Senior Hearing Officer, District Attorney	Supervising Hearing Officer, District Attorney

**EMS AGENCY  
ADMINISTRATIVE SERVICES DIVISION REORGANIZATION**

**HEALTH SERVICES – ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888N NM 86C Represented	1	Staff Assistant I Item No. 0907N NM 77J Represented
1	Administrative Assistant III Item No. 0889N NM 90C Represented	1	Staff Assistant I Item No. 0907N NM 77J Represented
1	Administrative Services Manager I Item No. 1002A NM 97G Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 100G Non-Represented
2	Assistant Staff Analyst, Health Services Item No. 4595A NM 96H Non-Represented	1  1	Administrative Services Manager I Item No. 1002A NM 97G Non-Represented  Health Care Financial Analyst Item No. 0672A NM 91J Non-Represented
1	Financial Specialist II Item No. 0748N N27M 88B Non-Represented	1	Accountant II Item No. 0647N NM 83H Represented
3	Staff Assistant I Item No. 0907A NM 77J Represented	1  2	Intermediate Clerk Item No. 1138A NMV 66D Represented  Senior Clerk Item No. 1140A NMV 70J Represented

**ANIMAL CARE AND CONTROL**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Executive Assistant, Animal Care and Control Item No. 0947A NM 102F Non-Represented	1	Executive Assistant, Animal Care and Control (UC) Item No. 0955A NM 102F Non-Represented

The subject position is being reclassified and removed from the classified service, solely to reflect a change in the classified/unclassified status. It is primarily responsible for providing specialized staff assistance to the Director of Animal Care and Control including serving as liaison with the Board of Supervisors. The overall scope of responsibilities assigned and organizational structure meets the conditions of Measure A, which stipulates that the positions of Chief Deputy and assistants or positions next in line of authority to Chief Deputies be placed in the unclassified service. Therefore, we are recommending lateral reclassification of change in status for placement to the unclassified position, Executive Assistant, Animal Care and Control (UC).

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**DISTRICT ATTORNEY**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Administrative Assistant III Item No. 0898A NM 100H Non-Represented	1	Supervising Administrative Assistant II Item No. 0897A NM 98G Non-Represented

The subject position reports to a Head, Management Services and is assigned to the Records Management Section. The subject position supervises 21 staff and oversees the Section's activities which include transporting, warehousing, and archiving closed case files in the department's central warehouse facility; maintaining the District Attorney's Record Tracking System; preparing case files for scanning by outside vendor; and coordinating the salvage and disposal of fixtures and surplus property. Duties include developing and implementing policies and procedures for the Section and training staff; performing quality control to ensure case files are scanned into the system; reviewing invoices and recommending billing adjustments when necessary; and functioning as the department's subject matter expert on records management.

The scope of duties and responsibilities are more consistent with the allocation criteria for Supervising Administrative Assistant II, a class defined by planning and supervising the work of staff engaged in analyzing and making recommendations for the solution of problems of organization, budget, systems and procedures, facilities planning, program, general management and personnel assigned to the position. Therefore, we recommend downward reclassification to Supervising Administrative Assistant II.

**HEALTH SERVICES – RANCHO LOS AMIGOS REHABILITATION CENTER (RLARC)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Painter Item No. 6973A Flat Monthly Rate Represented	1	Building Complex Manager II Item No. 6819A NM 89G Non-Represented

The subject position is assigned to the Facilities Division and is primarily responsible for ensuring RLARC remains in compliance with the Joint Commission and other regulatory agencies. Duties include coordinating work through all crafts and facilities supervisors and managers by directing completion of assignments related to preventative maintenance and regulatory compliance; scheduling and documenting regular testing and maintenance of equipment; evaluating work products; and providing advice to address any deficiencies.

The level of work assigned to this position is more consistent with the scope and allocation criteria for the Building Complex Manager II, a class that manages a service area and the provision of service to a facility in an assigned service area. Therefore, we recommend upward reclassification to Building Complex Manager II.

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**INTERNAL SERVICES DEPARTMENT (ISD)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Information Systems Support Analyst II Item No. 2535A N2M 96K Non-Represented	2	Staff Assistant II Item No. 0913A NM 84J Represented
1	Intermediate Clerk Item No. 1138A NMV 66D Represented	1	Senior Clerk Item No. 1140A NMV 70J Represented
1	Section Manager, Information Technology, ISD Item No. 2578A NM 114A Non-Represented	1	Section Manager, Administration, ISD Item No. 1093A NM 108C Non-Represented
1	Senior Information Technology Aide Item No. 2585A NM 81K Represented	1	Senior Typist-Clerk Item No. 2216A NMV 71H Represented

The subject positions are located in the Operations Division, Computing Services Branch, Resource Management Section (RMS), which is comprised of three (3) units: Major Acquisitions, Financial Services, and Office Services.

The subject Information Systems Support Analyst II positions are primarily responsible for providing administrative support to the Computing Services Branch cost pool managers. Duties include generating monthly reports and year end projections for cost pool managers; analyzing and verifying vendor invoices using eCAPS; and identifying discrepancies with vendor invoices for correction. Other duties include providing analysis and support of computer systems which are not aligned with the scope of the Information Systems Support Analyst II classification. The scope of duties and responsibilities assigned to the positions is more consistent with Staff Assistant II, a class which assists the managers of line divisions or bureaus in a large County department by analyzing and making recommendations for the solution of a variety of problems related to budget, personnel, and operational and administrative procedures and researching and compiling data and developing various reports for managers. Therefore, we recommend downward reclassification of these two (2) positions to Staff Assistant II.

**INTERNAL SERVICES DEPARTMENT (ISD) (Continued)**

The subject Intermediate Clerk position is located at the Downey Center, where it is responsible for handling and processing incoming and outgoing mail. It is also responsible for customizing print jobs by operating industrial copiers; troubleshooting routine problems for specialized copiers and binding machines; creating training manuals and training employees on the proper use of the reprographics equipment. Given the higher-level of discretion and judgment necessary to lead the mailroom and perform some of the more technical and specialized clerical duties, the position meets the allocation standard for Senior Clerk, a class which performs highly-specialized clerical duties requiring specialized knowledge of a particular function. Therefore, we recommend upward reclassification to Senior Clerk.

The subject Section Manager, Information Technology, ISD position reports to an Administrative Manager XIII, ISD and is responsible for managing the operational and administrative functions of the RMS through subordinate supervisors. Duties include consulting with division managers regarding purchase orders for computer hardware and software and service contracts; analyzing and developing year-to-date and estimated actual reports for over 25 cost pools and providing recommendations to management; and assisting the Operations Division Manager with the annual budget planning functions. The supervisory duties and responsibilities meet the classification concept for Section Manager, Administration, ISD, a class which manages a section responsible for a variety of tasks in Finance, Human Resources, Planning and Administration, Purchasing and Central Services, and ISD-Wide Support. Therefore, we recommend downward reclassification to Section Manager, Administration, ISD.

The subject Senior Information Technology Aide position is primarily responsible for performing specialized clerical and typing duties in order to prepare procurement documentation for ordering software, hardware and other services on behalf of the Computing Services Branch's managers. Duties include logging, tracking and monitoring requests by entering data into the SharePoint Acquisition Tracking log; and ensuring proper procedures are applied to specialized and technical procurement requests by researching information and explaining detailed procurement policies to managers and professional staff. The scope of responsibilities and duties assigned to the position meets the class definition for Senior Typist-Clerk, a classification that performs skilled typing work and prepares highly specialized clerical documents that require specific knowledge of a particular function. Therefore, we recommend downward reclassification to Senior Typist-Clerk.

**MENTAL HEALTH**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Network Systems Administrator Item No. 2561A NM 108A Non-Represented	1	Information Technology Security Specialist Item No. 2603A NM 108A Non-Represented

The subject position is located in the Information Security Division, Chief Information Office Bureau, where it is being recommended for reclassification in conjunction with reorganization and programmatic demands to comply with County, State, and Federal information security mandates which impact how public organizations manage and protect information. Duties include developing policies and procedures related to information security, sharing and usage; providing consultative services to management and departmental users; making recommendations for the solution of various information technology security issues; and responding to incidents involving electronic data and information technology asset breaches.

The duties and responsibilities assigned to the position meet the classification standards for Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend lateral reclassification to Information Technology Security Specialist.

**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMV 67C Represented	1	Laboratory Assistant Item No. 4976A NM 66C Represented

The subject position will transfer to the Public Health Laboratory (PHL), Central Accessioning Unit and will report to a Laboratory Support Supervisor. Specifically, it will function as assistant to PHL professional staff in the performance of a range of laboratory support services. The assigned duties and responsibilities of the position meet the scope of the Laboratory Assistant, a class which assists laboratory personnel in the performance of standard laboratory tests on human and other specimens. Therefore, we recommend downward reclassification to Laboratory Assistant.

**PUBLIC HEALTH – SUBSTANCE ABUSE PREVENTION AND CONTROL (SAPC)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contract Program Auditor Item No. 4614A NM 93C Non-Represented	1	Health Program Analyst II Item No. 4729A NM 99H Non-Represented
1	Contract Program Auditor Item No. 4614A NM 93C Non-Represented	1	Management Analyst Item No. 1848A NM 90H Non-Represented
5	Contract Program Auditor Item No. 4614N NM 93C Non-Represented	3	Health Program Analyst I Item No. 4727N NM 95H Non-Represented
		1	Health Program Analyst II Item No. 4729N NM 99H Non-Represented
		1	Health Program Analyst III Item No. 4731N NM 105G Non-Represented
1	Information Systems Supervisor II Item No. 2596A NM 108F Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 109A Non-Represented

The seven (7) subject Contract Program Auditor positions are being recommended for reclassification in conjunction with a realignment of SAPC prevention services to comply with requirements of the Drug Medi-Cal Organized Delivery System Waiver initiated by the California Department of Health Services. The scope of analyst-level work performed by the subject positions is consistent with the classification standards for the classes listed in the table above. Therefore, we recommend downward reclassification for one (1) subject Contract Program Auditor position to Management Analyst and upward reclassifications of the remaining six (6) subject Contract Program Auditor positions to Health Program Analyst I, Health Program Analyst II and Health Program Analyst III as indicated above.

**PUBLIC HEALTH – SAPC (Continued)**

The subject Information Systems Supervisor II position reports to an Information Technology Manager I and is responsible for overseeing Information Technology (IT) professional staff in the SAPC Information Systems Applications Software Development Section. Specifically, the position supervises and leads IT staff responsible for the design, development, implementation, and maintenance of enterprise applications in line with departmental long-range plans. The scope of the responsibilities assigned to this position meets allocation criteria for Information Technology Supervisor, a class which supervises the work of information systems professionals and support personnel responsible for providing a variety of difficult and responsible IT services. Therefore, we recommend upward reclassification to Information Technology Supervisor.

**PUBLIC LIBRARY**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Supervisor I Item No. 2595A NM 103J Non-Represented	1	Database Administrator Item No. 2620A NM 109A Non-Represented
2	Librarian II Item No. 8335A NM 90K Represented	2	Librarian III Item No. 8336A NM 92K Represented
1	Librarian III Item No. 8336A NM 92K Represented	1	Librarian IV Item No. 8337A NM 94K Represented

The subject Information Systems Supervisor I position is assigned to the Integrated Library System (ILS) Operations Section and serves as the primary administrator and manager for the ILS database, which manages loaning library materials to its 3 million Library customers. The duties include database research, planning, design, implementation, and maintenance of the ILS. The scope of duties and responsibilities assigned to the position meets the class definition of Database Administrator which performs a full range of activities required to support databases running on enterprise-level database management system (DBMS) software. Therefore, we recommend upward reclassification to Database Administrator.

**PUBLIC LIBRARY (Continued)**

The above referenced subject Librarian II and Librarian III positions are assigned to the Los Nietos, South Whittier, and Quartz Hill Libraries, respectively. According to the annual Library Grouping System (LGS) Report, the noted Libraries are expanding in size and will be providing additional services. The LGS Report includes statistical data and measures operational factors and trends over three consecutive fiscal years to recognize substantial changes related to statistical data based on circulation information/reference, gate count, square footage, and staffing for each Library facility. Based on statistics from the LGS Report, the assigned duties and responsibilities are consistent with the overall services and programs of the Public Library. Therefore, we are recommending upward reclassifications of the Librarian positions as listed above.

**PUBLIC WORKS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Administrative Services Division</b>			
1	Senior Photocopy Machine Operator Item No. 7068A NMV 67H Represented	1	Printer I Item No. 7575A NM 71L Represented

The subject Senior Photocopy Machine Operator position is assigned to the Administrative Services Division where it is responsible for operating a high-speed programmable computerized photocopier in the production of routine, standardized printing jobs. Duties include operating programmable computerized scanners; customizing scanned files prior to printing using computer software; completing print jobs for packaging using finishing equipment; and creating invoices for print job orders. The above duties and responsibilities are more consistent with the allocation criteria for Printer I, a class defined by operating a sheet fed offset press, offset duplicator, or a high speed programmable computerized photocopier in the production of routine, standardized printing jobs. Therefore, we recommend upward reclassification to Printer I.

**PUBLIC WORKS (Continued)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Information Technology Systems and Applications Division</b>			
1	Information Systems Supervisor I Item No. 2595A NM 103J Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 99K Non-Represented
1	Information Systems Supervisor II Item No. 2596A NM 108F Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Programming Supervisor I Item No. 2529A NM 101F Represented	1	Senior Application Developer Item No. 2525A NM 101F Represented
5	Systems Development Specialist, Public Works Item No. 2531A NM 112A Represented	3	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented  1 Information Technology Manager II Item No. 2571A N23 S12 Non-Represented  1 Information Technology Specialist I Item No. 2569A NM 114A Non-Represented

**PUBLIC WORKS (Continued)**

The subject Information Systems Supervisor I position serves as a first-level supervisor and oversees the department's Help Desk. The scope of responsibility of the position is consistent with the allocation criteria for Information Technology Technical Support Supervisor, a first-line supervisory class with a small staff of Information Technology Technical Support Analysts who provide desktop and technical support to departmental IT users. Therefore, we recommend downward reclassification to Information Technology Technical Support Supervisor.

The subject Information Systems Supervisor II position is assigned to the Information Technology Operations and Infrastructure Division and will oversee the work of subordinate information technology supervisors with staff providing a full range of technical information technology support services to departmental users. Based on the scope of responsibilities of the position, we recommend upward reclassification to Information Technology Manager I.

The subject Programming Supervisor I position is located in the Systems and Applications Unit and is primarily responsible for application development duties. Duties include performing a wide range of application developer duties such as testing and programming of complex programs. Therefore, we recommend lateral reclassification to Senior Application Developer.

The remaining five (5) subject Systems Development Specialist, Public Works positions function as project managers and are assigned to a specific "community of interest" as follows:

The first Systems Development Specialist, Public Works position is located in the Permit and Land Development Unit and supervises a staff of Application Developers responsible for tracking all building permits, underground storage tanks and customer information for the County's water districts. Therefore, we recommend downward reclassification to Information Technology Manager I.

The second Systems Development Specialist, Public Works position is located in the Asset Management Unit and supervises a staff of Application Developers responsible for providing support to various department-wide systems, such as Maximo, a management maintenance system for roads, traffic signals; and fleet work orders for repairs of department vehicles and construction equipment. Therefore, we recommend downward reclassification to Information Technology Manager I.

**PUBLIC WORKS (Continued)**

The third Systems Development Specialist, Public Works position is located in the Human Resources and Administration Unit and supervises a staff of Application Developers and Information System Analysts responsible for support of the department’s Countywide financial and human resources systems. Duties include designing and maintaining personnel systems as well as the Intranet and Internet web servers. Therefore, we recommend downward reclassification to Information Technology Manager I.

The fourth Systems Development Specialist, Public Works position is located in the Web Services Unit and is responsible for designing and maintaining the eGovernment system, handling upgrades, transactions and encryptions to Internal Services Department servers and programs (infrastructure), and mobile applications. Duties include planning, designing, and implementing applications for Public Works’ core service areas. Therefore, we recommend upward reclassification to Information Technology Manager II.

The fifth Systems Development Specialist, Public Works position is located in the Database, Financial and Administration Section, where it is responsible for all incoming IT projects and serves as a consultant of large and complex systems and applications. Therefore, we recommend upward reclassification to Information Technology Specialist I.

**PUBLIC WORKS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Public Relations Group</b>			
1	Photographer I Item No. 7076A N3M 78L Represented	1	Photographer II Item No. 7077A N2M 82K Represented

The subject Photographer I position is assigned to the Public Relations Group, Photography Unit, where it performs advanced journey-level work consisting of specialized photographic work. Duties include performing aerial photography; using professional photographic equipment and software; preparing photo images for publications and distribution; and meeting with graphic designers, editors, and writers to discuss layout of photographic content in publications. The duties and responsibilities assigned to the position meet the classification standards for Photographer II, a class which performs a wide variety of specialized photographic work and utilizes professional photographic equipment to complete specialized assignments. Therefore, we recommend upward reclassification to Photographer II.

**TREASURER AND TAX COLLECTOR**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Operations Chief, Treasurer and Tax Collector Item No. 0532A N23 S12 Non-Represented	1	Chief Public Finance Officer (New Classification) Item No. 0535A N23 S13 Non-Represented

The subject position is responsible for planning, organizing, directing and evaluating the work of the Public Finance, Investment, and Deferred Income Units. Also, it is responsible for maintaining daily liquidity of over 25 billion dollars in the County's treasury pool to ensure that funds are available to meet budgetary and disbursement needs. Duties include borrowing via short-term notes to cover short-term gaps in revenue; securing the best overall interest rates for invested funds; keeping informed of market conditions, new legislation, and interest rates; and directing bond issuance of tax-supported debt related to school districts, former redevelopment agencies, County improvement district, and County special districts.

Based on the high degree of initiative required to make decisions regarding the investment and borrowing of the County's treasury pool, we recommend upward reclassification to the newly created classification of Chief Public Finance Officer to reflect the higher-level duties and compensation.

## ANALYSIS

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

- Adding and establishing the salary for one (1) employee classification;
- Changing the salary of one (1) non-represented classification;
- Deleting two (2) non-represented classifications;
- Changing the title for one (1) non-represented classification; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, District Attorney, Health Services, Internal Services, Mental Health, Public Health, Public Library, Public Works, and Treasurer and Tax Collector.

MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_  
RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and 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 class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>0535</u>	<u>CHIEF PUBLIC FINANCE OFFICER</u>	*	<u>N23</u>	<u>S13</u>
		<u>10/01/2017</u>	<u>N23</u>	<u>S13</u>
		<u>04/01/2018</u>	<u>N23</u>	<u>S13</u>

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

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
4358	CHIEF, FORENSIC LABORATORIES	04/01/2015	N23	S11
		10/01/2015	N23	S11
		10/01/2016	N23	S11
		10/01/2017	N23	S11
		04/01/2018	N23	S11
		*	<u>N23</u>	<u>S13</u>
		<u>10/01/2017</u>	<u>N23</u>	<u>S13</u>
		<u>04/01/2018</u>	<u>N23</u>	<u>S13</u>

**SECTION 3.** Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1121	<del>ASST REGISTRAR- RECORDER/COUNTY CLK</del>	<del>04/01/2015</del>	<del>N23</del>	<del>R14</del>
		<del>10/01/2015</del>	<del>N23</del>	<del>R14</del>
		<del>10/01/2016</del>	<del>N23</del>	<del>R14</del>
		<del>10/01/2017</del>	<del>N23</del>	<del>R14</del>
		<del>04/01/2018</del>	<del>N23</del>	<del>R14</del>
0547	<del>SPECIAL ASSISTANT, TREAS-TAX COLL</del>	<del>04/01/2015</del>	<del>NM</del>	<del>105D</del>
		<del>10/01/2015</del>	<del>NM</del>	<del>106E</del>
		<del>10/01/2016</del>	<del>NM</del>	<del>107F</del>
		<del>10/01/2017</del>	<del>NM</del>	<del>108C</del>
		<del>04/01/2018</del>	<del>NM</del>	<del>108L</del>

**SECTION 4.** Section 6.28.050 is hereby amended to change only the title of the following class:

ITEM NO.	TITLE
9224	<del>SENIOR HEARING OFFICER, DA SUPERVISING HEARING OFFICER, DA</del>

**SECTION 5.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0947A	4	<del>EXECUTIVE ASST, ANIMAL CARE &amp; CONT</del>

**SECTION 6.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0955A</u>	1	<u>EX ASST,ANIMAL CARE &amp; CONTROL(UC)</u>

**SECTION 7.** Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0897A	2 <u>3</u>	SUPVG ADMINISTRATIVE ASSISTANT II
0898A	2 <u>1</u>	SUPVG ADMINISTRATIVE ASSISTANT III

**SECTION 8.** Section 6.70.010 (District Attorney) is hereby amended to change only the title of the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9224A	1	<del>SENIOR HEARING OFFICER,DA</del> <u>SUPERVISING HEARING OFFICER,DA</u>
9224N	1	<del>SENIOR HEARING OFFICER,DA</del> <u>SUPERVISING HEARING OFFICER,DA</u>

**SECTION 9.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	444 <u>143</u>	INTERMEDIATE TYPIST-CLERK
4976A	25 <u>26</u>	LABORATORY ASSISTANT

**SECTION 10.** Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2596A	4	INFORMATION SYSTEMS SUPERVISOR II

**SECTION 11.** Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4727N</u>	<u>3</u>	<u>HEALTH PROGRAM ANALYST I</u>
<u>4729A</u>	<u>1</u>	<u>HEALTH PROGRAM ANALYST II</u>
<u>4729N</u>	<u>1</u>	<u>HEALTH PROGRAM ANALYST II</u>
<u>4731N</u>	<u>1</u>	<u>HEALTH PROGRAM ANALYST III</u>

2598A    1                    INFORMATION TECHNOLOGY SUPERVISOR

1848A    1                    MANAGEMENT ANALYST

**SECTION 12.** Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
4614A	<del>22</del> <u>20</u>	CONTRACT PROGRAM AUDITOR
4614N	<del>29</del> <u>24</u>	CONTRACT PROGRAM AUDITOR

**SECTION 13.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0748N	4	FINANCIAL SPECIALIST II

**SECTION 14.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>0647N</u>	<u>1</u>	<u>ACCOUNTANT II</u>
<u>0907N</u>	<u>2</u>	<u>STAFF ASSISTANT I</u>

**SECTION 15.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888N	<del>2</del> <u>1</u>	ADMINISTRATIVE ASSISTANT II
0889N	<del>2</del> <u>1</u>	ADMINISTRATIVE ASSISTANT III
1003A	<del>24</del> <u>25</u>	ADMINISTRATIVE SERVICES MANAGER II
4595A	<del>25</del> <u>23</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
0672A	<del>9</del> <u>10</u>	HEALTH CARE FINANCIAL ANALYST
1138A	<del>24</del> <u>22</u>	INTERMEDIATE CLERK
1140A	<del>37</del> <u>39</u>	SENIOR CLERK
0907A	<del>6</del> <u>3</u>	STAFF ASSISTANT I

**SECTION 16.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6819A	<del>4</del> <u>2</u>	BUILDING COMPLEX MANAGER II
6973A	<del>5</del> <u>4</u>	PAINTER

**SECTION 17.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2535A	<del>47</del> <u>15</u>	INFO SYSTEMS SUPPORT ANALYST II
1138A	<del>5</del> <u>4</u>	INTERMEDIATE CLERK
1093A	<del>29</del> <u>30</u>	SECTION MANAGER,ADMINISTRATION,ISD
2578A	<del>39</del> <u>38</u>	SECTION MGR,INFO TECHNOLOGY,ISD
1140A	<del>2</del> <u>3</u>	SENIOR CLERK
2585A	<del>47</del> <u>16</u>	SENIOR INFORMATION TECHNOLOGY AIDE
2216A	<del>45</del> <u>46</u>	SENIOR TYPIST-CLERK
0913A	<del>48</del> <u>20</u>	STAFF ASSISTANT II

**SECTION 18.** Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2561A</del>	<del>4</del>	<del>PRINCIPAL NETWORK SYSTEMS ADMIN</del>

**SECTION 19.** Section 6.86.010 (Department of Mental Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2603A</u>	<u>1</u>	<u>IT SECURITY SPECIALIST</u>

**SECTION 20.** Section 6.106.010 (Public Library) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
2595A	4	<del>INFORMATION SYSTEMS SUPERVISOR I</del>

**SECTION 21.** Section 6.106.010 (Public Library) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>

**SECTION 22.** Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
8335A	<del>58</del> <u>56</u>	LIBRARIAN II
8336A	<del>41</del> <u>42</u>	LIBRARIAN III
8337A	<del>48</del> <u>49</u>	LIBRARIAN IV

**SECTION 23.** Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2595A	4	<del>INFORMATION SYSTEMS SUPERVISOR I</del>
2596A	4	<del>INFORMATION SYSTEMS SUPERVISOR II</del>
7076A	4	<del>PHOTOGRAPHER I</del>
7068A	4	<del>SENIOR PHOTOCOPY MACHINE OPERATOR</del>
2531A	5	<del>SYSTEMS DEVELOPMENT SPECIALIST, PW</del>

**SECTION 24.** Section 6.109.010 (Department of Public Works) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2565A</u>	<u>4</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>

**SECTION 25.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2571A	2 <u>3</u>	INFORMATION TECHNOLOGY MANAGER II
2569A	5 <u>6</u>	INFORMATION TECHNOLOGY SPECIALIST I
2548A	2 <u>3</u>	IT TECHNICAL SUPPORT SUPERVISOR
7077A	2 <u>3</u>	PHOTOGRAPHER II

7575A	2	<u>3</u>	PRINTER I
2529A	2	<u>1</u>	PROGRAMMING SUPERVISOR I
2525A	<del>45</del>	<u>16</u>	SENIOR APPLICATION DEVELOPER

**SECTION 26.** Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0535A</u>	<u>1</u>	<u>CHIEF PUBLIC FINANCE OFFICER</u>

**SECTION 27.** Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0532A	<del>8</del>	<u>7</u> OPERATIONS CHIEF, TTC

**SECTION 28.** 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 classification added and for the compensation change to Section 6.28.050 of the County Code.

[RECLASSOCT2016KPCEO]



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  
<http://ceo.lacounty.gov>

**DRAFT**

SACHI A. HAMAI  
Chief Executive Officer

October 18, 2016

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

Board of Supervisors  
HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District

SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**AUTHORIZATION TO EXTEND CONTRACTS 67609, 67610, 67611 FOR  
WORKERS' COMPENSATION MEDICAL AND DISABILITY MANAGEMENT AND  
COST CONTAINMENT SERVICES  
(ALL DISTRICTS – 3 VOTES)**

**SUBJECT**

This recommendation by the Chief Executive Office (CEO) seeks the Board's approval to execute Amendment Four under the Workers' Compensation Medical and Disability Management and Cost Containment (MMCC) Services Contracts with Third Party Administrators (TPAs) CorVel Healthcare Corporation (CorVel), ACS ComplIQ (ACS), and Allied Managed Care, Inc. (Allied), for a period of twelve (12) months, effective January 1, 2017; and one, six-month optional renewal through June 30, 2018. Upon completion of successful negotiations with the current MMCC Proposers, the aforementioned contracts will be terminated for convenience.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve and instruct the CEO or designee to execute and, if necessary, terminate for convenience, Amendment Four with CorVel under Contract No 67609, ACS under Contract No. 67610, and with Allied under Contract No. 67611, attached as Exhibit I, to provide Workers' Compensation MMCC services for an additional twelve (12) months beginning January 1, 2017 through December 31, 2017, to include the annual contract obligation of \$16,950,000 for the three contracts, which is 100 percent offset by the Workers' Compensation Employee Operation's budget.

Delegate authority to the CEO or designee to execute amendments and extend the term for one, six (6) month optional renewal through June 30, 2018, at the contract obligation of \$8,475,000; and/or provide an increase or decrease in funding up to 10 percent above or below each term's annual base maximum obligation consistent with service delivery, effective upon amendment execution or at the beginning of the applicable agreement term, and subject to review and approval as to form by County Counsel.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommendations for the aforementioned services will allow for the continuation of vital risk management activities for an additional year, as these services will expire on December 31, 2016. The Request for Proposals (RFP) that was released on February 4, 2015 was cancelled due to substantial technical modifications required in the RFP. The cancellation required the subsequent contract analyst to revise the RFP and receive internal and external clearances and approvals prior to reissuance. The CEO released a revised RFP for MMCC services on April 13, 2016. A mandatory proposer's conference was conducted on May 6, 2016. Twenty-two vendors attended the conference. Nine (9) proposals were submitted by the due date of June 14, 2016. The minimum mandatory qualifications review was conducted on June 16, 2016 and June 20, 2016; and three (3) vendors were disqualified.

A thorough evaluation of the remaining six (6) proposals was conducted by an evaluation committee consisting of representatives from the following County departments: Fire, Health Services, Human Resources, Probation, Public Social Services, and Sheriff. The initial evaluation meeting was held on July 13, 2016; proposal evaluation instructions were provided, confidentiality agreements were established, and certifications to conflict of interest and disclaimer statements were ascertained. Due to the complexity of the evaluation method, the large volume of information, and unanimity of the evaluators' schedules, evaluation meetings were scheduled for September 28, 2016 and October 6, 2016; and the final meeting is scheduled for October 26, 2016. Depending on the outcome of the evaluation process, a protest is probable. Thus, we are allowing approximately eight (8) weeks for the protest process. Final recommendation of award is expected to occur no later than the fourth quarter of fiscal year 2016-17. Sufficient time is also needed to transition and implement the new Contracts with the recommended vendors. A termination for convenience provision is included to accommodate the outcome of the RFP.

The extension of the contracts listed above will permit no disruption in services, the completion of a highly complex RFP, appropriate transition of hard-copy files, client notifications, client orientation to new locations, and systems integration under the new Contracts. The extended contracts will be from January 1, 2017 through December 31, 2017; and include one, six (6) month optional renewal through June 30, 2018, effectuated as necessary to complete the transition of services to the new Contracts, and at the authority delegated to the CEO by the Board. During the Operations Cluster meeting on September 22, 2016, CEO Risk Management Branch and County Counsel informed the Board that the CEO would be seeking Board authorization for the subject extension.

The transition to the new Contracts involves the completion of system interface and data migration, which includes the data conversion of medical bill review history, in which the new Contracts will require at least the last seven (7) years of all County payment history data available from the three (3) current contractors. Implementation time is also needed for the new Contractors to negotiate and agree to terms with CEO Risk Management Branch regarding the selection and utilization of one (1) Pharmacy Benefit Management Network, one (1) Medical Provider Network, and one (1) Preferred Provider Organization Network. Contractors will be required to incorporate negotiated network rates in their bill review systems. Additionally, contractors are required to start-up the necessary call centers for the 24-hour telephonic reporting of all claims and injuries. This comprehensive strategy will provide a seamless transition of critical risk services.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal One, Operational Effectiveness/Fiscal Sustainability, by providing vital risk management services through County departments and County TPAs to improve the effectiveness of Countywide risk management activities.

### **FISCAL IMPACT/FINANCING**

Funding for the amendments for the workers' compensation MMCC services contracts (Corvel, ACS, Allied) will be paid from the Workers' Compensation Employee Operations budget. Funding has been included in the Fiscal Year 2016-17 Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In 1996, a contracted consulting firm recommended the County establish a comprehensive medical and disability management program that would integrate medical fee review services with preferred provider organization (PPO) networks, nurse case management, and 24-hour claim reporting. The County has since contracted for workers' compensation medical and disability management and cost containment services since 1998.

County Counsel has reviewed and approved Exhibit I as to form.

### **CONTRACTING PROCESS**

On October 7, 2008, after a formal solicitation process, the Board approved Contract Nos. 67609, 67610, and 67611 with Corvel, ACS, and Allied, respectively, effective January 1, 2009 through December 31, 2013, including two (2) one-year extensions through December 31, 2015. In 2013, the contracts were amended by delegated authority for one (1) additional optional year renewal, effective January 1, 2014 through December 31, 2014. In 2014, the contracts were amended with delegated authority for one (1) additional optional year renewal, effective January 1, 2015 through December 31, 2015. On July 15, 2015, the Board approved and instructed the CEO to execute a contract amendment to extend MMCC services through December 31, 2016, with the goal of completing the solicitation process; however, technical modifications required early cancellation and reissuance of the RFP on April 13, 2016.

Approval of the recommended extension of January 1, 2017 through December 31, 2017 will allow for the completion of the reissued RFP solicitation. The extension will provide no less than 120-days for transition to the new Contracts upon completion of the RFP process for the above referenced services. The new Contracts for this project will be contracted on an open-competitive bid in the RFP process. Effective date of the new Contracts will be January 1, 2018.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the contracts' extensions will provide for the uninterrupted, State-mandated risk management services, completion of the solicitation process, and transition to the new Contracts.

The Honorable Board of Supervisors  
October 18, 2016  
Page 4

***DRAFT***

**CONCLUSION**

Upon approval by the Board, please return one adopted copy of the letter to the CEO Risk Management Branch, attention Steven T. Robles, County Risk Manager.

Respectfully submitted,

SACHI A HAMAI  
Chief Executive Officer

SAH:JJ  
STR:RLC:KSJ:tv

Enclosure

c: Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller

**COUNTY OF LOS ANGELES CHIEF EXECUTIVE OFFICE  
WORKERS' COMPENSATION MEDICAL AND DISABILITY MANAGEMENT AND  
COST CONTAINMENT SERVICES  
CONTRACT NO. \_\_\_\_\_**

**AMENDMENT FOUR**

This Amendment Four (the "Amendment") to the Workers' Compensation Medical And Disability Management And Cost Containment Services Contract, Contract No. \_\_\_\_\_ ("Contract"), is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2016 ("Effective Date") by and between the County of Los Angeles, a political subdivision of the State of California ("County") and \_\_\_\_\_ ("Contractor") as amended by Amendment One on \_\_\_\_\_, Amendment Two on \_\_\_\_\_, and Amendment Three on \_\_\_\_\_:

Recitals

**WHEREAS**, on October 7, 2008, the County Board of Supervisors ("Board") to entered into the Contract with the Contractor (hereinafter collectively the "Parties") for Workers' Compensation Medical And Disability Management And Cost Containment Services; and

**WHEREAS**, the Board approved the original term of the Contract for five (5) years, effective January 1, 2009 through December 31, 2013; with two (2) one-year option renewal years through December 31, 2015; and

**WHEREAS**, on July 21, 2015, the Board approved and instruct the Chief Executive Officer to execute an Amendment Three to extend the Contract through December 31, 2016; and

**WHEREAS**, the Parties agreed that this Amendment Four and the revisions set forth herein and the Attachments hereto are in their mutual interest and benefit;

**NOW THEREFORE**, in consideration of the mutual benefits derived therefrom, it is agreed between the Parties that the Contract be amended as follows:

1. This Amendment Four shall commence and be effective on January 1, 2017.
2. **Contract Paragraph 4.1**, shall be deleted in its entirety and replaced with the following:
  - 4.1 The term of the Contract shall commence on January 1, 2009, and shall expire on December 31, 2017, with one six (6) month optional extension through June 30, 2018, following approval by the Board, unless sooner terminated, in whole or in part, as provided in this Contract.
3. **Contract Exhibit B.2, Pricing Schedule**, shall be added to current Exhibits B and B.1, Pricing Schedule. Any reference to Exhibit B shall now be referenced as Exhibits B, B.1 and B.2.



**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment Four to be subscribed in its behalf by its duly authorized officers, the day, month, and year first above written.

**COUNTY OF LOS ANGELES**

**CONTRACTOR**

Name: \_\_\_\_\_  
SACHI A. HAMAI

Name: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
MARY C. WICKHAM  
County Counsel

By: \_\_\_\_\_  
Behnaz Tashakorian  
Senior Deputy County Counsel

**WORKERS' COMPENSATION MEDICAL MANAGEMENT AND  
COST CONTAINMENT SERVICES  
CONTRACT NO. \_\_\_\_\_**

**EXHIBIT B.2  
PRICING SCHEDULE**

(CONTRACTOR NAME HERE)

BILLING CATEGORY	YEAR 9 (Extended Term) (January 1, 2017 through December 31, 2017)
24 Hour Telephonic Reporting	\$x per claim
Telephonic Nurse Case Management	\$x per hour
Field Nurse Case Management	\$x per hour
Medical Bill Review	\$x per line
Hospital Bill Review	\$x per line
Inpatient Hospital Bill Review	%x of savings
Hospital Bill Audit	%x of savings
Negotiated Savings – Out of Network	%x of savings
MPN/PPO CorCare	%x of savings
UR Non Physician	\$x per referral
UR Physician Orthopedic Expert	\$x per referral
UR Physician Neurology Expert	\$x per referral
UR Physician Physical Medicine Expert	\$x per referral
UR Physician Chiropractic Expert	\$x per referral
UR Physician Psychiatry Expert	\$x per referral
UR Physician Psychology Expert	\$x per referral
UR Physician Internal Medicine Expert	\$x per referral

Savings for calculating fees is defined as the lesser of OMFS to pay amount or billed amount to pay amount.

Per UR referral contemplates the entire cost of completing the UR referral objective (approving, modifying or denying treatment request). There will be no charge for resubmission from the provider for a lack of medical denial within 30 days of the lack of medical denial determination.



DAVE CHITTENDEN  
Chief Deputy Director

## County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2103  
FAX: (323) 264-7135

*"To enrich lives through effective and caring service"*

October 11, 2016

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

Dear Supervisors:

**ACCEPT \$400,000 IN CALIFORNIA ENERGY COMMISSION GRANT FUNDS;  
AUTHORIZE THE INTERNAL SERVICES DEPARTMENT TO EXECUTE A  
SUB-RECIPIENT AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA AT  
LOS ANGELES TO DEPLOY AN ADVANCED ENERGY COMMUNITIES PILOT  
PROGRAM IN DISADVANTAGED COMMUNITIES; AND APPROVE AN  
APPROPRIATION ADJUSTMENT  
(ALL DISTRICTS - 4 VOTES)**

### **SUBJECT**

Request approval to accept California Energy Commission (CEC) Electric Program Investment Charge (EPIC) grant funds in the amount of \$400,000 as a sub-recipient to the University of California at Los Angeles (UCLA); authorize the Director of Internal Services Department (ISD) to execute a sub-recipient agreement with UCLA and administer grant funding for the Southern California Regional Energy Network (SoCalREN) to deploy an Advanced Energy Communities (AEC) pilot program in disadvantaged communities; and approve an appropriation adjustment in the Utilities Budget.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize ISD's Director, or his designee, to accept, on behalf of the County, CEC grant funds in the amount of \$400,000 as a sub-recipient to UCLA;
2. Authorize ISD's Director, or his designee, to execute a sub-recipient agreement with UCLA (the grant's primary recipient), effective through March 30, 2018, in a form identical to *Attachment 1 – UCLA Subcontract Agreement No. 2155-S-UA232* (Sub-recipient Agreement);
3. Delegate authority to the ISD's Director, or his designee, to approve any time extensions, modifications, or amendments to the Sub-recipient Agreement, and

execute any documents pursuant to the Sub-recipient Agreement;

4. Approve a Fiscal Year (FY) 2016-17 appropriation adjustment of \$173,000 (the grant's first year estimated expenditures) for the Utilities Budget to provide spending authority to carry out the AEC program requirements and increase the revenue budget to reflect the acceptance of the grant; and,
5. Find that approval of these actions is categorically exempt pursuant to the provisions of the California Environmental Quality Act (CEQA).

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

### **Background**

Since 2009, ISD, through its County Office of Sustainability (COS), has received funding from various agencies to administer programs in the County and the Southern California region. COS has received and still use funds from the American Recovery and Reinvestment Act (ARRA) through federal, formula-allocated block grants and competitive federal and State ARRA grants.

In late 2012, the California Public Utilities Commission (CPUC) adopted Public Utility Code regulations recognizing and funding the SoCalREN, which is administered by ISD on behalf of the County, using investor-owned utility ratepayer funds. The CPUC has annually funded the SoCalREN since 2013 (at about \$23 million per year) for implementation of residential and non-residential building upgrade programs in the public and private sectors throughout Southern California.

### **EPIC Grant Program/Advanced Energy Community Grant**

The CEC is now administering its EPIC grant programs, which provide investor-owned utility ratepayer funding through competitive solicitations to a variety of stakeholders. CEC's *Grant Funding Opportunity 15-312 - "Accelerating Advanced Energy Community Deployment around Existing Buildings in Disadvantaged Communities through Unprecedented Data Analysis and Comprehensive Community Engagement"* was announced in January of 2016.

UCLA and ISD's COS collaborated on this grant proposal, with UCLA taking the lead on submitting the application, administering the grant, and selecting grant sub-recipients and local participants. The grant leverages (1) UCLA's Countywide Energy Atlas, which was developed under the SoCalREN, (2) the SoCalREN's suite of existing energy efficiency and community engagement programs, and (3) LACI's business incubation resources.

As the lead agency, UCLA chose the City of Claremont to be the subject of this program so as to allow the grant to leverage Claremont's already-existing community-led and citywide

building energy efficiency program. ISD and the SoCalREN will treat this program as a pilot for potential Countywide implementation upon further direction by the Board.

### **Issues Addressed Under AEC Grant**

This effort will address four of the most critical energy program implementation challenges inherent in disadvantaged communities: (1) Lack of data on program effectiveness; (2) Lack of full community engagement; (3) Local obstacles to State building code implementation; and (4) Inadequate business and financing strategies.

Within identified disadvantaged communities in the City of Claremont, the objectives of this AEC grant are the following:

- Create new information that will fill critical knowledge gaps to inform the selection of optimal locations for this and future AECs, and reduce the risks and uncertainties surrounding their design, permitting and financing.
- Establish an AEC Program Design Model for existing buildings in a disadvantaged community.
- Develop the tools, recommendations and outreach that will enable rapid replication and wide-spread deployment of the Program Model.

The deliverables described above are intended to be deployed in Claremont and in other communities under similar programs and other funding sources. Funding will not be used for implementation of building projects. A more detailed overview of the objectives of the AEC grant awarded to UCLA is included as *Attachment 2 – Executive Summary Form*.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

These actions support Goal 1, Operational Effectiveness, by obtaining external funding to promote environmentally responsible practices. These actions also support Goal 3, Community and Municipal Services, by providing a program that promotes energy efficiency and conservation, and enhances health and sustainable practices in the County.

### **FISCAL IMPACT/FINANCING**

The AEC program costs will be incurred in the Utilities' Budget and an appropriation adjustment for \$173,000 is included for approval to provide for increased Services & Supplies appropriation and to increase the revenue budget to reflect the acceptance of the CEC grant. It is anticipated that in FY16-17, \$200,000 will be incurred, which includes \$27,000 for ISD Labor, with the remaining \$200,000 to be budgeted and spent in the following fiscal year. ISD will request adequate appropriation in FY17-18 for the AEC program costs.

The grant was awarded based (in part) on a proposed matching funds amount of \$255,977. The match will be provided through “in-kind” activities conducted by the SoCalREN using funding from the California Public Utilities Commission through calendar year 2016. Recently this year, the SoCalREN has received CPUC funding approval for calendar year 2017.

There will be no impact to the County General Fund.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On February 17, 2016, UCLA submitted an application for the CEC’s *Grant Funding Opportunity 15-312 - “Accelerating Advanced Energy Community Deployment around Existing Buildings in Disadvantaged Communities through Unprecedented Data Analysis and Comprehensive Community Engagement”*. UCLA submitted the application as the lead grant administrator and listed the County (as administrator of the SoCalREN) as the application sub-recipient of the grant.

UCLA received notification of the award on March 25, 2016, in the amount of \$1,497,996, with the County’s grant allocation being \$400,000. On May 17, 2016, the CEC’s Board of Commissioners approved the grant award to UCLA which included the County as a sub-recipient.

### **ENVIRONMENTAL DOCUMENTATION**

The project meets the criteria set forth in Section 15308 of the State CEQA Guidelines and Class 8 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G, in that it is an action taken by a regulatory agency, as authorized by state law, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment.

The project is within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. Upon approval by your Board, ISD will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

The Sub-recipient Agreement required by UCLA (*Attachment 1*) contains terms and conditions for contracting with UCLA, as well as those required by the CEC for administering grant funds. These terms and conditions are all non-negotiable and must be followed by the County as a grant sub-recipient.

Each Supervisor  
October 11, 2016  
Page 5

County Counsel reviewed the Sub-recipient Agreement and has approved it as to form.

As a grant sub-recipient, ISD will administer work to be conducted by technical consultants already under contract with the County for SoCalREN programs implementation. A total grant amount of \$400,000 will be allocated as follows: \$344,452 will be used by the SoCalREN technical consultants; \$55,548 will be used by ISD to administer grant activities with UCLA and the technical consultants.

The term of the Sub-recipient Agreement with UCLA will be effective upon Board approval, continuing through March 30, 2018.

### **IMPACT ON CURRENT SERVICES OR PROJECTS**

Approval of these actions will facilitate widespread development and implementation of energy programs administered by ISD through the SoCalREN which will reduce greenhouse gases, reduce total energy use and improve energy efficiency throughout the County in a cohesive and comprehensive manner. Expanding the SoCalREN programs under this grant will help the State achieve the goal of implementing programs that provide substantial, sustainable, and measurable energy savings, job creation and economic stimulus benefits.

### **CONCLUSION**

The Executive Office of the Board of Supervisors is requested to return one stamped copy of the approved Board letter to the Director of ISD.

Respectfully submitted,

Dave Chittenden  
Deputy Director

DC:HC:JG;ar

Attachments (2)

c: Chief Executive Officer  
Executive Office, Board of Supervisors  
County Counsel



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

October 11, 2016

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:

**AUTHORIZE THE REGISTRAR-RECORDER/COUNTY CLERK (RR/CC) TO INCREASE  
THE POLLWORKER STIPENDS BY \$50 FOR INSPECTORS, \$20 FOR CLERKS,  
AND \$15 FOR IN-PERSON TRAINING  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT:**

The Registrar-Recorder/County Clerk (RR/CC) requests Board approval to increase the pollworker stipends from \$100 to \$150 (Inspector), \$80 to \$100 (Clerks), and \$25 to \$40 (for Inspectors and Clerks to attend in-person training). Stipend increases are necessary to assist in the increasingly difficult task of recruiting pollworkers and to allow the County to remain competitive with other counties.

**IT IS RECOMMENDED THAT YOUR BOARD, AFTER THE PUBLIC HEARING:**

Approve the proposed increase in the stipend for Los Angeles County pollworkers by \$50 for Inspectors, \$20 for Clerks, and \$15 for attendance at in-person training to be effective beginning with the November 8, 2016 Presidential Election.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Pollworkers are volunteers that are paid a stipend to cover their incidental expenses for providing services at designated polling locations throughout the County. Currently, Los Angeles County's Pollworker stipend is \$100 for an Inspector and \$80 for a Clerk. These rates have been in effect since June 2006, when the Board of Supervisors approved a \$25 stipend increase for Inspectors and Clerks.

The issue of a pollworker stipend increase was previously raised by a member of the public at a Board meeting in July 2015 and the RR/CC in conjunction with the Chief Executive Office (CEO) addressed the matter in a September 2015 memo to the Board. Based on that request, an analysis of other county and city stipends was conducted and it was determined that the above mentioned Inspector and Clerk stipend increases were reasonable. However, since RR/CC's recorder fee revenue trends were uncertain, the CEO recommended a deferral of the increase until recorder revenues stabilized.

At the August 2, 2016 Board of Supervisors meeting, Supervisor Antonovich instructed the RR/CC to review correspondence submitted by another member of the public related to the devaluation of pollworker compensation due to inflation and to report back to your Board. Per RR/CC's August 30, 2016 Board response, with CEO funding concurrence, the Department is now seeking your approval of the stipend increase effective with the November 8, 2016 Presidential election.

#### Implementation of Strategic Plan Goals

This request supports the County Strategic Plan as follows:

**County Goal No. 1: Operational Effectiveness:** Maximize the effectiveness of the County's process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

**County Goal No. 2: Fiscal Sustainability:** Strengthen and enhance the County's capacity to sustain essential County services through proactive and prudent fiscal policies and stewardship.

#### FISCAL IMPACT/FINANCING

The appropriation increase of \$823,000 is included in the RR/CC's FY 2016-17 Final Adopted Budget. This increase is offset by an \$823,000 increase in the recorder fee revenue and, therefore, will not increase net County cost. This funding is to increase the pollworker stipends from \$100 to \$150 (Inspector), \$80 to \$100 (Clerks), and \$25 to \$40 (for Inspectors and Clerks to attend in-person training).

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The RR/CC is requesting approval for the proposed stipend increase in order to facilitate the recruitment and retention of pollworkers essential to the successful conduct of elections in Los Angeles County. Election Code Section 12310 allows each pollworker to receive a stipend for services as determined by the governing board of the jurisdiction and indicates that pollworkers shall be paid out of the treasury of the jurisdiction in which the election is held. Election Code Section 12310 further states that the Inspector may receive more compensation than the other members of the precinct board as they perform significant additional duties directed by the elections official.

**IMPACT ON CURRENT SERVICES**

The proposed stipend increase will assist with recruitment and retention of pollworkers for current and future elections. Pollworkers perform a critical function that is essential to insure the ability of millions of voters to cast their ballots at over 5,000 voting precincts throughout the County.

**CONCLUSION**

Upon approval by your Board, the Executive Officer is requested to return one (1) adopted copy of this letter to:

Department of Registrar-Recorder/County Clerk  
Finance and Management Division  
12400 Imperial Highway, Room 7211  
Norwalk, CA 90650  
Attention: Ann Smith, Fiscal Operations Branch

Respectfully submitted,

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

DCL:AS:mp

Attachments

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2211 FAX (213) 637-0820

**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

September 30, 2016

To: Supervisor Hilda L. Solis, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Lisa M. Garrett  
Director of Personnel

David Chittenden, Director  
Internal Services Department

## **STATUS REPORT ON CREATING A COUNTY OF LOS ANGELES ZERO TOLERANCE POLICY FOR HUMAN TRAFFICKING AND HUMAN TRAFFICKING RELATED ACTIVITIES**

On June 21, 2016, pursuant to a motion by Supervisor Knabe, your Board instructed the Department of Human Resources (DHR) and Internal Services Department (ISD), in collaboration with the Chief Executive Office (CEO) and County Counsel, to review current Countywide Discipline Guidelines, Employee Accountability policies and relevant contracting policies in order to determine how a zero tolerance policy for County employees and contractors who engage in human trafficking related activities could be incorporated.

This memorandum provides an update of actions taken since your Board's June 21, 2016 request.

### **Background**

As stated in the June 21, 2016 motion, the County of Los Angeles has taken significant steps in protecting victims of child sex trafficking. Children as young as 10 years old are coerced into this abhorrent enterprise through physical threats to themselves as well as their families. Although the County of Los Angeles has made considerable progress in its fight against sex trafficking of minors across our region, your Board is committed to doing more.

To address your directive, a workgroup comprised of DHR, ISD, CEO and County Counsel staff was established (see attachment "A" for a list of members). This workgroup met regularly to assess the employee relations and legal implications of incorporating a zero tolerance policy for County employees and contractors who engage in human trafficking or related activities. Ultimately, this workgroup determined that it is feasible to amend several authorities.

Earlier this year, Massachusetts Governor Charles Baker issued Executive Order Number 568 to establish a zero tolerance policy for state employees and contractors engaging in human trafficking and related activities. Although the Commonwealth of Massachusetts' Human Resources Division has yet to pass its zero tolerance policy, the Los Angeles County workgroup obtained and reviewed a draft of the Commonwealth's proposed policy for purposes of taking a similar approach.

## **Recommendations**

Based upon the workgroup's review of the Countywide Discipline Guidelines; the DHR Policies, Procedures and Guidelines; contracting policies; and the County Code, it is recommended that the following changes be implemented to reflect the County's position that there is zero tolerance for human trafficking and related activities and employees that engage in such activity will be subject to discipline, including discharge from County service.

### **1. Countywide Discipline Guidelines**

In order to address concerns of County employees engaging in human trafficking and related activities, it is recommended that Section VI of the Countywide Discipline Guidelines, entitled "On- or Off-Duty Criminal or Unbecoming Conduct," Subsection C, be revised to include "human trafficking or other related activities". It is recommended to include "related activities" in order to encompass any and all activities attempted or accomplished in furtherance of or in connection to human trafficking as follows:

Conviction of crimes (whether felony or misdemeanor or infraction) or unbecoming conduct that may include, but not limited to, illegal drugs, theft, inappropriate sexual behavior, crimes against persons or property, human trafficking or other related activities, etc.

Violation of this subsection will prescribe disciplinary action, including discharge from County service.

### **2. DHR Policies, Procedures and Guidelines**

It is also recommended that the Los Angeles County, Department of Human Resources – Policies, Procedures and Guidelines, Policy Number 514 entitled, "Designation of Sensitive Positions and Requirements for Criminal History," be revised to include "human trafficking and related activities" as a potentially disqualifying job related offense for sensitive positions with work functions such as care, oversight, or protection of persons through direct contact with such persons; public safety or law enforcement.

### **3. Los Angeles County Code**

In addition to the guidelines and policies, it is recommended that the County Code Section 5.12.110 be amended to read:

Any applicant for County employment who has been convicted of

either worker's compensation fraud or human trafficking is barred from employment with the County of Los Angeles.

It is also recommended to add a subsection to Section 5.12.110 that reads:

*If an individual can demonstrate they were a minor or victim of human trafficking at the time of arrest or conviction for prostitution or a related offense, this prohibition would not apply, as the County values survivors.*

#### 4. Contracting Policies

In an effort to create a zero tolerance policy for human trafficking and related activities that reaches County contractors, it is recommended that County Counsel and ISD collaborate on developing a contractual provision disqualifying contractors or contract workers who have been convicted of human trafficking offenses from receiving a contract award or working on a County contract. This provision would be included in every contract after that provision's effective date. Moreover, the provision would be added to any existing County contracts when amended. Lastly, County Counsel and ISD would create a self-certification form for proposers to submit along with their proposals certifying they are not only aware of the requirement but are also, and would continue to be until the completion of the contract, in compliance with the provision.

#### **Conclusion**

This status report is respectfully submitted for your Board's consideration. Upon direction from your Board, DHR is prepared to implement any and all recommendations as described in this memorandum.

Should you have any questions, please contact me at (213) 974-2406, or your staff may contact Epifanio Peinado, Chief Deputy Director, at (213) 974-2451.

LMG:EP  
CJD:sh

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## ZERO TOLERANCE – HUMAN TRAFFICKING WORKGROUP

### Department of Human Resources

Epifanio Peinado, Chief Deputy  
Rodney Collins, Principal Analyst  
Michael A. Seward, Principal Analyst  
Christine J. de Leon, Human Resources Analyst III

### Internal Services Department

Joe Sandoval, Administrative Manager XV  
Yolanda Young, Administrative Manager XIII

### County Counsel

Richard Brouwer, Senior Deputy County Counsel  
Nancy Takade, Senior Deputy County Counsel

### Chief Executive Office

Ronald Wu, Principal Analyst