



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: October 16, 2014
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 – Santos H. Kreimann
 - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS: INFORMATION TECHNOLOGY OCCUPATIONAL STUDY AND OTHER CLASSIFICATION ACTIONS**
CEO Class/Comp/ER – Steve Masterson or designee
 - B) **Board Letter – MILITARY LEAVE-RETIREMENT CONTRIBUTIONS**
CEO ER – Maryanne Keehn or designee
 - C) **Board Letter – CONTRACT FOR PRODUCTION SERVICES FOR TELEVISION MEETINGS OF THE BOARD OF SUPERVISORS AND RELATED SERVICES**
CEO Multimedia – Susan Herman or designee
 - D) **Board Letter – ISSUANCE AND SALE OF LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY LEASE REVENUE BONDS (MULTIPLE CAPITAL PROJECTS)**
TTC – Mark Saladino 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
<http://ceo.lacounty.gov>

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

November 5, 2014

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:
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY
AND OTHER 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 an unclassified classification, by restoring and changing the title of an unclassified classification, by deleting non-represented classifications, by further implementing the Information Technology Occupational Study, 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) unclassified classification, to restore and change the title of one (1) unclassified classification, to delete two (2) non-represented classifications, to reclassify 22 positions as part of the implementation of the Information Technology Occupational Study in the Department of Children and Family Services, and to reclassify 41 positions to implement results of classification studies in the departments of Animal Care and Control, Beaches and Harbors, Board of Supervisors, Children and Family Services, District Attorney, Fire, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Social Services, Registrar-Recorder/County Clerk, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

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 Unclassified Classification

In conjunction with a reorganization of the Department of Public Health (DPH), we are establishing one (1) new unclassified classification for addition to the Classification Plan that is restricted to DPH (Attachment A). The Deputy Director, Public Health (UC) will report to the Chief Deputy Director, Public Health and will assist in the administration of the department by directing the operations and services of an assigned bureau.

Restoration and Title Change of Unclassified Classification

We recommend restoring the Medical Director, Public Health Programs (UC) to the County Classification Plan and changing its title to Medical Director, Public Health (UC) (Attachment A). Your Board had approved the deletion of this classification in August 2011, as it had been vacant for a significant amount of time. This classification will serve as the chief medical advisor for DPH and will manage the department's Medical Director's Office, Disease Control Bureau and Chief Science Officer branch.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Information Technology Occupational Study

We are recommending the reclassification of 22 positions within the Department of Children and Family Services, Information Systems Division (Attachment B). These actions will further implement Phase II of the Countywide Information Technology (IT) Restructuring Project and provide the appropriate organizational structure and individual position allocations within the division.

Reclassifications

There are 41 positions in 14 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 cost for the 61 budgeted positions that will be reclassified is estimated to total \$341,981 (all funds). Net County cost is estimated to be \$378,333. Cost increases associated with 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 consultations have been conducted with 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,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:JA:SJM
AE:AB:mmg

Attachments

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

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

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level	
Savings/Megaflex	4549	Deputy Director, Public Health (UC)	N23	R16

**UNCLASSIFIED CLASSIFICATION RECOMMENDED
FOR RESTORATION TO THE CLASSIFICATION PLAN**

Item No.	Title	Salary Schedule & Level	
4577	Medical Director, Public Health Programs (UC)	N42	E26

**UNCLASSIFIED CLASSIFICATION
RECOMMENDED FOR TITLE CHANGE**

Item No.	Current Title	Recommended Title
4577	Medical Director, Public Health Programs (UC)	Medical Director, Public Health (UC)

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
2909	Assistant Chief Investigator, Public Defender
1851	Head Departmental Personnel Specialist

INFORMATION TECHNOLOGY OCCUPATIONAL STUDY

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NM 83D Represented	1	Information Systems Analyst II Item No. 2591A NM 93G Represented
1	Administrative Services Manager I Item No. 1002A NM 94H Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 100K Non-Represented
4	Children Services Administrator I Item No. 9086A 99L Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 97H Non-Represented
		1	Senior Application Developer Item No. 2525A NM 98G Represented
		2	Senior Information Systems Analyst Item No. 2593A NM 100K Non-Represented
2	Children Services Administrator II Item No. 9087A 102F Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 106B Non-Represented
		1	Senior Information Systems Analyst Item No. 2593A NM 100K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS

ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Warehouse Worker Aid Item No. 2329A NM 67A Represented	1	Staff Assistant I Item No. 0907A NM 74K Represented

The subject Warehouse Worker Aid is assigned to the Administrative Headquarters facility and reports to a Procurement Assistant II. The primary duties of the position are coordinating various tasks associated with multiple renovation projects, facilities maintenance and repair, and tracking fleet maintenance, service, and repair records for the department. In this capacity the position's administrative duties require utilizing a desk top computer, performing data entry, filing and record keeping, calculating auto mileage and repair estimates, and performing inventory of supplies, office equipment, and fixed assets to be salvaged. The duties and responsibilities of the subject position meet the classification standards for Staff Assistant I, a class that is responsible for the housekeeping and record keeping functions, and conducts administrative studies of internal operations and procedures. Therefore, we recommend upward reclassification to Staff Assistant I.

BEACHES AND HARBORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Medium Truck Driver Item No. 6049A N3M 69A Represented	4	Heavy Truck Driver Item No. 6051A N3M 73C Represented
3	Refuse Truck Driver Item No. 6052A N3M 73A Represented	3	Heavy Truck Driver Item No. 6051A N3M 73C Represented
1	Refuse Truck Driver Item No. 6052C N3M 73A Represented	1	Heavy Truck Driver Item No. 6051C N3M 73C Represented

The subject positions report to a Beach Maintenance Supervisor within the Facilities and Property Maintenance Division and routinely drive trucks with a Gross Vehicle Weight Rating (GVWR) in excess of 26,001 pounds. The specific duties of the subject Medium Truck Driver positions include transporting stockpiled debris; transporting supplies and materials from the department's warehouse; preparing operation, usage, and other reports as required; assisting with custodial duties, if workload permits; and providing back-up services to the Refuse Truck Driver when needed.

The subject Refuse Truck Driver positions are responsible for operating a large packer truck on a regular refuse pick-up schedule; operating accessory equipment; inspecting trucks for conformance to safety regulations and practices and providing routine preventative maintenance; operating a roll-off bin/container truck on an as needed basis; and driving other types of trucks transporting materials, supplies, and equipment.

The duties performed by the subject positions are consistent with the classification of Heavy Truck Driver. Positions allocable to this class are primarily responsible for driving single unit trucks with a GVWR of 26,001 pounds or more. Therefore, we recommend upward reclassification of the Medium Truck Driver positions and lateral reclassification of the Refuse Truck Driver positions to the Heavy Truck Driver classification.

BOARD OF SUPERVISORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Specialist I Item No. 2569A NM 111B Non-Represented	1	Information Technology Specialist II Item No. 2570A NM 116D Non-Represented

The subject position is located in the Information Systems Advisory Body division (ISAB) and is responsible for developing, implementing and managing systems that are used by numerous County Departments and outside justice agencies. The position provides technical expertise and consultation that encompasses a diverse range of Information Technology specialties, and acts as project manager for enterprise-wide systems that are shared by multiple justice agencies. The duties and responsibilities of the subject position are consistent with the class standards for Information Technology Specialist II. Positions in this class are responsible for large and complex enterprise-wide or Countywide IT projects and databases. Thus, we recommend the upward reclassification to Information Technology Specialist II.

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager II Item No. 1003A NM 97H Non-Represented	1	Senior Departmental Employee Relations Representative Item No. 1908A NM 102H Non-Represented
1	Children Services Administrator I Item No. 9086A 99L Non-Represented	1	Children Services Administrator II Item No. 9087A 102F Non-Represented

The subject Administrative Services Manager II is located within the Bureau of Finance and Administration, Human Resources Division, Labor Relations Section. The position is responsible for overseeing the day-to-day operations of the section; handling the most complex consultations with employee organizations; serving as principal departmental representative in the formal and informal negotiations with certified employee organizations; and ensuring departmental compliance with various labor agreements and conformity to Countywide policies and procedures related to employee-management relations. The duties and responsibilities of the subject position are within the classification concept for the Senior Departmental Employee Relations Representative. Positions allocable to this class represent the management of a large County department, characterized by diverse employee bargaining units and complex employee relations issues. Therefore, we recommend upward reclassification to Senior Departmental Employee Relations Representative.

The subject Children Services Administrator I is assigned to the Bureau of Operation Support Services/ Leadership, Professional Development, and Foundational Training Section, where it designs, implements, manages, and evaluates training programs for management, social workers and administrative staff. The position is responsible for providing direct supervision to six (6) Children Services Administrator I positions; directing the planning, assignment, coordination and evaluation of Training Section staff; and serving as the liaison for the Training Section with other County and private agencies. The duties and responsibilities assigned to this position meet the allocation standards for Children Services Administrator II, a classification which directs the development or administration of specialized program units. As such, we recommend upward reclassification to Children Services Administrator II.

DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Departmental Personnel Technician Item No. 1850A NM 95J Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 97H Non-Represented

The subject position is assigned to the Administrative Services, Human Resources Division and reports to the Personnel Officer, DA. The position is responsible for the Classification and Compensation, Return-to-Work, and Payroll units. The size and level of the subject position's subordinate staff and the scope and complexity of their duties and responsibilities are comparable to other Administrative Services Manager II positions within the area of Human Resources. Therefore, we recommend upward reclassification to Administrative Services Manager II.

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FIRE DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Assistant Supervising Payroll Clerk Item No.1335A NMV 73K Represented	3	Supervising Payroll Clerk I Item No. 1338A NMV 75K Represented
1	Supervising Payroll Clerk III Item No. 1340A NMV 79J Represented	1	Supervising Payroll Clerk IV Item No. 1341A NMV 83C Represented

The Payroll Section, where the subject positions are located, is experiencing difficulty in recruiting and retaining staff due to the department specific complex calculations and manual transactions performed by the Payroll staff since the implementation of the e-HR system. The subject Assistant Supervising Payroll Clerk positions perform complex manual calculations and time-consuming auditing functions, such as researching historical time records, correcting errors and preparing over and under payment letters, researching and responding to inquiries from internal and external sources. Therefore, we recommend upward reclassification of the subject positions to Supervising Payroll Clerk I.

The subject Supervising Payroll Clerk III manages the department's Payroll Section. Overall the department has increased and expanded several areas from the Leadership and Professional Standards Bureau to Emergency Medical Services and centralization of its Grants positions. The scope of duties of the subject position meets the classification standards for Supervising Payroll Clerk IV, which is allocated to a large County department with at least 4,500 employees. As such, we recommend the upward reclassification to Supervising Payroll Clerk IV.

HEALTH SERVICES – ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item No. 0889A NM 87D Represented	1	Accountant II Item No. 0647A NM 80J Represented
1	Administrative Services Manager III Item No. 1004A NM 107G Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 94H Non-Represented
1	Epidemiologist Item No. 1759A NM 94G Non-Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 100G Non-Represented
1	Principal Accounting Systems Technician Item No. 0668A NM 100A Non-Represented	1	Accountant II Item No. 0647A NM 80J Represented
1	Senior Accounting Systems Technician Item No. 0666A NM 95B Non-Represented	1	Accountant II Item No. 0647A NM 80J Represented

The subject Administrative Services Manager III and its subordinates are assigned to the Information Technology Budget and Finance Unit of the Information Technology Planning and Information Division. The subject position is responsible for directing, managing, and coordinating a staff of three non-supervising employees charged with budget, fiscal and administrative management services in support of the division's miscellaneous revenues, administrative and special projects. The level of responsibilities, subordinate positions and reporting structure of the subject position are consistent with the classification standards for Administrative Manager I, which performs a full range of difficult to complex analytical assignments related to the administrative functions such as budgets, contracts, or finance. Therefore, we recommend downward reclassification to Administrative Services Manager I.

HEALTH SERVICES – ADMINISTRATION (cont’d)

The subject Administrative Assistant III, Principal Accounting Systems Technician, and Senior Accounting Systems Technician positions are performing budget and finance duties that are significantly below their respective class specifications and are more comparable with the class standards for Accountant II. Although, each position performs slightly different fiscal and/or administrative functions, the Accountant II performs a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditure forecasting. Therefore, we recommend downward reclassification to Accountant II.

At its meeting of May 15, 2012, the Board of Supervisors approved the creation of Geographic Information Systems (GIS) specific classification series to address the occupational gap in the County’s classification plan. A Countywide study was conducted at the request of the Chief Information Office to appropriately classify positions performing GIS related functions as their primary responsibility. As a result, we recommend the upward reclassification of the subject Epidemiologist to Senior Geographic Information Systems Analyst.

HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Community Worker I Item No. 8104A NR 64H Represented	1	Intermediate Clerk Item No. 1138A NMV 63E Represented

The subject Senior Community Worker I position reports to a Senior Typist Clerk within the LAC+USC Medical Center, Psychiatric Department, where it provides clerical support to the Office of Educational Affairs, Internal Residency Program. The position is responsible for answering telephones, updating and maintaining databases and scheduling/coordinating meetings. The duties and responsibilities of the subject position are comparable to the scope and level of Intermediate Clerk, a class that performs specialized clerical functions requiring initiative and independent judgment within procedural and policy limits. Thus, we recommend downward reclassification to Intermediate Clerk.

HEALTH SERVICES – METROCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Nurse Anesthetist Trainee (2nd Year) Item No. 5169M Flat Rate Represented	1	Clinic Nursing Attendant I Item No. 5087A N2M 55B Represented

The subject position is assigned to Ambulatory and Managed Care at Harbor-UCLA Medical Center and reports to a Supervising Clinic Nurse I. The duties include providing clerical support and limited clinical support in two ambulatory clinics. The subject position provides the non-professional functions surrounding patient check-in and discharge, making clinic appointments, taking patient vital signs, and preparing instrument trays for terminal sterilization. The duties and responsibilities of the position are consistent with the classification concept for Clinic Nursing Attendant I, which performs basic nursing support and clerical duties in providing direct support to physicians and nurses in the examination and treatment of ambulatory patients. As such, we recommend downward reclassification to Clinic Nursing Attendant I.

HEALTH SERVICES – VALLEYCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Graduate Nurse Anesthetist Item No. 5170A Flat Rate Represented	1	Supervising Clinic Nurse I Item No. 5329A N21 RN06 Represented

The subject Graduate Nurse Anesthetist is assigned to the Ambulatory Nursing Care Podiatric Clinic at Olive View-UCLA Medical Center, where it supervises nursing staff performing outpatient clinical duties providing care to podiatric patients. The duties and responsibilities of the subject position are comparable to the classification standards for Supervising Clinic Nurse I. Positions allocable to this class perform all the relative supervision to nursing staff within an outpatient clinic environment. Therefore, we recommend downward reclassification to Supervising Clinic Nurse I.

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Support Analyst II Item No. 2535A N2M 93L Non-Represented	1	Information Systems Analyst II Item No. 2591A NM 93G Represented

The subject Information Systems Support Analyst II position is located in the Service Request Support Section, where it coordinates the development or installation of new systems and equipment, and the provisioning of servers and opening new security posts for Internal Services Department and all County departments. These duties are consistent with the class standards for Information Systems Analyst II, a class that performs a full range of information systems analysis and design and is assigned to moderately complex systems. In addition, the Information Systems Support Analyst II classification is a Red-Tagged class that is no longer allocated to the departments. Therefore, we recommend lateral reclassification to Information Systems Analyst II.

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Typist-Clerk Item No. 2214A NMV 64D Represented	2	Credentialing Specialist Item No. 0927A NM 83D Represented
1	Senior Clerk Item No. 1140A NMV 67K Represented		

The subject Intermediate Typist-Clerk and Senior Clerk positions will be assigned to the Managed Care Division and will report to a Mental Health Psychiatrist. The duties of the subject positions include receiving, reviewing, and processing credentialing and re-credentialing applications; tracking application submissions; coordinating with departmental Human Resources for the credentialing of prospective new hires and providers; evaluating supporting documents submitted with credentialing applications using various informational sources; preparing summaries of rejected credentialing applications; creating and maintaining complete and accurate electronic and hard-copy records of applications and all related materials; and preparing various reports and documents for the Credentialing Review Committee.

The duties and responsibilities of the subject positions meet the allocation standards for Credentialing Specialist. Positions allocable to this class are responsible for collecting, monitoring, and updating credentialing documentation for existing and the appointment of new medical providers, in addition to evaluating and verifying licensure, education, training, competencies and hospital affiliations. Thus, we recommend upward reclassifications to Credentialing Specialist.

PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Crew Instructor Item No. 8595A NM 76K Represented	1	Landscape Contract Monitor, Parks and Recreation Item No. 0363A NM 85E Non-Represented
1	Information Systems Analyst I Item No. 2590A NM 90L Represented	1	Application Developer II Item No. 2521A N2M 93H Represented
1	Senior Departmental Personnel Technician Item No. 1849A NM 91J Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 94H Non-Represented

The subject Crew Instructor is located at the Grounds Maintenance Division, where it performs daily site inspections and monitors contract performance; prepares timely inspection reports; reviews proposed landscape maintenance proposals; and makes recommendations related to irrigation equipment and plant material. The duties performed by the subject position meet the classification standards for Landscape Contract Monitor, a class that is responsible for monitoring the quality of services provided by private landscape contractors and conducting detailed inspections of the irrigation systems and plant development. As such, we recommend upward reclassification to Landscape Contract Monitor, Parks and Recreation.

The subject Information Systems Analyst I reports to a Principal Application Developer within the Application and Project Management Section. The position is responsible for converting and migrating legacy applications to newer platforms; analyzing complex business requirements; and programming highly-complex application systems. The duties and responsibilities of the subject position are consistent with the classification of Application Developer II, a class that analyzes, designs, evaluates, develops, codes, tests, and debugs program logic for a complete system or a module of a complex system. Therefore, we recommend upward reclassification to Application Developer II.

PARKS AND RECREATION (cont'd)

The subject Senior Departmental Personnel Technician reports to an Administrative services Manager II and is located in the Performance Management Section of the Human Resources Division. The position is responsible for investigating employee misconduct and advising management on exonerating or disciplining department staff. The subject position typically provides administrative support, advice to field managers and supervisors, and represents the department at appeals, mediations, and various meetings and interviews with department employees and members of the public. The duties performed are comparable to the classification standards for Administrative Services Manager I. Positions allocable to this class perform a full range of difficult to complex analytical assignments and make recommendations on complex issues which directly impact departmental programs and administrative operations. Thus, we recommend the upward reclassification to Administrative Services Manager I.

PUBLIC DEFENDER

No of Pos.	Present Classification	No of Pos.	Classification Findings
6	Psychiatric Social Worker I Item No. 9034N N2M 86G Represented	6	Psychiatric Social Worker II Item No. 9035N N3MW 89G Represented

The department is experiencing loss of Psychiatric Social Worker I employees once they have obtained the required licensure to qualify for the Psychiatric Social Worker II position. The latter is a journey-level class that works under the general supervision of a higher level psychiatric social worker and functions independently to formulate differential diagnosis concerning the nature of the mental illness in order to develop an effective intervention and to determine the appropriate psychotherapeutic methods to be utilized. Since the professional social work services provided by the department will be enhanced with this action, we recommend upward reclassification to Psychiatric Social Worker II.

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Budget and Fiscal Services Manager Item No. 1060A N23 S11 Non-Represented	2	Administrative Services Manager III Item No. 1004A NM 107G Non-Represented

The subject positions are located in the Bureau of Administrative Services, where they supervise and evaluate the work of subordinate supervisors. The positions are responsible for overseeing budgetary planning, supervising review of State legislation, representing the department on meetings with the State and County agencies, planning and administering the activities associated with disaster relief functions, and other management and administrative functions. The duties and responsibilities of the positions are consistent with the class of Administrative Services Manager III. Positions allocable to this class are typically located in the central administrative office and are responsible for directing, through subordinate supervisors, a section providing professional administrative services. Therefore, we recommend lateral reclassification of the two subject positions to Administrative Services Manager III.

REGISTRAR – RECORDER/COUNTY CLERK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Intermediate Supervising Clerk Item No. 1176A NMV 71H Represented	1	Administrative Assistant III Item No. 0889A NM 87D Represented

The subject position is located within the Governmental and Legislative Affairs Division, Legislation Section, where it drafts legislative proposals and fact sheets; prepares legislative correspondence; analyzes and interprets State Senate and Assembly Bills, as well as County and city ordinances; and identifies and monitors election and recorder/clerk related legislation. The duties and responsibilities of the subject position are within the classification concept for the Administrative Assistant III. Positions in this class define, analyze, and make recommendations for the solution of highly complex operating, budgetary and financing, and other management problems of a County department. As such, we recommend upward reclassification to Administrative Assistant III.

SHERIFF – DETECTIVE SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Deputy Sheriff Item No. 2708A NTX 90H Represented	1	Sergeant Item No. 2717A NW 101C Represented

The subject Deputy Sheriff will assist the Internal Criminal Investigations Bureau and function as a High Tech Crimes Investigation Deputy. The position is responsible for conducting confidential criminal investigations, where technology has been utilized during the commission of a crime where the suspect is a department employee or a member of an outside law enforcement agency. The duties performed are consistent with the classification of Sergeant, which provides increased versatility in the area of internal criminal investigations. Hence, we recommend to upwardly reclassify the subject Deputy Sheriff to Sergeant.

DRAFT

ANALYSIS

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

- Adding and establishing the salary for one (1) unclassified classification;
- Restoring, establishing the salary, and changing the title of one (1) unclassified classification;
- Deleting two (2) non-represented employee classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, Beaches and Harbors, Board of Supervisors, Children and Family Services, District Attorney, Fire, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Social Services, Registrar-Recorder/County Clerk, and Sheriff.

RICHARD D. WEISS
Acting County Counsel

By: _____
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Services 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 numbers 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>4549</u>	<u>DEPUTY DIRECTOR,PUBLIC HEALTH(UC)</u>	_____ *	<u>N23</u> <u>R16</u>
<u>4577</u>	<u>MEDICAL DIRECTOR,PUBLIC HEALTH PROG(UC)</u>	_____ *	<u>N42</u> <u>E26</u>

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

ITEM NO.	TITLE
<u>4577</u>	MEDICAL DIRECTOR,PUBLIC HEALTH PROG(UC) <u>MEDICAL DIRECTOR,PUBLIC HEALTH(UC)</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	
2909	ASSISTANT CHIEF INVESTIGATOR, PD	08/01/2008	NW	109E
		07/01/2013	NW	110B
		07/01/2014	NW	110K
		01/01/2015	NW	111G
1851	HEAD DEPARTMENTAL PERSONNEL SPEC	01/01/2009	NM	96D
		10/01/2013	NM	97A
		10/01/2014	NM	97J
		04/01/2015	NM	98F

SECTION 4. Section 6.08.425 is hereby amended to read as follows:

6.08.425 - Management Physician E pay schedules

...

B. Compensation of Management Physicians and Dental Directors. The following Management Physician and Dental Director classifications shall be compensated on the indicated schedule of the effective E Table as follows:

Item No.	Title	Schedule Number
4739	Chief Mental Health Psychiatrist	18
4776	Dental Director I	7
4777	Dental Director II	9
5463	Medical Director I	24

Item No.	Title	Schedule Number
5461	Medical Director II	26
5462	Medical Director II (UC)	26
5460	Medical Director III (UC)	28
4567	Medical Director, MD, Mental Health	24
4574	Medical Director, MD, Mental Health (UC)	24
<u>4577</u>	<u>Medical Director, Public Health (UC)</u>	<u>26</u>
4737	Supervising Mental Health Psychiatrist	15

SECTION 5. Section 6.08.450 is hereby amended to read as follows:

6.08.450 - Special credits.

...

C. Any person appointed to the position of Medical Director I (Item No. 5463), Medical Director II (Item No. 5461), Medical Director II (UC) (Item No. 5462), Medical Director III (UC) (Item No. 5460); Medical Director, MD, Mental Health (Item No. 4567), ~~and~~ Medical Director, M.D., Mental Health (UC) (Item No. 4574), and Medical Director, Public Health (UC) (Item No. 4577) shall receive a flat rate monthly bonus pursuant to one of the following:

...

SECTION 6. 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
2329A	1	WAREHOUSE WORKER AID

SECTION 7. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0907A	3 <u>4</u>	STAFF ASSISTANT I

SECTION 8. Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6049A	4	MEDIUM TRUCK DRIVER
6052A	3	REFUSE TRUCK DRIVER
6052C	4	REFUSE TRUCK DRIVER

SECTION 9. Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6051A</u>	<u>7</u>	<u>HEAVY TRUCK DRIVER</u>
<u>6051C</u>	<u>1</u>	<u>HEAVY TRUCK DRIVER</u>

SECTION 10. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2569A	3 <u>2</u>	INFORMATION TECHNOLOGY SPECIALIST I
2570A	4 <u>2</u>	INFO TECHNOLOGY SPECIALIST II

SECTION 11. Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2573A	2	INFORMATION SYSTEMS MANAGER I
2595A	5	INFORMATION SYSTEMS SUPERVISOR I
2596A	4	INFORMATION SYSTEMS SUPERVISOR II
2597A	2	INFORMATION SYSTEMS SUPERVISOR III

SECTION 12. 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>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>
<u>2571A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2603A</u>	<u>1</u>	<u>IT SECURITY SPECIALIST</u>
<u>1908A</u>	<u>1</u>	<u>SENIOR DEPTL EMPLOYEE RELATIONS REP</u>

SECTION 13. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	20 <u>19</u>	ADMINISTRATIVE ASSISTANT II
1002A	64 <u>60</u>	ADMINISTRATIVE SERVICES MANAGER I
9086A	256 <u>251</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	74 <u>73</u>	CHILDREN SERVICES ADMINISTRATOR II
2591A	46 <u>17</u>	INFORMATION SYSTEMS ANALYST II
2565A	4 <u>3</u>	INFORMATION TECHNOLOGY MANAGER I
2598A	4 <u>4</u>	INFORMATION TECHNOLOGY SUPERVISOR
2526A	44 <u>14</u>	PRINCIPAL APPLICATION DEVELOPER
2525A	24 <u>23</u>	SENIOR APPLICATION DEVELOPER
2593A	40 <u>12</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 14. Section 6.70.010 (District Attorney) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1850A	1	HEAD DEPARTMENTAL PERSONNEL TECH

SECTION 15. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 16. Section 6.76.011 (Fire Department – Administrative) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1335A	3	ASSISTANT SUPERVISING PAYROLL CLERK
1340A	4	SUPERVISING PAYROLL CLERK III

SECTION 17. Section 6.76.011 (Fire Department – Administrative) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1338A</u>	<u>3</u>	<u>SUPERVISING PAYROLL CLERK I</u>
<u>1341A</u>	<u>1</u>	<u>SUPERVISING PAYROLL CLERK IV</u>

SECTION 18. 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	
0647A	6 <u>9</u>	ACCOUNTANT II	
0889A	49	<u>18</u>	ADMINISTRATIVE ASSISTANT III
1002A	48	<u>19</u>	ADMINISTRATIVE SERVICES MANAGER I
1004A	46	<u>15</u>	ADMINISTRATIVE SERVICES MANAGER III
1759A	3 <u>2</u>	EPIDEMIOLOGIST	
0668A	28 <u>27</u>	PRIN ACCOUNTING SYSTEMS TECHNICIAN	
0666A	42	<u>11</u>	SENIOR ACCOUNTING SYSTEMS TECH
4414A	4	<u>2</u>	SENIOR GEOGRAPHIC INFO SYST ANALYST

SECTION 19. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5169M	4	NURSE ANESTHETIST TRAINEE(2ND YEAR)

SECTION 20. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5087A	52 <u>53</u>	CLINIC NURSING ATTENDANT I

SECTION 21. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8104A	4	SENIOR COMMUNITY WORKER I

SECTION 22. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	364 <u>365</u>	INTERMEDIATE CLERK

SECTION 23. Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5170A	4	GRADUATE NURSE ANESTHETIST

SECTION 24. Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5329A	48 <u>19</u>	SUPERVISING CLINIC NURSE I

SECTION 25. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2591A</u>	<u>1</u>	<u>INFORMATION SYSTEMS ANALYST II</u>

SECTION 26. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2535A	48 <u>17</u>	INFO SYSTEMS SUPPORT ANALYST II

SECTION 27. 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>0927A</u>	<u>2</u>	<u>CREDENTIALING SPECIALIST</u>

SECTION 28. 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
2214A	396 <u>395</u>	INTERMEDIATE TYPIST-CLERK
1140A	44 <u>13</u>	SENIOR CLERK

SECTION 29. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	4	INFORMATION SYSTEMS ANALYST I

SECTION 30. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	47 <u>18</u>	ADMINISTRATIVE SERVICES MANAGER I
2521A	4 <u>2</u>	APPLICATION DEVELOPER II
8595A	34 <u>30</u>	CREW INSTRUCTOR
0363A	44 <u>12</u>	LANDSCAPE CONTRACT MONITOR,PKS&REC
1849A	2 <u>1</u>	SENIOR DEPARTMENTAL PERSONNEL TECH

SECTION 31. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9034N	7 <u>1</u>	PSYCHIATRIC SOCIAL WORKER I
9035N	-4 <u>10</u>	PSYCHIATRIC SOCIAL WORKER II

SECTION 32. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4060A	2	BUDGET & FISCAL SERVICES MANAGER

SECTION 33. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	48 <u>20</u>	ADMINISTRATIVE SERVICES MANAGER III

SECTION 34. 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	46 <u>17</u>	ADMINISTRATIVE ASSISTANT III
1176A	25 <u>24</u>	INTERMEDIATE SUPERVISING CLERK

SECTION 35. Section 6.120.013 (Sheriff – Detective services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2708A	523 <u>522</u>	DEPUTY SHERIFF
2717A	432 <u>133</u>	SERGEANT

SECTION 36. 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 schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSOCT2014ABCEO]



WILLIAM T FUJIOKA
Chief Executive Officer

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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Fifth District

October 21, 2014

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:

MILITARY LEAVE— RETIREMENT CONTRIBUTIONS (ALL DISTRICTS) (3 VOTES)

SUBJECT

Recommendation to clarify County policy with regard to the compensation of military reservists.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying resolution that a) clarifies that, since 1991, the Los Angeles County Code has been the governing authority for Board-approved paid military leave benefits for County employees; and b) rescinds any and all Board directives prior to August 1, 1990 pertaining to benefits allocated during periods of military service.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Beginning with the Iraq-Kuwait Crisis in 1990, the County of Los Angeles has provided special paid leave benefits to employees who are military reservists and who are ordered into active military service. These benefits are set out in Title 6 of the County Code and are designed to supplement the difference between a reservist's County salary and his or her military salary, where the military salary is less (the preponderance of the cases). They also keep each reservist's employee benefit coverage intact for the duration of the paid leave. These measures are intended to protect the affected employees from financial loss as a consequence of military activation.

Over the years, the benefits established in 1990 have been extended by the Board to other military situations. This has included the conflicts in Bosnia and Yugoslavia, and the War on Terrorism. The Board has also adjusted the maximum duration of the benefits in an effort to meet the demands

being placed on reservists by the United States military. In 2012, the Board approved the extension of these benefits with no duration limit to all ordered active military service regardless of the specific purpose or nature of that service. These changes are also set out in Title 6 of the County Code, and will be subject to further review by the Chief Executive Officer with a report back to the Board by July 1, 2015.

By protecting reservists from financial loss, the County is also protecting each reservist's ability to pay any required employee contributions to the employee benefit programs in which that individual may participate. This includes health and other group insurance programs covering the employee and any enrolled dependents, and the County's retirement program. Employee purchasing power is effectively maintained through the combination of County and military pay, which, in the aggregate, can be no less than a reservist's regular County salary prior to activation. And, in the case of employee retirement contributions, employee payments may be made during the course of active military service or at any time within five years after completion of that service. This is a right guaranteed by federal law.

Prior to 1990, there was no paid military leave provided by the County, and no guaranteed continuity of employee benefits during the course of active military service. There was, however, at least one Board-established policy and there may have been others that provided for the County to reimburse employees, under designated conditions, for certain benefits attributable to periods of military service dating back to World War II. The prior policies addressed an important need, and that need is also addressed by the financial protections inherent in the policy created in 1990. The old policies are effectively obsolete and superseded by current policy.

Although all pre-1990 policies are invalid, those established by Board actions and resolutions were never formally repealed. In light of these facts and to avoid any potential misunderstanding or confusion over these benefits, we are recommending that the Board take action now to repeal any and all prior policies and reaffirm that, since 1990, the provisions in Title 6 of the County Code have been the sole governing authority with respect to the compensation and benefits of the County's military reservists. It would be appropriate to take this action by adoption of the accompanying resolution, which has been approved as to form by the County Counsel.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan by promoting the well-being of County employees who are reservists.

FISCAL IMPACT/FINANCING

None.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Counsel concurs with the legal appropriateness of these recommendations.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

None.

The Honorable Board of Supervisors
10/21/2014
Page 3

Respectfully submitted,

WTF:BC:JA:MTK
WGL:LSB:mst

c: Executive Office, Board of Supervisors
County Counsel

Draft

**RESOLUTION CLARIFYING THE GOVERNING AUTHORITY FOR
COUNTY PROVIDED PAID MILITARY LEAVE BENEFITS**

WHEREAS, in 1990, Title 6 of the Los Angeles County Code was amended to provide paid military leave benefits for County employees who, as military reservists, were ordered into active military duty in connection with the Iraq-Kuwait crisis; and

WHEREAS, through subsequent Board actions, the military leave benefits established in said Title 6 were extended to military reservists ordered into active military duty in connection with military missions in Bosnia, Yugoslavia, the War on Terrorism, and, most recently, any active military service regardless of the specific nature or purpose of that service; and

WHEREAS, the paid military leave benefits set out in Title 6 are intended to protect military reservists from financial loss during periods of active military service by:

- a) Supplementing the difference between a reservist's County salary and his military salary, where the military salary is less, and
- b) Maintaining the continuity of County provided employee benefit coverage when the employee elects to continue coverage by making their contribution, including the continuity of County contributions to that coverage, and
- c) Protecting each reservist's financial capacity to make any required employee contributions to County provided employee benefit programs, including employee contributions to the County's retirement system; and

WHEREAS the paid military leave policy set out in Title 6 was designed to replace any and all policies in place prior to 1990, which provided for the reimbursement of employees for certain benefit contributions; and

WHEREAS, the Board desires to reaffirm and clarify that the 1990 paid military leave policy set out in Title 6, as amended, supersedes all prior policy.

THEREFORE, IT IS HEREBY RESOLVED THAT:

1. All Board orders and resolutions adopted prior to August 1, 1990 pertaining to any form of benefits authorized for County employees during periods of active military service, are deemed rescinded and repealed effective upon the 1990 adoption of amendments to Title 6 of the Los Angeles County Code related to military leave benefits; and
2. Title 6 of the Los Angeles County Code is, and has been, the sole governing authority for the County's paid military leave benefits since August 1, 1990.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles at the regular meeting on the 21st day of October 2014.

SACHI A. HAMAI
Executive Officer
Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

MARK J. SALADINO
County Counsel

By 
ROSEMARIE BELDA
Principal Deputy County Counsel
Labor & Employment Division



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>

WILLIAM T FUJIOKA
Chief Executive Officer

November 5, 2014

DRAFT

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:

CONTRACT FOR PRODUCTION SERVICES FOR TELEVISION MEETINGS OF THE BOARD OF SUPERVISORS AND RELATED SERVICES (ALL DISTRICTS - 3 VOTES)

SUBJECT

Request Board approval of a seven-year contract to provide production services for televising meetings of the Board of Supervisors and other significant meetings of public interest, with simultaneous closed captioning and Spanish translation, on-screen graphics, electronic transcripts, and related services.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chairman to sign the attached contract with Network Television Time, Inc., dba GovTV, to provide Production Services for Televising Meetings of the Los Angeles County Board of Supervisors and Related Services, at an annual amount not to exceed five hundred thousand dollars \$500,000, for a term of seven (7) years, plus two optional one-year extensions, effective upon Board approval.
2. Delegate authority to the CEO, or designee, to approve and execute all renewal options, extensions and change notices, pursuant to the provisions of the contract.
3. Direct the CEO to allocate sufficient funds in the County's annual budget from the Cable TV Franchise Fund for payments authorized under the contract over its term.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On February 7, 1995, the Board approved a contract with Network Television Time, Inc. to provide the County with production services for the videotaping of hearings and meetings of the Board of Supervisors. The Board subsequently approved extensions of the contract in order to add additional services and to enable the Chief Executive Office to evaluate available

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Fifth District

technologies that may be integrated. It also allowed the CEO to review and evaluate the complement of services required by the County. The purpose of this recommendation is to replace the existing contract scheduled to expire on November 30, 2014. Approval of the proposed contract will ensure uninterrupted production services to provide broadcasts of the Board meetings with simultaneous closed captioning and Spanish translation, on-screen graphics and electronic transcripts, among other related services. Other significant public meetings will be covered under this contract such as past meetings which have included: the Citizens Commission on Jail Violence, the Blue Ribbon Commission on Child Protection, and the Transition Team on the Office of Child Protection.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan Goal One, Operational Effectiveness/Fiscal Sustainability, Goal Two, Community Support and Responsiveness and Goal 3, Integrated Services Delivery. The contract will result in services provision to the public and County employees that allow for easy access to Board meetings and transcripts. It will transition the existing Webcasting Management System to a new provider that will provide enhanced services and expanded access to view live and archived Board meetings.

FISCAL IMPACT/FINANCING

The cost of the proposed contract will be financed by the Cable TV Franchise Fund. Revenues generated from cable franchise fees will be sufficient to fund the proposed contract without any General Fund financing.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract contains all of the latest Board required and policy provisions. The contract also includes insurance provisions that conform to current policies of the County. The Contractor agrees to maintain compliance with all contract requirements throughout the term of their contract. The contract has been approved as to form by County Counsel.

CONTRACTING PROCESS

On July 13, 2012, the CEO released a Request for Proposals (RFP) for Production Services for Televising Meetings of the Los Angeles County Board of Supervisors and Related Services. The RFP was posted on the County's "Doing Business With Us" website and notice of the RFP's release was directly sent to all vendors on the CEO's bidders list. A Proposers' Conference and walk-through of the job site was held on August 8, 2012 and was attended by seven vendors.

One qualified proposal was received in response to the RFP from Network Television Time, Inc., dba GovTV, the incumbent contractor. The CEO evaluated the proposal as to the vendor's qualifications, proposed staffing, past performance, proposed quality control plan and cost.

The Honorable Board of Supervisors
November 5, 2014
Page 3

The CEO sought the expert advice and input of the Board Executive Office, Internal Services Department and Chief Information Office. Based upon their input and the CEO's overall evaluation, the CEO determined that the proposer met the minimum requirements of the RFP and accepted all County standard terms and conditions, as specified in the Contract. Upon Board approval, the CEO will execute the contract for the required services.

IMPACT ON CURRENT SERVICES

Approval of the proposed contract will ensure uninterrupted broadcasting of the Board meetings and will continue to enhance the County's efforts to open its Board meetings to members of the public so that they might be better able to understand and participate in their government.

CONCLUSION

It is requested that the Executive Office, Board of Supervisors, return two original of the executed contract, two certified copies of the Minute Order, and the adopted, stamped Board letter to the CEO Multimedia, Cable and Telecommunications Office, attention Susan Herman.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

Enclosures

c: Executive Office, Board of Supervisors
County Counsel

November 5, 2014

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

The Honorable Board of Directors
Los Angeles County Public Works Financing Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ISSUANCE AND SALE OF
LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY
LEASE REVENUE BONDS (MULTIPLE CAPITAL PROJECTS)
(ALL DISTRICTS) (4 VOTES)**

SUBJECT

The Treasurer and Tax Collector is seeking authorization to issue up to [\$200 million] of lease revenue bonds to finance multiple capital projects. Proceeds from the sale of the bonds will be utilized to finance capital expenditures (including the redemption of outstanding commercial paper and lease revenue notes issued to fund project costs) related to the construction of the San Fernando Valley Family Service Center and the Manhattan Beach Library.

The financing will be structured using tax-exempt lease revenue bonds with level debt service payments over a maximum [30-year] amortization period. Consistent with prior long-term debt financings, the size of the transaction will be adjusted at the time of sale to generate sufficient proceeds to finance total construction costs, establish a debt service reserve fund and to provide for the costs of issuance related to the sale of the bonds.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the resolution authorizing: a) the issuance and sale of tax-exempt lease revenue bonds with a not to exceed par amount of [\$200 million] to finance multiple capital projects and to refund outstanding commercial paper and lease revenue notes; and b) the execution and delivery of various legal documents required to issue the bonds and complete the proposed transaction.
2. Ratify a public hearing on the financing held by the Treasurer and Tax Collector on [October 30, 2014] in accordance with Section 6586.5 of the California Government Code.

IT IS RECOMMENDED THAT YOUR BOARD, ACTING AS THE BOARD OF DIRECTORS OF THE LOS ANGELES COUNTY PUBLIC WORKS FINANCING AUTHORITY:

1. Adopt the resolution authorizing: a) the issuance and sale of tax-exempt lease revenue bonds with a not to exceed par amount of [\$200 million] to finance multiple capital projects and to refund outstanding commercial paper and lease revenue notes; and b) the execution and delivery of various legal documents required to issue the bonds and complete the proposed transaction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the above recommendations will authorize the issuance of the Los Angeles County Public Works Financing Authority Lease Revenue Bonds (Multiple Capital Projects) (the "Bonds") and the execution and delivery of all related documents. The proceeds from the sale of the Bonds will be used to finance construction of the San Fernando Valley Family Service Center and the Manhattan Beach Library (the "Projects").

In order to avoid the cost of capitalized interest and minimize financing costs, the County intends to pledge one or more existing real property assets with beneficial use and occupancy as collateral under the lease revenue structure. Although the particular real estate assets have yet to be determined, the aggregate value of these properties will be equal to or greater than the par amount of the Bonds. Following substantial completion of the financed Projects, there will then be a release of the original pledged assets and a new lease structured using the Projects themselves. This type of bond structure is commonly referred to as an "asset transfer" and is used as a means to avoid the high cost of capitalized interest.

Based on current capital expenditure needs, a summary of the project costs to be financed with bond proceeds is as follows:

Project	New Project Costs	Lease Revenue Note Refunding	Total Cost
San Fernando Valley Family Service Center	\$100,000,000	\$70,000,000	\$170,000,000
Manhattan Beach Library	1,000,000	14,000,000	15,000,000
TOTAL	\$101,000,000	\$84,000,000	\$185,000,000

As referenced above, approximately [\$84 million] of bond proceeds will be used to refund outstanding commercial paper and lease revenue notes (collectively, the "Lease Revenue Notes") previously issued to provide the initial financing for the Projects. The remaining estimated project fund deposit of [\$101 million] will be allocated to finance future capital expenditures necessary to complete the Projects.

The refunding of the Lease Revenue Notes with proceeds from the issuance of long-term bonds is an important component of the County's ongoing capital financing strategy. The \$600 million Lease Revenue Note Program (the "Note Program") provides a cost-effective short-term financing mechanism utilized by the County to provide the initial funding for capital projects. Given the County's substantial construction needs, redemption of the Lease Revenue Notes will free up additional capacity in the Note Program to fund new capital projects. Upon redemption of the Lease Revenue Notes, the County will have [\$251 million] of remaining capacity in the Note Program to provide the initial financing for new capital expenditures.

A summary description of the Projects is provided below:

San Fernando Valley Family Service Center

The San Fernando Valley Family Service Center will be located on a 6.78 acre County-owned property and is designed to provide an efficient service delivery model for families requiring access to multiple government services. The new facility will include office space and facilitate the delivery of various health and social services on behalf of the Departments of Child Support Services, Children and Family Services, Health Services, Mental Health, Public Health, Public Social Services, and Probation. The project involves the demolition of existing County facilities and includes the construction of a new five-story office building with 212,000 square feet of space, and a multi-story parking structure with approximately 1,350 parking spaces.

Manhattan Beach Library

The Manhattan Beach Library project includes the replacement of a single-story 12,188 square foot County library with a new two-story 21,500 square foot library located on County-owned property within the Manhattan Beach City Civic Center. The new library will include a homework center, group study/tutoring rooms, 100-seat community meeting room, express-service checkout machines, automated materials handling

system, information service desks, public access computers, and associated site improvements including landscaping, walkways, and security lighting.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action supports the County's Strategic Plan Goal #1: Operational Effectiveness/Fiscal Sustainability through the use of cost-effective financing to facilitate ongoing capital investment that will enhance the delivery of essential government services.

FISCAL IMPACT/FINANCING

Based on current market conditions, the County expects to issue the Bonds in an aggregate par amount of approximately [\$170 million] and generate an additional [\$20 million] of proceeds through bond premium. The proceeds will be allocated to the project fund in the estimated amount of [\$185 million], with the remaining [\$5 million] of proceeds allocated to finance a debt service reserve fund and to pay the costs of issuance related to the sale of the Bonds.

Current Market Conditions

The proposed timing of this financing is very beneficial to the County due to the continuation of historically low interest rates and highly favorable conditions in the municipal bond market. It is the objective of the Treasurer and Tax Collector (the "Treasurer") to price the Bonds soon after receiving approval from your Board and to close the transaction as early as December 1, 2014.

Estimated Borrowing Costs

The Resolutions being presented to your Board require the Bonds to be issued at a true interest cost not to exceed [6.0 percent]. Given the current interest rate environment, it is expected that actual borrowing costs will be significantly lower and should result in a true interest cost to the County of approximately [4.0 percent]. The Treasurer is recommending that the Bonds be structured with level debt service payments over a [30-year] amortization period commencing in 2015. Based on the County's strong credit profile and current market conditions, the proposed structure will result in average annual debt service payments of approximately [\$11 million]. The actual debt service payments will depend on market conditions at the time of sale.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County intends to issue the Bonds through the Los Angeles County Public Works Financing Authority (the "Authority") using a standard lease revenue structure. In this structure, the County leases the pledged assets to the Authority through a lease agreement, and the Authority leases the same pledged assets back to the County through a sublease agreement. The Bonds are secured by annual base rental

payments from the County to the Authority, which are subject to annual appropriation by your Board. The Chief Executive Office and the Treasurer are currently in the process of identifying the specific assets that will be pledged as collateral to secure the payment of debt service on the Bonds.

Financing Team

Given the relative complexity of a large lease-revenue bond financing, the Treasurer is recommending that the sale of the Bonds be conducted on a negotiated basis. [_____] has been selected as the senior managing underwriter, Public Resources Advisory Group has been appointed as the financial advisor for this transaction, and Orrick, Herrington & Sutcliffe LLP will serve as bond counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The issuance and sale of the Bonds will help ensure the completion of essential capital projects, which will serve to enhance and facilitate the delivery of vital government services.

CONCLUSION

Upon approval of the attached Resolutions, it is requested that the Executive Officer of the Board return two originally executed copies to the Public Finance Office of the Treasurer.

Respectfully submitted,

[MARK J. SALADINO]
[Treasurer and Tax Collector]

Attachments

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