



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: March 3, 2011
TIME: 12:30 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

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

1. Call to order – Ellen Sandt

- A) **Board Letter - APPROVE ADDITIONAL IMPROVEMENTS TO THE MUSEUM OF NATURAL HISTORY AND APPROVE AMENDMENT 2 TO LEASE AND LEASE-BACK AGREEMENT WITH THE NATURAL HISTORY MUSEUM FOUNDATION**
CEO – Jan Takata or designee

- B) **Board Letter - COUNTYWIDE CLASSIFICATION ACTIONS CONTRACTING OCCUPATIONAL STUDY**
CEO Class/Comp – Steve Masterson or designee

- C) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS**
CEO Class/Comp – Steve Masterson or designee

- D) **Board Letter - AMENDMENT NUMBER THREE TO CONTRACT NO. 76808 WITH GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY FOR CHANGES TO THE COUNTY'S DEFINED CONTRIBUTION PLANS**
CEO Benefits and CIO – Angela Jung and Robert Pittman

- E) **eCAPS/eHR Update**
Auditor-Controller – Wendy Watanabe or designee

- F) **Upcoming IT Items**
CIO – Rich Sanchez or designee

G) Discuss Cloud Computing
CIO - Rich Sanchez 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
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Third District
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Fourth District
MICHAEL D. ANTONOVICH
Fifth District

March __, 2011

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

Dear Supervisors:

**APPROVE ADDITIONAL IMPROVEMENTS TO THE MUSEUM OF NATURAL
HISTORY AND APPROVE AMENDMENT 2 TO LEASE AND LEASE-BACK
AGREEMENT WITH THE NATURAL HISTORY MUSEUM FOUNDATION
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

Approval of Amendment No. 2 to the Lease and Lease-Back Agreement between the County and the Los Angeles County Museum of Natural History Foundation will allow for the construction of a modification to the north area grounds, enhanced access to and ancillary structures within the site of the Museum of Natural History located in Exposition Park, including a new signature entry design incorporating the proposed Otis Booth Pavilion.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the additional improvements are categorically exempt from the California Environmental Quality Act pursuant to Article 19, Sections 15301, 15303, 15304, 15304, 15311, and 15323 of the State California Environmental Quality Act Guidelines, and Classes 1, 3, 4, 11, and 23 of the revised Environmental Document Reporting Procedures and Guidelines, adopted by your Board on November 17, 1987.
2. Approve the construction by the Los Angeles County Natural History Museum Foundation of additional improvements, including a modified outdoor garden and park area, enhance accessibility and new Otis Booth Pavilion entry and related work at the Museum of Natural History.
3. Approve Amendment No. 2 to the Lease and Lease-Back Agreement between the County and the Los Angeles County Natural History Museum

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Foundation to expand the definition of the Optional Construction to include these additional improvements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Natural History Museum Foundation (Foundation) to proceed with the modification of a portion of the grounds at the Museum of Natural History Museum (Museum), without change of use of the institution or expansion to the footprint of the Museum buildings, but improved access, additional landscaped “learning gardens” and the replacement of a set of concrete entry steps and terraces with a new glass enclosure serving as a signature multi-story north entry vestibule ancillary to the Museum building (Otis Booth Pavilion).

Background

Pursuant to a 2006 Lease and Lease-Back Agreement (Agreement) with the County, the Foundation is managing and funding the construction of other improvements at the Museum, including the seismic upgrade and gallery improvements to the original 1913 Building and the life safety and seismic upgrade to the Museum’s 1920’s Buildings. In 2008 the Lease and Lease-Back Agreement was amended to extend the Foundation’s authority to manage and fund Museum construction including the reconfiguration of the parking lots into a new Car Park, in part to free up approximately 3.5 acres of the Museum’s site for future visitor serving improvements and landscaping within the leasehold grounds to provide a reconfigured north entry and access from Exposition Boulevard. This action would amend the Agreement to further extend the Foundation’s authority to manage and fund the construction of additional improvements that will modify the grounds to continue the operations of the Museum.

Additional Improvements

The additional improvements, referred to as the Museum’s “North Campus”, are designed to complement Exposition Park and existing Museum facilities and will be constructed in phases to less the inconvenience to Museum patrons. The improvements will be opened to the public in phases beginning in the fall of 2011, with completion anticipated by early 2013.

The Otis Booth Pavilion

Made possible by the generosity of a gift from the Booth Family Foundation, this proposed 3,400 square foot multi-story lighted glass vestibule with a dramatically suspended diving fin whale skeleton from the collection will provide a new north entrance to the Museum. The pavilion will provide a transition space between the existing 1970's-era portion of the Museum and the redesigned entry plaza and grounds. The transition space will replace 3,200 square feet of concrete steps and terraces in approximately the same location that served the same Museum entry function.

It is envisioned that this new pavilion will serve as a beacon for visitors with visibility from Exposition Boulevard and the new light rail line. The pavilion will also connect to an elevated pedestrian walkway that integrates the new entry plaza area and the previously approved Car Park with the Museum.

An important specimen from the Museum's collections, the 63 foot skeleton of a fin whale, will be suspended in a diving position from the top of the pavilion, providing an iconic invitation to the Museum and its collections. The proposed 3,400 square foot pavilion will be clad in glass, extend approximately 3.5 floors of the existing Museum, and a seismic joint will be utilized as a transition for connection to the Museum.

Improved visitor access

Pedestrian way-finding from the previously approved consolidated Car Park and entrances to the North Campus from Exposition Boulevard are anticipated to be completed. The new pedestrian access will include an elevated pedestrian walkway which will bridge to the pavilion entry to provide ADA access into the north Museum main level from the entry plaza and the Car Park. In addition, New ADA-compliant access also will be provided to the east side of the Museum's 1913 Building.

Visitor Entry Plaza with Ticketing Kiosk

A new landscaped entry plaza area of approximately _____ square feet will be established along Exposition Boulevard. The entry plaza area will be free to the public and include benches, umbrella tables, and shade trees. Included in the entry plaza area will be an approximately 600 square feet new ticketing kiosk and ancillary entry point to facilitate ticket collections for those who move from the free entry plaza area to the Museum premises requiring an entry ticket.

Grassy Amphitheater

A portion of the exterior grounds will be modified to create a landscaped multipurpose combination amphitheater/ramp/steps space. This grassy slope will allow for outdoor programming or for moving among the upper and lower levels of the landscaped north campus. Additionally, the lower level of this space will continue to serve as outdoor café seating.

Green Fencing and Urban Edge Garden

The concrete walls that previously surrounded the prior asphalt parking lots on the Museum's north side will be replaced with "green walls" interspersed with a new perimeter fence. This new unique perimeter will enclose the entry plaza area and the learning gardens on the north campus east side. The green fences will be landscaped with planting designed to attract birds, and pollinating insects to integrate with the gardens they enclose. Minor site modifications will allow for the creation of an "urban edge garden" grass and tree area that will provide an attractive transition from Exposition Boulevard as well as a landscaped walkway from the below-ground level of the Car Park to the entry plaza area. This "urban edge" also will serve as a catchment area for rainwater that will be recycled for use on site.

Learning Gardens

The final component of the north campus project will be the establishment of a series of new "learning gardens". Minor exterior site modification and significant new landscaping will result in the creation of ten connected but distinct landscaped learning zones. Altogether the gardens will encompass approximately 3.5 acres of new green-space, linked internally and to the rest of the Museum site by pathways and signage. Educational signage and interactive activities, including a small pond for amphibian life will be integrated to enhance the educational purpose of the gardens. Much of the planting, like that of the "Green Fencing" has been selected to attract birds, insects and other animals and the gardens will become the site of a long-term "citizen science" study of urban bio-diversity. The grounds will be contoured such that the gardens nearest to the north façade of the Museum building will be at grade with the lower level of the building, allowing for visitor entry at that level of the Museum where a "learning lab" gallery also is being developed pursuant to previously-approved plans. This lower level entry between the learning gardens and the learning lab will be at the base of the Otis Booth Pavilion and will reinforce the "inside-outside" nature of the Museum's enhanced educational and scientific activities.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with County Strategic Plan Goals of Service Excellence (Goal 1) and Fiscal Responsibility (Goal 4). The Foundation will deliver to the County more attractive and better programmed grounds and better Museum access.

FISCAL IMPACT/FINANCING

The proposed project, including the Otis Booth Pavilion, is estimated to cost \$____, 000,000, and is entirely funded by the Foundation. The Foundation recently received a pledge of \$13,000,000 from the Booth Family Foundation to fund the pavilion and the remaining costs are funded through other gifts to the Foundation and the proceeds of a bond issue floated by the Foundation in 2007.

The Foundation will be responsible for any cost overruns related to the proposed project. In no event, will the County be required to provide additional funding for the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

As with the 1913 Building and 1920's Buildings and Car Park projects, the Lease and Lease-Back Agreement requires that the Foundation provide all required funding. Upon completion of the project, the improvements will become County property, but the operation of the Museum, including the north campus, will continue to be governed by the long-term funding and operating agreement between the County and Foundation that was executed in 1994 and extended in 2006.

The attached Lease and Lease-Back Agreement has been approved by County Counsel.

ENVIRONMENTAL DOCUMENTATION

Approval of this project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines and the County's Environmental Guidelines, Classes 1,3,4,11 and 23.

The operation and leasing of existing facilities involving negligible or no expansion of use are exempt under Class 1. These exempt activities include the addition of small structures under 10,000 square feet in areas where all services are provided and there are no sensitive environments, as is the case here in the redesign of the existing

Museum grounds and North Campus entry to include the Pavilion and ticketing kiosk and appurtenant pedestrian pathways.

Classes 3, 4 and 11 exempt new construction of small structures, minor alternations to land and changes in landscaping, including hardscape and softscape, and minor grading and accessory signing, seating, and shade umbrellas, patio furniture including moveable, and temporary or seasonal items and similar visitor serving access improvements and amenities.

These visitor serving improvements within the Museum's premises are also exempt under Class 23, which exempts normal operations of public facilities for the museum and park purposes for which it was designed and has been used.

The record also indicates no basis to find exceptions to the applicability of these categorical exemptions. There is no cumulative adverse impact of successive projects of the same type in the same place; there is no reasonable possibility that the project will have an adverse impact due to unusual circumstances, as there are none. Also, there is no project impact on any scenic highway and the project is not on any listed hazardous waste site. Further, the record indicates that the project will not have any substantial adverse change in the significance of historical resources. The affected North entrance which will be the site of the reconstructed Pavilion entrance was built in the 1970s structurally separate from the 1913 and 1920s Museum buildings and was specifically determined to be a "non-contributing " element to the historic structures in the Historic Structure Report, Natural History Museum of Los Angeles County (Levin & Associates, Myra Frank & Associates, Nabih Youssef & Associates, 2001).

Implementation of this project does not compel implementation of any possible future projects. While planning is proceeding on possible future visitor enhancing features, the scope and definition of those projects has not yet been determined, adequate funding has not yet been secured, and, if proposed in the future, they will be subject to separate further CEQA review.

IMPACT ON CURRENT SERVICES (OR PROJECTS

Access to the Museum has been from the south entrance during construction of the Car Park, proposed project, and related work. As elements of the project are completed, they will be opened to the public in phases, consistent with the efficient and safe completion of later phases, starting with opening of the Car Park, followed by the reopening the north entrance of the Museum.

The Honorable Board of Supervisors
March ____, 2011
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CONCLUSION

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division. Also, please return two originals of executed Amendment 2 to the Lease and Lease-Back Agreement and a certified copy of the Minute Order to each of the County Museum of Natural History Department and the Los Angeles County Museum of Natural History Foundation.

Respectfully submitted,

WILLIAM T FUJIOKA

Chief Executive Officer

Attachment

c: County Counsel
Los Angeles County Natural History Museum
Los Angeles County Natural History Museum Foundation



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CHIEF EXECUTIVE OFFICE

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March 15, 2011

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

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
CONTRACTING OCCUPATIONAL STUDY
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions of the County Code by reclassifying positions in various County departments, by adding a new classification, and by changing the title of a classification to implement findings of the countywide Contracting Occupational Study.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to add one (1) countywide classification to the classification plan; change the title of one (1) countywide classification; and reclassify 224 positions in 16 County departments to implement findings of the countywide Contracting Occupational Study.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities and qualifications assigned to these jobs (Attachment B). This is the 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 accepted principles of classification and compensation and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems.

Countywide Contracting Occupational Study and Related Reclassifications

The countywide Contracting Occupational Study (Study) included the review of approximately 300 positions which perform and/or supervise contract development and administration functions as their primary responsibility. Of these positions, 224 are being recommended for reclassification in this letter. This Study has been ongoing for several years and grew out of a broader Board motion calling for a "comprehensive plan to recruit, hire, and train skilled and competent contract staff."

The following key dates and steps reflect the evolution of this study over the past two years:

- On July 7, 2009, your Board approved the creation of four *specialized* Contracting classifications that would be utilized in classifying the 300 study positions. This was a major step in reinitiating the Study to professionalize this important function and to reflect the County's current contracting practices and organizations.

- Original recommendations to implement the Study, utilizing these specialized classifications, were targeted for the August 31, 2010 agenda. However, on July 27, 2010, your Board adopted findings and recommendations from the Human Resources (HR) Study, which included the use of broader, more generic classifications. Based on this action, we have developed new recommendations - in line with the HR Study - which are before your Board today.
- On December 14, 2010 your Board approved the deletion of the four specialized Contracting classes that would no longer be utilized in implementing the study.

In our review of the major contracting organizations across the County, we identified 37 different classifications that are currently being used for positions performing these duties and responsibilities, such as Contract Analyst, TTC; Contract Analyst, B&H; Management Specialist II, PW; Principal Accounting Systems Technician; and Staff Analyst, Health. These classes are paid at a variety of salary levels which results in salary inequities across the County and an unfair advantage or disadvantage for departments when competing for talent. We also concluded that, while many of the job duties of the contract positions studied are unique to that function, most of the competencies required for their successful performance are common to other existing and more generic administrative classes. As such, we are recommending that the positions in this study be classified in the existing, broad and generic class series (three classes) of Administrative Services Manager and one existing class which we are re-titling to Management Analyst. It is our intent, over time, to fold in many other administrative classes to this series, as part of our strategic plan to streamline the classification program. As a result of this Study, we will be able to delete at least 5 classes from the Classification Plan, once employees are appointed to the recommended classes. In line with our Human Resources Transformation, this reduced number of classifications will require less Civil Service examinations, and facilitate the efficient utilization of examination resources to better assess the general abilities and technical knowledge of employees and applicants. In addition, the establishment of a core broad-based generic administrative series that is utilized Countywide will facilitate the transfer and promotion of employees from one department to another and, therefore, will create better career opportunities for our County employees.

This letter recommends classification actions necessary to establish effective and equitable Contracting organizational structures and individual position classifications across the County to facilitate departments in meeting the requirements of your Board's initiatives in this area. Specifically, a total of 224 positions in 16 County departments are being recommended for reclassification (Attachment B). The Board's actions on this Study will ensure consistent and equitable allocations for positions performing contracting duties, will significantly reduce the use of multiple classes performing

essentially the same duties, and will facilitate the recruitment of qualified individuals to perform these complex and often sensitive contracting functions.

Please note that in implementing these Study findings, no employee will be reduced in terms of payroll title or salary. Current incumbents who are working in positions that are being reclassified to a higher level will be eligible for promotion through the competitive examination process, which is our standard practice in these situations. The Department of Human Resources has developed examinations to assess both core competencies and technical contracting knowledge for this purpose. Following implementation of the Study, all incumbents will be assessed for training purposes and specialized training will be offered, as appropriate. This process will support your Board's original direction to develop a "comprehensive plan to recruit, hire, and train skilled and competent contract staff."

New Classification

In the course of conducting this study, we identified the need for a new division manager classification. Positions allocated to this class will be utilized in departments that have large contracting divisions. Incumbents will report to an Administrative Deputy and will be responsible for directing, through subordinate section managers, a large complex contracting division. As such, we are recommending creation of the new class of Administrative Services Division Manager (Attachment A). Under our new strategic direction, we are very sensitive to establishing new, additional classifications. Please note that this will be a generic classification and, over time, other administrative division manager classifications at this level will be folded into this classification.

Title Change

We are recommending a title change for the *existing* countywide Departmental Personnel Technician class to Management Analyst (Attachment A). We will be amending the specification to reflect the first working professional level for personnel/human resources, contract development and administration and other sensitive administrative functions. This approach establishes a broader, more generic administrative class for use as we streamline the classification plan in the future.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

The recommendations made in this report are consistent with the Human Resources Transformation Strategic Initiative project which has previously been reported on to your Board. The Human Resources Transformation Strategic Initiative project includes a multi-year effort to re-examine and streamline the County's classification plan through elimination of overlapping and redundant classes and establishment of clear distinctions between classes and among job families. To accomplish this objective, we are using, as one methodology, a competency-based approach which will drive classification, selection and workforce planning on a go-forward basis. Briefly described, a competency model refers to a group of core competencies (knowledge, skills, abilities, behaviors, and personal attributes) that drive outstanding performance on a set of similar roles, functions and duties. We believe substantial benefits will result from using a competency model approach in the County's classification and selection programs in terms of clearer, broader and more manageable class structures and better defined career ladders for employees; more useful and reliable selection methods that is to ensure the appointment/promotion of highly qualified individuals in County Service; and more efficient, timely and cost effective HR processes.

The Study has also served as the environment for a Pilot Project, which is piloting the major concepts and methodologies of our HR Transformation. The Study has provided our first opportunity to utilize this approach to:

1. Develop a competency-based generic administrative series that can be utilized throughout the County (i.e. Administrative Services Manager I).
2. Determine the most appropriate classifications for contract analyst positions in all County departments.
3. Develop validated selection methods for use in the examination of core competencies required in these positions (and other general administrative classes which share these competencies).
4. Develop more objective, cost effective and valid methods to use in place of Appraisals of Promotability (APs) which are time-consuming and of limited/no utility in selecting highly qualified employees.
5. Provide for alternative methods for current employees to attain status in the new classes.

In collaboration with DHR and the County's HR consultants, we will be conducting evaluations to verify the effectiveness of this approach as applied to contract occupational positions.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 224 positions that will be reclassified is estimated to total \$1,594,895 (all funds). Net County cost is estimated to be \$490,047. Cost

increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

Appropriate notifications have been made 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 proper classification and compensations of positions and employees.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
SO:ra

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	1007	Administrative Services Division Manager	N23 S13

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
1848	Departmental Personnel Technician	Management Analyst

ATTACHMENT B

**RECOMMENDED RECLASSIFICATIONS FOR
CONTRACT STUDY POSITIONS
(All positions are non-represented unless otherwise indicated)**

BEACHES AND HARBORS – BEACHES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	1	Management Analyst Item #1848A (NM 86D)
1	Contracts Analyst, Beaches and Harbor Item #8866A (NM 92C)	1	Administrative Services Manager I Item #1002A (NM 93C)
1	Principal Accounting Systems Technician Item #0668A (NM 98G)	1	Administrative Services Manager II Item #1003A (NM 96C)
3			

BEACHES AND HARBORS – MARINA

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contracts Monitor, Recreational Services Item #8861A (NM 86C)	1	Administrative Services Manager I Item #1002A (NM 93C)
1			

CHILD SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item #0888A — <i>Represented</i> (NM 81K)	1	Management Analyst Item #1848A (NM 86D)
1	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	1	Administrative Services Manager I Item #1002A (NM 93C)

CHILD SUPPORT SERVICES (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Administrative Assistant II Item #0897A (NM 94C)	1	Administrative Services Manager II Item #1003A (NM 96C)
3			

CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
8	Administrative Services Manager I Item #1002A (NM 93C)	5 1 2	Administrative Services Manager II Item #1003A (NM 96C) Administrative Services Manager III Item #1004A (NM 106B) Management Analyst Item #1848A (NM 86D)
2	Administrative Services Manager II Item #1003A (NM 96C)	2	Administrative Services Manager III Item #1004A (NM 106B)
1	Assistant Division Chief, Children and Family Services Item #9090A (N23 S11)	1	Administrative Services Division Manager Item #1007A (N23 S13)
11			

COMMUNITY AND SENIOR SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Services Manager I Item #1002N (NM 93C)	2	Administrative Services Manager II Item #1003N (NM 96C)
9	Community Services Analyst II Item #8190A — <i>Represented</i> (NM 86F)	6 3	Administrative Services Manager I Item #1002A (NM 93C) Management Analyst Item #1848A (NM 86D)
4	Community Services Analyst III Item #8191A — <i>Represented</i> (NM 90F)	1 3	Administrative Services Manager I Item #1002A (NM 93C) Administrative Services Manager II Item #1003A (NM 96C)
4	Community Services Analyst III Item #8191N — <i>Represented</i> (NM 90F)	4	Administrative Services Manager I Item #1002N (NM 93C)
1	Program Manager, Community and Senior Services Item #8194A (N23 S11)	1	Administrative Services Division Manager Item #1007A (N23 S13)
3	Project Supervisor, Community Services Item #8219N (NM 92L)	3	Administrative Services Manager III Item #1004N (NM 106B)
23			

COUNTY COUNSEL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item #0888A — <i>Represented</i> (NM 81K)	1	Management Analyst Item #1848A (NM 86D)
1	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	1	Administrative Services Manager I Item #1002A (NM 93C)
2			

FIRE – ADMINISTRATIVE

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	1	Administrative Services Manager I Item #1002A (NM 93C)
		1	Management Analyst Item #1848A (NM 86D)
1	Supervising Administrative Assistant III Item #0898A (NM 96D)	1	Administrative Services Manager II Item #1003A (NM 96C)
3			

HEALTH SERVICES - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	3	Administrative Services Manager I Item #1002A (NM 93C)
		2	Management Analyst Item #1848A (NM 86D)
6	Assistant Staff Analyst, Health Services Item #4595A (NM 92D)	6	Administrative Services Manager I Item #1002A (NM 93C)
3	Senior Staff Analyst, Health Item #4594A (NM 103E)	3	Administrative Services Manager II Item #1003A (NM 96C)
14	Staff Analyst, Health Item #4593A (NM 96D)	8	Administrative Services Manager I Item #1002A (NM 93C)
		6	Administrative Services Manager II Item #1003A (NM 96C)
3	Supervisor, Contracts and Grants, HS Item #4582A (NM 106B)	3	Administrative Services Manager III Item #1004A (NM 106B)
31			

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
15	Principal Purchasing & Contracts Analyst Item #2262A — <i>Represented</i> (NM 96D)	15	Administrative Services Manager II Item #1003A (NM 96C)
3	Section Manager, Administration, ISD Item #1093A (NM 103K)	3	Administrative Services Manager III Item #1004A (NM 106B)
1	Staff Development Specialist, ISD Item #1901A (NM 88C)	1	Administrative Services Manager II Item #1003A (NM 96C)
19			

MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	3	Management Analyst Item #1848A (NM 86D)
1	Chief Contracts and Grants, MH Item #4717A (NM 103K)	1	Administrative Services Division Manager Item #1007A (N23 S13)
16	Mental Health Analyst I Item #4727A (NM 91D)	16	Administrative Services Manager I Item #1002A (NM 93C)
13	Mental Health Analyst II Item #4729A (NM 95D)	2	Administrative Services Manager I Item #1002A (NM 93C)
		11	Administrative Services Manager II Item #1003A (NM 96C)
2	Mental Health Analyst II Item #4729F (NM 95D)	2	Administrative Services Manager II Item #1003F (NM 96C)

MENTAL HEALTH (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Mental Health Analyst III Item #4731A (NM 101C)	1	Administrative Services Manager II Item #1003A (NM 96C)
		4	Administrative Services Manager III Item #1004A (NM 106B)
1	Supervising Psychiatric Social Worker Item #9038A — <i>Represented</i> (N3MW 92C)	1	Administrative Services Manager I Item #1002A (NM 93C)
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PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item #0888A — <i>Represented</i> (NM 81K)	1	Management Analyst Item #1848A (NM 86D)
3	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	2	Administrative Services Manager I Item #1002A (NM 93C)
		1	Management Analyst Item #1848A (NM 86D)
2	Administrative Services Manager I Item #1002A (NM 93C)	2	Administrative Services Manager II Item #1003A (NM 96C)
1	Assistant Golf Director Item #8813A (NM 90F)	1	Administrative Services Manager I Item #1002A (NM 93C)
5	Contract Monitor, Recreational Services Item #8861A (NM 86C)	5	Administrative Services Manager I Item #1002A (NM 93C)
12			

PROBATION - SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Probation Director Item #8620A — <i>Represented</i> (N23 S10)	1	Administrative Services Manager III Item #1004A (NM 106B)
11	Program Analyst, Probation Item #8638A — <i>Represented</i> (NM 90C)	9 2	Administrative Services Manager I Item #1002A (NM 93C) Management Analyst Item #1848A (NM 86D)
2	Program Analyst, Probation Item #8638N — <i>Represented</i> (NM 90C)	2	Administrative Services Manager I Item #1002N (NM 93C)
1	Supervising Administrative Assistant III Item #0898A (NM 96D)	1	Administrative Services Manager II Item #1003A (NM 96C)
1	Supervising Deputy Probation Officer Item #8610A — <i>Represented</i> (NW 93G)	1	Administrative Services Manager II Item #1003A (NM 96C)
1	Supervising Program Analyst, Probation Item #8641A (NM 103E)	1	Administrative Services Manager II Item #1003A (NM 96C)
17			

PUBLIC HEALTH – PUBLIC HEALTH SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	2	Administrative Services Manager I Item #1002A (NM 93C)
6	Assistant Staff Analyst, Health Services Item #4595A (NM 92D)	6	Administrative Services Manager I Item #1002A (NM 93C)
3	Senior Staff Analyst, Health Item #4594A (NM 103E)	3	Administrative Services Manager III Item #1004A (NM 106B)
5	Staff Analyst, Health Item #4593A (NM 96D)	5	Administrative Services Manager II Item #1003A (NM 96C)
1	Supervisor, Contracts & Grants, Health Services Item #4582A (NM 106B)	1	Administrative Services Division Manager Item #1007A (N23 S13)
17			

PUBLIC LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Administrative Assistant II Item #0888A — <i>Represented</i> (NM 81K)	1	Administrative Services Manager I Item #1002A (NM 93C)
		2	Management Analyst Item #1848A (NM 86D)
2	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	2	Administrative Services Manager I Item #1002A (NM 93C)
1	Contract Services Coordinator, Library Item #8352A (NM 87F)	1	Administrative Services Manager II Item #1003A (NM 96C)
6			

PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Administrative Services Manager I Item #1002A (NM 93C)	5	Administrative Services Manager II Item #1003A (NM 96C)
1	Division Chief, PSS Item 8014A (N23 S12)	1	Administrative Services Division Manager Item #1007A (N23 S13)
6			

PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant I Item #0887A — <i>Represented</i> (N2M 72F)	1	Administrative Services Manager I Item #1002A (NM 93C)
2	Administrative Assistant II Item #0888A — <i>Represented</i> (NM 81K)	2	Administrative Services Manager I Item #1002A (NM 93C)
8	Administrative Assistant III Item #0889A — <i>Represented</i> (NM 85K)	4	Administrative Services Manager I Item #1002A (NM 93C)
		4	Administrative Services Manager II Item #1003A (NM 96C)
1	Building Inspector IV Item #4179A — <i>Represented</i> (98L)	1	Administrative Services Manager II Item #1003A (NM 96C)
1	Capital Project Management Associate, PW Item #4140A — <i>Represented</i> (101L)	1	Administrative Services Manager III Item #1004A (NM 106B)
3	Contract Administrator Item #3962A — <i>Represented</i> (91L)	3	Administrative Services Manager I Item #1002A (NM 93C)
1	Management Specialist I, Public Works Item #0892A (NM 96D)	1	Administrative Services Manager II Item #1003A (NM 96C)
2	Management Specialist II, Public Works Item #0893A (NM 100D)	2	Administrative Services Manager III Item #1004A (NM 106B)

PUBLIC WORKS (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Civil Engineer Item #3436A — <i>Represented</i> (109L)	1	Administrative Services Division Manager Item #1007A (N23 S13)
3	Senior Contract Administrator Item #3964A — <i>Represented</i> (95L)	3	Administrative Services Manager II Item #1003A (NM 96C)
1	Staff Assistant II Item #0913A — <i>Represented</i> (NM 80E)	1	Administrative Services Manager I Item #1002A (NM 93C)
1	Supervising Administrative Assistant II Item #0897A (NM 94C)	1	Administrative Services Manager II Item #1003A (NM 96C)
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TREASURER AND TAX COLLECTOR

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Operations Chief, TTC Item #0527A (NM 103K)	1	Administrative Services Manager III Item #1004A (NM 106B)
3	Contract Analyst, TTC Item #0890A (NM 96C)	1	Administrative Services Manager I Item #1002A (NM 93C)
		2	Administrative Services Manager II Item #1003A (NM 96C)
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ANALYSIS

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

- Adding and establishing the salary for one (1) classification;
- Changing the title of one (1) non-represented classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Child Support, Children and Family Services, Community and Senior Services, County Counsel, District Attorney, Fire, Health Services, Internal Services, Mental Health, Parks and Recreation, Probation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, and Treasurer and Tax Collector.

ANDREA SHERIDAN ORDIN
County Counsel

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

HSM:kp

ORDINANCE NO. _____

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

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

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

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>1007</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>	_____*	<u>N23</u> <u>S13</u>

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

ITEM NO.	TITLE
1848	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	2	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 4. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 5. Section 6.38.010 (Assessor) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 6. Section 6.40.010 (Auditor-Controller) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	2	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 7. Section 6.42.010 (Department of Beaches and Harbors – Beaches) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8866A	4	CONTRACTS ANALYST, BEACHES & HARBORS
0668A	4	PRIN ACCOUNTING SYSTEMS TECHNICIAN

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1848A</u>	<u>1</u>	<u>MANAGEMENT ANALYST</u>

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	2	<u>1</u> ADMINISTRATIVE ASSISTANT III
1002A	4	<u>2</u> ADMINISTRATIVE SERVICES MANAGER I
1003A	2	<u>3</u> ADMINISTRATIVE SERVICES MANAGER II

SECTION 10. Section 6.42.011 (Department of Beaches and Harbors – Marina) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8861A	4	CONTRACT MONITOR, RECREATIONAL SVCS

SECTION 11. Section 6.42.011 (Department of Beaches and Harbors – Marina) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1002A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>

SECTION 12. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>

SECTION 14. 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
1002A	65 <u>57</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	46 <u>19</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	6 <u>9</u>	ADMINISTRATIVE SERVICES MANAGER III
9090A	4 <u>3</u>	ASST DIV CHIEF,CHILD & FAMILY SERVS

SECTION 15. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	5 <u>7</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 16. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848N	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 17. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	3 <u>2</u>	ADMINISTRATIVE ASSISTANT II
0889A	44 <u>10</u>	ADMINISTRATIVE ASSISTANT III
1002A	4 <u>2</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II
0897A	4 <u>3</u>	SUPVG ADMINISTRATIVE ASSISTANT II

SECTION 18. Section 6.55.010 (Child Support Services Department) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	4 <u>5</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 19. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>
<u>1004N</u>	<u>3</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>
<u>1848A</u>	<u>3</u>	<u>MANAGEMENT ANALYST</u>

SECTION 20. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	6	<u>13</u> ADMINISTRATIVE SERVICES MANAGER I
1002N	3	<u>5</u> ADMINISTRATIVE SERVICES MANAGER I
1003A	2	<u>5</u> ADMINISTRATIVE SERVICES MANAGER II
1003N	3	<u>5</u> ADMINISTRATIVE SERVICES MANAGER II
8190A	28	<u>19</u> COMMUNITY SERVICES ANALYST II
8191A	9	<u>5</u> COMMUNITY SERVICES ANALYST III
8191N	8	<u>4</u> COMMUNITY SERVICES ANALYST III
8194A	9	<u>8</u> PROGRAM MGR,COMMUNITY & SR SERVS
8219N	5	<u>2</u> PROJECT SUPERVISOR,COMMUNITY SERVS

SECTION 21. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848N	2	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 22. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	4 <u>3</u>	ADMINISTRATIVE ASSISTANT II
0889A	4 <u>3</u>	ADMINISTRATIVE ASSISTANT III
1002A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER I

SECTION 23. Section 6.64.010 (County Counsel) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	4 <u>2</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 24. Section 6.70.010 (District Attorney) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	7	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 25. Section 6.76.010 (Fire Department – Executive Budget) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	6	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 26. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	42 <u>10</u>	ADMINISTRATIVE ASSISTANT III
1002A	4 <u>5</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	3 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER II
0898A	2 <u>1</u>	SUPVg ADMINISTRATIVE ASSISTANT III

SECTION 27. Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	5 <u>6</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 28. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4582A	4	SUPERVISOR, CONTRACTS & GRANTS, HS

SECTION 29. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>
<u>1002A</u>	<u>8</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>

SECTION 30. 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
0889A	8 <u>6</u>	ADMINISTRATIVE ASSISTANT III
1003A	5 <u>10</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	4 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER III
4595A	14 <u>8</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
4594A	14 <u>8</u>	SENIOR STAFF ANALYST,HEALTH
4593A	23 <u>18</u>	STAFF ANALYST,HEALTH

SECTION 31. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	3	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>
1848N	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 32. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1002A</u>	<u>17</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>

SECTION 33. 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
0889A	24 <u>19</u>	ADMINISTRATIVE ASSISTANT III
1003A	43 <u>22</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	43 <u>16</u>	ADMINISTRATIVE SERVICES MANAGER III
4595A	26 <u>20</u>	ASSISTANT STAFF ANALYST, HLTH SERVS
4594A	25 <u>22</u>	SENIOR STAFF ANALYST, HEALTH
4593A	88 <u>74</u>	STAFF ANALYST, HEALTH
4582A	4 <u>1</u>	SUPERVISOR, CONTRACTS & GRANTS, HS

SECTION 34. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	38 <u>40</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 35. 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>1004A</u>	<u>3</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>

SECTION 36. 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
1003A	42 <u>28</u>	ADMINISTRATIVE SERVICES MANAGER II
2262A	28	<u>13</u> PRIN PURCHASING & CONTRACTS ANALYST
1093A	30 <u>27</u>	SECTION MANAGER,ADMINISTRATION,ISD
1901A	4 <u>3</u>	STAFF DEVELOPMENT SPECIALIST,ISD

SECTION 37. Section 6.81.010 (Internal Services Department) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	7	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 38. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4717A	1	CHIEF, CONTRACTS & GRANTS, MH
4729F	2	MENTAL HEALTH ANALYST II

SECTION 39. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>
<u>1003F</u>	<u>2</u>	<u>ADMINISTRATIVE SERVICES MANAGER II</u>

SECTION 40. 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
0889A	48	<u>15</u>	ADMINISTRATIVE ASSISTANT III
1002A	5	<u>24</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	8	<u>20</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	4	<u>8</u>	ADMINISTRATIVE SERVICES MANAGER III
4727A	56	<u>40</u>	MENTAL HEALTH ANALYST I
4729A	58	<u>45</u>	MENTAL HEALTH ANALYST II
4731A	25	<u>20</u>	MENTAL HEALTH ANALYST III
9038A	110	<u>109</u>	SUPVG PSYCHIATRIC SOCIAL WORKER

SECTION 41. Section 6.86.010 (Department of Mental Health) is hereby is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1848A	11	<u>14</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 42. 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
8861A	5	CONTRACT MONITOR, RECREATIONAL SVCS

SECTION 43. 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
0888A	8	<u>7</u> ADMINISTRATIVE ASSISTANT II
0889A	30	<u>27</u> ADMINISTRATIVE ASSISTANT III
1002A	44	<u>17</u> ADMINISTRATIVE SERVICES MANAGER I
1003A	43	<u>15</u> ADMINISTRATIVE SERVICES MANAGER II
8813A	3	<u>2</u> ASSISTANT GOLF DIRECTOR

SECTION 44. Section 6.94.010 (Department of Parks and Recreations) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	3	<u>5</u> DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 45. Section 6.100.010 (Probation Department – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1002N</u>	<u>2</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>1004A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>

SECTION 46. Section 6.100.010 (Probation Department – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	2 <u>11</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	3 <u>6</u>	ADMINISTRATIVE SERVICES MANAGER II
8620A	45 <u>14</u>	PROBATION DIRECTOR
8638A	36 <u>25</u>	PROGRAM ANALYST, PROBATION
8638N	4 <u>2</u>	PROGRAM ANALYST, PROBATION
0898A	2 <u>1</u>	SUPVg ADMINISTRATIVE ASSISTANT III
8610A	28 <u>27</u>	SUPVg DEPUTY PROBATION OFFICER
8641A	7 <u>6</u>	SUPERVISING PROGRAM ANALYST, PROB

SECTION 47. Section 6.100.010 (Probation Department – Support services) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	24 <u>23</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 48. Section 6.104.010 (Public Defender) is hereby amended to change

the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	2	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 49. Section 6.106.010 (Public Library) is hereby amended to delete

the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8352A	4	CONTRACT SERVICES COORD, LIBRARY

SECTION 50. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	8 <u>5</u>	ADMINISTRATIVE ASSISTANT II
0889A	9 <u>7</u>	ADMINISTRATIVE ASSISTANT III
1002A	4 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	3 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 51. Section 6.106.010 (Public Library) is hereby amended to change the title and the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	4 <u>3</u>	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 52. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>

SECTION 53. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	404 <u>96</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	35 <u>40</u>	ADMINISTRATIVE SERVICES MANAGER II
8014A	43 <u>12</u>	DIVISION CHIEF,PSS

SECTION 54. Section 6.108.010 (Department of Public Social Services) is hereby

amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	19	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 55. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3964A	3	SENIOR CONTRACT ADMINISTRATOR

SECTION 56. 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>1007A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES DIV MGR</u>

SECTION 57. 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	
0887A	3 <u>2</u>	ADMINISTRATIVE ASSISTANT I	
0888A	18 <u>16</u>	ADMINISTRATIVE ASSISTANT II	
0889A	44	<u>33</u>	ADMINISTRATIVE ASSISTANT III
1002A	4	<u>12</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	5	<u>15</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	4	<u>7</u>	ADMINISTRATIVE SERVICES MANAGER III
4179A	6	<u>5</u>	BUILDING INSPECTOR IV
4140A	24	<u>23</u>	CAPITAL PROJECTS MGMT ASSOCIATE,PW
3962A	4	<u>1</u>	CONTRACT ADMINISTRATOR
0892A	5	<u>4</u>	MANAGEMENT SPECIALIST I,PW
0893A	5	<u>3</u>	MANAGEMENT SPECIALIST II,PW
3436A	94	<u>90</u>	SENIOR CIVIL ENGINEER

0913A	24	<u>23</u>	STAFF ASSISTANT II
0897A	3	<u>2</u>	SUPVG ADMINISTRATIVE ASSISTANT II

SECTION 58. Section 6.109.010 (Department of Public Works) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	12	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 59. Section 6.112.010 (Department of Regional Planning) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	1	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 60. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	5	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 61. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0890A	3	CONTRACT ANALYST, TTC

SECTION 62. 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>1004A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>

SECTION 63. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	4 <u>2</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	3 <u>5</u>	ADMINISTRATIVE SERVICES MANAGER II
0527A	44 <u>13</u>	ASSISTANT OPERATIONS CHIEF, TTC

SECTION 64. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	2	DEPARTMENTAL PERSONNEL TECHNICIAN <u>MANAGEMENT ANALYST</u>

SECTION 65. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

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

[RECLASSFEB11KPCEO]



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

March 15, 2011

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

Dear Supervisors:

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

SUBJECT

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

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) classification, to make a salary change to one (1) unclassified classification in the Department of Human Resources, to delete two (2) unclassified classifications and three (3) non-represented classifications from the County Classification Plan, to implement results of classification studies in the departments of Public Health and Registrar-Recorder/County Clerk, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification 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 (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward are consistent with the class concepts of the proposed classifications.

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

New Classification

The classification of Certified Medical Assistant is being established for the Department of Health Services (Attachment A). Under the technical supervision of a physician, the Certified Medical Assistant will perform a variety of administrative, clerical, and technical support services to patient care in an outpatient clinic. The creation of this classification is in line with the Department of Health Services Ambulatory Care Restructuring Work Plan that was approved by your Board on April 13, 2010.

Salary Change

We are recommending a salary change for one (1) unclassified Management Appraisal and Performance Plan (MAPP) classification in the Department of Human Resources (Attachment A). Specifically, we recommend a salary range increase for the Assistant Director, Human Resources (UC), from R16 to R17. This recommendation will establish the standard two range differential between this class and the immediate subordinate position of Senior Human Resources Manager (S15). Superior/subordinate pay range differential guidelines were initially outlined in our March 27, 2007 letter to your Board regarding Management Appraisal and Performance Plan changes.

Deleted Unclassified and Non-Represented Classifications

We are recommending the deletion of two (2) vacant unclassified classifications and two (2) non-represented classifications from the County Classification Plan (Attachment A), as a result of the elimination of the Office of Public Safety approved by your Board on August 24, 2010. In addition, the Director, Fiscal Administration, Sheriff is being deleted in conjunction with its reclassification approved by your Board on January 18, 2011. These recommendations are consistent with the County's strategy to reduce the number of duplicative and obsolete classifications.

Reclassifications

Based upon individual position studies conducted at the request of two (2) departments, we recommend that two (2) positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Technical Corrections

The following technical corrections are related to the implementation of the eHR payroll system as reported to your Board in March 2010 by our Compensation Policy Division. These are minor errors in the County Code that need to be corrected in order to clarify language inadvertently omitted.

Nonelective Annual Leave

We are correcting a minor typographical error in the County Code that has transposed the table headers relating to the accrual of Nonelective Annual Leave for Megaflex participants. There is no impact to Megaflex participants since the accrual rules are functioning properly in the County Wide Timekeeping and Payroll Personnel System (CWTAPPS).

County Contribution to Health Insurance for Non-Student Part-Time Employees

On March 23, 2010, your Board adopted several payroll-related ordinance changes relating to the 2010 Phase 2 implementation of the new Advantage Human Resources System (i.e., eHR). One major change was the conversion from a calendar day pay system to a workday pay system. Several portions of the ordinance impacted by this conversion were revised. However, the section relating to the County's contribution for health insurance for non-student part-time employees was overlooked. Specifically, the qualifying minimum monthly hours were not adjusted to reflect the new work day basis. The attached ordinance includes the adjustment.

Standardized Salary Schedule

We are correcting minor typographical errors in the published Standardized Salary Schedule Table. There is no impact to current employees. The rates corresponding to schedules/levels 126B and 126G are properly functioning in CWTAPPS. Furthermore, although we are correcting the rate corresponding to 126F, Step 1 (changing \$12,992.55 to \$12,922.55 per month), there is currently no Standardized Salary Schedule classification which is compensated at that level.

Implementation of Strategic Plan Goals

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

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the two (2) positions that will be reclassified and the recommended salary change is estimated to total \$41,765 (all funds). Net County cost is estimated to be \$12,461. Cost increases associated with the compensation changes 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.

The Honorable Board of Supervisors
March 15, 2011
Page 5

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
LR:KP:ra

Attachments (2)

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

ATTACHMENT A

CLASSIFICATION RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/ Options	5092	Certified Medical Assistant	NM 68C

UNCLASSIFIED CLASSIFICATION RECOMMENDED FOR SALARY CHANGE

Item No.	Current Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
1918	Assistant Director, Human Resources (UC)	N23 R16	N23 R17

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
2853	Chief, Office of Public Safety (UC)
2851	Deputy Chief, Office of Public Safety (UC)

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION

Item No.	Title
2838	Bureau Chief, Los Angeles County Police
1010	Director, Fiscal Administration, Sheriff
2824	Security Guard

DRAFT

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Physician Item No. 5456N N42 E08 Non-Represented	Chief Physician I Item No. 5457N N42 E09 Non-Represented

The subject position reports to a Chief Physician III and is assigned to the Communicable Disease Control and Prevention, HIV Epidemiology Program where it provides oversight to six (6) units: Data Acquisition, Special Projects, Data Analysis, Seroepidemiology, Core Surveillance, and Administration. Specific duties include planning and coordinating epidemiologic studies, directing investigations and enforcing state laws related to the reporting of HIV/AIDS County-wide. The position also serves as the County’s subject matter expert on HIV/AIDS surveillance and provides input to the Center for Disease Control and Prevention and the State Office of AIDS regarding policy and procedural changes to HIV surveillance-related national guidelines and legislative bills. In addition, the position manages State and federal grants and is responsible for the budget, procurement, and personnel functions of the HIV Epidemiology Program.

The assigned duties and responsibilities are consistent with the classification standards for Chief Physician I, a class which is responsible for planning, coordinating and evaluating specialized health programs on a County-wide basis. Therefore, we recommend upward reclassification to Chief Physician I.

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head Clerk Item No. 1179A NMV 75B Represented	Head, Election and Document Processing Services Item No. 1205A NMV 84F Represented

The subject position reports directly to the Assistant Division Manager, Programs, Registrar-Recorder/County Clerk and is assigned to the Business Filings Registration Section of the Document Recording Division. The subject position is responsible for planning, directing, and reviewing the work through subordinate supervisors. Duties also include collaborating with management to implement work policies and procedures of the County Clerk; examining legal documents requiring State Law and County Code interpretation; and preparing various reports pertaining to the Section operations.

Based on the scope of supervisory responsibilities, the high level of accountability and the administrative support services assigned, this position meets the Head, Election and Document Processing Services allocation criteria to plan, direct and supervise the activities of a unit performing election, recording or document processing services in the Department of Registrar-Recorder/County Clerk. Therefore, we recommend upward reclassification to Head, Election and Document Processing Services.

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) unclassified classification;
- Deleting two (2) unclassified classifications;
- Deleting three (3) non-represented classifications;
- Amending Sections 5.27.330 (Nonelective Annual Leave), 5.36.029 (Contribution to health insurance for non-student part-time employees), and 6.26.040 (County of Los Angeles Salary Tables); and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Public Health and Registrar-Recorder/County Clerk.

ANDREA SHERIDAN ORDIN
County Counsel

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

HSM:kp

ORDINANCE NO. _____

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

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

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

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5092</u>	<u>CERTIFIED MEDICAL ASSISTANT</u>	_____*	<u>NM</u>	<u>68C</u>

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

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1918	ASST DIRECTOR,HUMAN RESOURCES(UC)	10/01/2006	N23	R16
		04/01/2007	N23	R16
		07/01/2007	N23	R16
		01/01/2008	N23	R16
		01/01/2009	N23	R16
		_____*	<u>N23</u>	<u>R17</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	
2838	BUR-CHF,LOS ANGELES COUNTY POLICE	01/01/2006		102B
		10/01/2006		103G
		07/01/2007	NN	103G
		01/01/2008	NN	104H
		07/01/2008	NM	104H
		01/01/2009	NM	105J
2853	CHIEF,OFFICE OF PUBLIC SAFETY(UC)	10/01/2006	N23	R15
		04/01/2007	N23	R15
		07/01/2007	N23	R15
		01/01/2008	N23	R15
		01/01/2009	N23	R15
2851	DEP-CHF,OFFICE OF PUBLIC SAFETY(UC)	10/01/2006	N23	R13
		04/01/2007	N23	R13
		07/01/2007	N23	R13
		01/01/2008	N23	R13
		01/01/2009	N23	R13
1010	DIR,FISCAL ADMINISTRATION,SHERIFF	10/01/2006	N23	R14
		04/01/2007	N23	S14
		07/01/2007	N23	S14
		01/01/2008	N23	S14
		01/01/2009	N23	S14
2824	SECURITY GUARD	01/01/2006	N3	52D
		10/01/2006	N3	53J
		07/01/2007	N3N	53J
		01/01/2008	N3N	54K
		07/01/2008	N3M	54K
		01/01/2009	N3M	55L

SECTION 4. Section 5.27.330 is hereby amended to read as follows:

5.27.330 Nonelective Annual Leave.

A. Annual Allowance. On January 1st of each Plan Year, each Participant who has completed at least one year of continuous service in the preceding calendar year shall be entitled to a maximum of 10 days of paid Nonelective Annual Leave. Such entitlement shall be based on the Participant's active service in the preceding calendar year as provided in the following table:

Nonelective Annual Leave

Number of Working Days of Nonelective Active Service as a Participant <u>Number of Days of Annual Leave</u>	Number of Days of Annual Leave <u>Number of Working Days of Nonelective Active Service as a Participant</u>
1	19
2	55
3	91
4	127
5	163
6	199
7	235
8	271
9	307
10	343

. . .

SECTION 5. Section 5.36.029 is hereby amended to read as follows:

5.36.029 Contribution to health insurance for non-student part-time employees.

. . .

B. The provisions of this section shall apply to each daily as-needed, daily recurrent, hourly as-needed, hourly recurrent, monthly permanent ½ time, monthly permanent 3/5 time, monthly permanent 5/8 time, monthly permanent 2/3 time, monthly permanent 3/4 time and monthly permanent 4/5 permanent time (designated as C, E, F, H, U, V, W, X, Y and Z, respectively, in Section 6.28.020 of this Code) who:

1. Has been in a pay-status for an average of 20 hours a week for the three consecutive months prior to enrollment in the County sponsored health plan. For purposes of this section, an employee will be deemed to have ~~worked~~ been in a pay status for an average of 20 hours per week if, in the aggregate, he has been compensated the following number of hours over any three (3) consecutive month period:

- a. ~~249~~ 244 hours if employed on a daily or hourly basis,
- b. ~~360~~ 256 hours if employed on a monthly temporary or monthly recurrent basis or on a ½ time, 3/5 time, 5/8 time, 2/3 time, 3/4 time or 4/5 time monthly permanent basis;

. . .

SECTION 6. Section 6.26.040 is hereby amended to read as follows:

6.26.040 County of Los Angeles Salary Tables.

STANDARDIZED SALARY SCHEDULE TABLE										
S C H E D U L E	L E V E L	MONTHLY STEP RATES					FIRST STEP HOURLY RATE	TOP STEP ANNUAL RATE		
		1	2	3	4	5				
		NOTE 2	1	2	3	4				
			NOTE 3	1	2	3				
				NOTE 4	1	2				
						NOTE 5			1	

...

126b <u>126</u>	B	12,794.91	13,508.73	14,262.55	15,057.55	15,896.64	73,534 <u>73,534</u>	190,759.68
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...

126	F	12,992.55 <u>12,922.55</u>	13,643.64	14,404.73	15,207.73	16,055.18	74.268	216,662.16
126	GT <u>G</u>	12,954.45	13,677.36	14,440.27	15,245.27	16,094.82	74.451	193,137.84

...

SECTION 7. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5457N</u>	<u>1</u>	<u>CHIEF PHYSICIAN I</u>

SECTION 8. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5456N	5 <u>4</u>	SENIOR PHYSICIAN

SECTION 9. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1179A	4	HEAD CLERK

SECTION 10. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1205A	48 <u>19</u>	HEAD,ELECTION & DOCUMENT PROC SERVS

SECTION 11. 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 compensation change made to Section 6.28.050 of the County Code.

[RECLASSMAR11KPCEO]



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

March 29, 2011

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

Dear Supervisors:

**AMENDMENT NUMBER THREE TO CONTRACT NO. 76808 WITH
GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY
FOR CHANGES TO THE COUNTY'S DEFINED CONTRIBUTION PLANS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Proposed amendment to contract with Great-West Life & Annuity Insurance Company (Great-West) to: 1) implement a computer security breach notification process; 2) terminate communication services for the 401(k) Savings Plan; and 3) terminate Stable Fund crediting rate services for the 457 Deferred Compensation and Thrift Plan (Horizons), 401(k) Savings Plan, and Pension Savings Plan.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the attached Amendment Number Three to implement the following changes to the County of Los Angeles (County) Defined Contribution Plans to establish a computer security breach notification process; to terminate the communication services for the 401(k) Savings Plan; and to terminate Stable Fund crediting rate services for the Horizons Plan, 401(k) Savings Plan, and Pension Savings Plan.
2. Instruct the Mayor to sign an amendment to the contract with Great-West Life & Annuity Insurance Company, Contract No. 76808.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Great-West has been the County's third party administrator (TPA) for the Horizons and Savings Plans since 1997. There are approximately 84,000 participants and \$5.6 billion in assets in the Horizons Plan and approximately 13,000 participants and \$1.5 billion in assets in the 401(k) Savings Plan. Great-West is responsible for maintaining the participants' accounts and processing all daily financial transactions which include investment trading transactions initiated by participants, changes in deferral amounts, hardship withdrawals, and the administration of loans.

The proposed Amendment will implement the following changes to the County's Defined Contribution Plans:

Computer Security Breach Notification Process

To safeguard Plan financial transactions and administrative processes, and mitigate risk of potential disclosure of participant personal information, the County's Chief Information Security Officer (CISO) recommended a new requirement to establish a computer security breach notification process. This requirement was presented to the Plan Administrative Committees, where approval of this recommendation was obtained.

This process addresses the potential or actual breach of security for paper/hardcopy documents and/or electronic computerized data involving participants' non-public personal information or confidential data, whether the data is encrypted or unencrypted. Great-West will provide notifications to the County, affected participants, and perform necessary remediation dependent upon the circumstances of the actual breach, in accordance with applicable law, to limit harm to the affected participants.

The County and Great-West will establish the computer security breach notification process during this calendar year. Also, Great-West will implement recommended computer security enhancements by the CISO for their web site and interactive voice recognition system that is accessed by participants to manage their accounts.

Communication Services for the 401(k) Savings Plan

Communication services which include design and production of communication materials for the 401(k) Savings Plan are currently provided by Great-West since July 1, 2008. A joint Request for Proposal (RFP) for communication services and a new marketing design was issued in October 2010 for the Horizons and Savings Plans. The Savings Plan Administrative Committee approved the selection of Great-West to perform communication services for the Savings Plan based on their professional and staff qualifications, proposed communication program, and proposed

costs. In order to negotiate a new service agreement with Great-West, the current communication services contract that is bundled in the TPA contract needs to be terminated.

Stable Fund Crediting Rate Services for the 457 Horizons Plan, 401(k) Savings Plan, and Pension Savings Plan

In July 2010, the Plan Administrative Committees approved Invesco as the discretionary fund manager to oversee the investments and structure of the Stable Fund. When Invesco signed the Stable Fund discretionary manager contract, they also assumed responsibility for calculating the quarterly crediting rate. Great-West will no longer need to provide the crediting rate services for the following plans: Horizons, Savings, and Pension Savings.

Implementation of Strategic Plan Goals

The recommended changes are consistent with the Countywide Strategic Plan Goal, Organizational Effectiveness by providing fiscal integrity and financial responsibility in having a computer security breach notification process in place and cost savings to have a single vendor provide communication services to both the Horizons and Savings Plans.

FISCAL IMPACT/FINANCING

The proposed amendment to terminate the communication services in the TPA contract would provide annual cost savings of approximately \$44,000 to have a single vendor provide communication services to both the Horizons and Savings Plans.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Horizons Plan and Savings Plan are tax-favored defined contribution plans that must comply with existing tax law and regulatory requirements. County Code Sections 5.25 and 5.26 serve as the federally required plan document for the Horizons and Savings Plans. Under Chapter 5.26, Section 5.26.360 of the County Code, your Board has delegated the Savings Plan Administrative Committee authority to contract with one or more private firms for services related to the Plan, consistent with Section 44.7 of the County Charter and Chapter 2.121 of the County Code.

County Counsel has approved the proposed Amendment as to form.

CONTRACTING PROCESS

Your Board approved the contract with Great-West on June 17, 2008. The proposed Amendment adds a provision to the contract for a computer security breach notification process, terminates the communication services for the 401(k) Savings Plan and Stable Fund crediting services for the Horizons Plan, Savings Plan, and Pension Savings Plan. An RFP for a communication services consultant for the 401(k) Savings Plan was issued in October 2010. On December 17, 2010, the Savings Plan Administrative Committee approved the selection of Great-West as the communication services consultant for the Savings Plan.

IMPACT ON CURRENT SERVICES

The proposed Amendment will establish a notification process for plan participants following the breach of personal information. This will allow affected participants the opportunity to take steps to protect themselves from identity theft or other misuse of their personal information. Also, it will improve the efficiency and effectiveness of Plan communication services by consolidating the provision of these services under a single vendor.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:JA
MTK:AJ:mst

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Chief Information Office
Department of Human Resources
Horizons Plan Administrative Committee
Savings Plan Administrative Committee
SEIU Local 721
Coalition of County Unions

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
GREAT-WEST LIFE & ANNUITY INSURANCE COMPANY
FOR
THIRD PARTY ADMINISTRATIVE SERVICES
(Contract No. 76808)

AMENDMENT NO. 3**

WHEREAS, on November 20, 2008, the County of Los Angeles, hereinafter referred to as the "COUNTY," entered into a contract with Great-West Life & Annuity Insurance Company, hereinafter referred to as the "CONTRACTOR," for defined contribution plan services; and

WHEREAS, on March 23, 2010, the COUNTY and CONTRACTOR entered into Amendment No. 1 to the contract; and

WHEREAS, on December 7, 2010, the COUNTY and CONTRACTOR entered into Amendment No. 2 to the contract; and

WHEREAS, Section 8.4.2, "Amendments" of the aforementioned contract requires that revisions, which affect the Statement of Work and Contract Sum, be prepared and executed by the CONTRACTOR and by the COUNTY Board of Supervisors;

WHEREAS, the parties agree to terminate all communication consultant services relating to the 401(k) Savings Plan and cancel all related fees listed as Communication Services, terminate Stable Fund crediting rate services for the Deferred Compensation and Thrift Plan (Horizons), 401(k) Savings Plan, and Pension Savings Plan and cancel all related fees listed as Stable Fund Crediting Rate Services, and add a new provision to the Contract regarding the security and privacy of participants' personal information.

NOW, THEREFORE, it is agreed between the parties that the Contract shall be amended as follows:

1. This Amendment No. 3 shall commence and be effective on March 29, 2011.

All Communication Consultant Services relating to the 401(k) Savings Plan, including those set forth in Exhibit A, Statement of Work, shall be terminated and all related fees listed as Communication Services, as set forth in Exhibit B, Pricing Schedule, shall be cancelled.

All Stable Fund Crediting Rate Services relating to the Deferred Compensation and Thrift Plan (Horizons), 401(k) Savings Plan and Pension Savings Plan, including those set forth in Exhibit A, Statement of Work, shall be terminated and all related fees listed as Stable Fund Crediting Rate Services, as set forth in Exhibit B, Pricing Schedule, shall be cancelled.

2. **A new section, Section 7.9 SECURITY AND PRIVACY OF PARTICIPANTS' PERSONAL INFORMATION, shall be added to the Contract as follows:**

7.9 SECURITY AND PRIVACY OF PARTICIPANTS' PERSONAL INFORMATION

CONTRACTOR shall notify COUNTY [via contact information by calling (562) 940-3335 that provides 24 x 7 x 365/366, or email to: CISOnotify@cio.lacounty.gov] within three (3) calendar days after the date CONTRACTOR has confirmed that a potential or actual breach has occurred regarding the security of paper documents and/or computerized data involving participants' non-public personal information, regardless of whether such data is encrypted or unencrypted.

CONTRACTOR shall provide updates to the COUNTY throughout its investigation of the potential or actual breach of Class 1 Data. Participant non-public personal information is defined as confidential information that could be utilized to uniquely identify a participant and is in accordance with California Senate Bill 1386 and California Civil Code 1798.82 ("Applicable Law"), in whatever form such confidential information resides, ("Class 1 Data").

Once CONTRACTOR confirms that a breach of a participant's Class 1 Data has occurred, CONTRACTOR shall provide notifications to the County and affected participants in accordance with Applicable Law as soon as possible. CONTRACTOR shall undertake such remedial efforts available to CONTRACTOR consistent with the facts and circumstances of the actual breach, and in accordance with Applicable Law, to limit harm to participant(s) affected.

3. **Except as modified by this Amendment No. 3, all terms and conditions of the Contract shall remain in full force and effect.**

IN WITNESS WHEREOF the County of Los Angeles and Great-West Life & Annuity Insurance Company have each caused this Amendment No. 3 to be executed by its duly authorized officer as of the date first above written.

GREAT-WEST LIFE
& ANNUITY INSURANCE COMPANY

COUNTY OF LOS ANGELES

By Gregory E. Seller
(Name)
Senior Vice President,
Government Markets
(Title)

By _____
Mayor, Board of Supervisors

ATTEST:

SACHI HAMAI
Executive Officer
Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By _____
Principal Deputy County Counsel

Board IT Agenda Items

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
LASD	Gang Automated Registration System (GARDS)	Requests approval for a Sole Source Agreement with Systems Research and Application Corp. (SRA) to develop a gang registration module as part of the CalGang statewide system that supports the State of California's Gang Violence and Juvenile Crime Prevention Act of 1998, as amended by Proposition 21 approved in 2000. LASD is planning to file for 3/1/11 Board meeting. Funding Source: Sheriff's Narcotics Forfeiture Fund Existing Agreement: N/A	\$300,545	Public Safety	18 Months	3/1/2011
CEO/CIO	LAR-IAC 3 - Amendment 3 to Agreement with Dewberry to provide QCQC services; Authorization for \$2 million ITF bridge funding.	The Los Angeles Regional Imagery Acquisition Consortium (LAR-IAC) is a multi-jurisdictional purchasing arrangement that enables participating governmental entities to benefit from economies of scale to cost-effectively acquire and update high definition aerial imagery. The Chief Executive Office and the Chief Information Office recommend Board authorization to: 1) utilize \$2 million in Information Technology Fund (ITF) monies as project bridge funding for LAR-IAC 3; and 2) authorize the execution of Amendment Number 3 to an existing Agreement with Dewberry & Davis Services Operations, Inc. for quality control and distribution for LAR-IAC 3 data products for a maximum contract sum of \$570,000. Funding Source: County departments, cities, and agencies. Existing Agreements: Yes	\$570,000	Operations	1 year, with two 1-year extensions	3/8/2011
CEO/CIO	Printing Assessment Pilot	Approval of ITF grant funding to utilize the services of Print Operations Group to perform a Print Assessment Pilot and Develop a RFP/SLA for MPS. Funding Source: ITF Existing Agreement: N/A	\$238,000	Operations	1 year	3/8/2011

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
DPSS	LEADER Second Extended Option Term	<p>Joint recommendation with the CIO that the board approve and authorize the Director of DPSS to exercise the 2 of the 4 option years in the LEADER contract with Unisys commencing May 1, 2011. No CIO Analysis is required.</p> <p>Funding Source: State and Federal Revenue Existing Agreement: 68587</p>	\$54 million	Children & Families Well-being	May 1, 2011 to May 1, 2013	3/15/2011
DCFS	IBM MAC/CAD Services	<p>Continuation of this contract will ensure ongoing access to CWS/CMS and allow DCFS to complete office and organizational relocations of CWS/CMS software and equipment.</p> <p>Funding Source: 50 percent Federal revenue, 35 percent State revenue, and 15 percent NCC. Existing Agreement: Contract #77253</p>	\$525,000	Children & Families Well-being	1 year/2yr 6month opt	3/15/2011
Public Works	Dams Automated Data Acquisition System (DADAS) - Supplemental Agreement	<p>Professional services, software and hardware to expand and refresh an existing dam monitoring system, including a new telemetry infrastructure and commercial off-the-shelf (COTS) software.</p> <p>Targeted Board Hearing Date: TBA</p> <p>Funding Source: Existing Contract:</p>	\$2,000,000	Community & Municipal Services	Two years	
LASD	Amendment One to Agreement with Identix Inc. to provide additional Livescan equipment, software and services.	<p>The amendment incorporates new Counting required provisions and adds the ability for Sheriff's Department staff to request that Identix provide additional software, equipment, and/or professional services in connection with the Livescan equipment.</p> <p>Funding Source: State Cal-ID Funding Existing Agreement: 76819</p>	\$4,547,990	Public Safety	TBD	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
DPH	Environmental Health Permit and Inspection Management System (EHPIMS) Contract	<p>Replacement of the current Environmental Health Management Information System (EHMIS) with the web-based Environment Health Permit and Inspection Management System (EHPIMS) to support EH's 16 district offices and 23 program areas.</p> <p>Targeted Board Hearing Date: TBA</p> <p>Funding Source: Environment Health Trust Fund (EHTF) Existing Agreement: N/A</p>	\$2,525,306	Health & Mental Health Services	Contract Execution through Nov. 2, 2020 (7-year base + 3-year option)	
DHS	QuadraMed Amendment 11 and 12	<p>The QuadraMed contract is ending on 12/31/2011. The amendments will effectively extend the contract.</p> <p>Funding Source: DHS internal Existing Agreement: 2 contracts</p>		Health & Mental Health Services		
DHS	Central Pharmacy System	<p>This will be a centralized Pharmacy mail order system. Will be initially targeted for a PILOT at High Desert.</p> <p>Funding Source: DHS internal Existing Agreement: New</p>		Health & Mental Health Services		
CIO	Enterprise IT Security and Privacy Awareness Training.	<p>Requests approval and authorization to use the Information Technology Fund (ITF) to acquire and implement the enterprise IT security and privacy awareness training content for use in DHR's Learning Net, a countywide learning management system.</p> <p>Funding Source: ITF Existing Agreement: N/A</p>	\$240,000 (includes 20% contingency)	Operations	N/A	
DPH - Childrens Medical Services Program	EMC-Documentum MSA Work Order for DPH-CMS Program e-Chart Project	<p>The Department of Public Health-Children Medical Services Program (DPH-CMS) requires the professional services of EMC Corp. under the CIO's Master Services Agreement with EMC-Documentum to implement Phases 3 and 4 of CMS' Electronic Health Chart System (e-Chart).</p> <p>Targeted Board Hearing Date: January 2011 Funding Source: 94% State and federal funds; 6% net County costs (NCC) Existing Contract: EMC Documentum MSA</p>	\$548,968	Health & Mental Health Services	N/A	

Department	Board IT Agenda Item	Description	Amount	CEO Cluster	New Term	Planned Hearing Date
LASD	Sole Source Amendment with Cerner Corporation for Jail Hospital Information System ((JHIS) Remote Hosting	<p>This is a sixth Amendment to the Sheriff's Agreement with Cerner to stage and prepare for using Cerner for remote hosting services for its Jail Hospital Information System, similar to Probation Department's Probation Electronic Medical Records System (PEMRS).</p> <p>Funding Source: Inmate Welfare Fund and NCC Existing Agreement: Agreement 71710</p>	\$1.75M	Public Safety	TBD	
LASD	Sole Source Agreement with DataWorks Plus for Software, Hardware, and Engineering Services	<p>Sole Source Agreement with DataWorks Plus for hardware and software updates and customizations.</p> <p>Funding Source: AFIS Fund Existing Agreement: N/A</p>	\$500,000	Public Safety	1 base year with two 1-year options	
CEO/CIO	Great-West Contract Amendment 3 to Establish Computer Breach Notification Process (plus additional business items)	<p>Amendment 3 with Great-West is requesting the Board's approval for the County's Defined Contribution Plans for the following items:</p> <ol style="list-style-type: none"> 1) Establish a computer security breach notification process; 2) Terminate the communication services for the 401(k) savings plan; 3) Terminate the Stable Fund crediting rate services for the Horizons Plan, 401(k) Savings Plan, and Pension Savings Plan. <p>CEO is currently reviewing the drafted Board letter where they expect to finalize by 3/10/11. Target date for filing is 3/17/11 for 3/29/11 Agenda.</p> <p>Funding Source: NCC Existing Agreement: 76808</p>	N/A	Operations	N/A	
DHS	Orsos Amendment	<p>Amendment for adding a new module on Orsos system. Potential issues with interface and strategic direction of DHS.</p> <p>Funding Source: Existing Agreement:</p>	\$5,000,000	Health & Mental Health Services		

**County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



PHILIP L. BROWNING
Director

SHERYL L. SPILLER
Chief Deputy

Board of Supervisors
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First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

March 15, 2011

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

Dear Supervisors:

**RECOMMENDATION TO AUTHORIZE THE DIRECTOR OF THE DEPARTMENT OF
PUBLIC SOCIAL SERVICES TO EXTEND FOR TWO CONSECUTIVE ONE-YEAR
PERIODS THE TERM OF THE LEADER INFORMATION TECHNOLOGY
AGREEMENT WITH UNISYS CORPORATION
(ALL SUPERVISORIAL DISTRICTS - 4 VOTES)**

SUBJECT

Board approval is requested to exercise the first two years of County's Second Extended Option Term under the Los Angeles Eligibility Automation Determination Evaluation and Reporting (LEADER) System Agreement. The Department of Public Social Services (DPSS) continues to require the maintenance and operation of the LEADER System until the LEADER Replacement System (LRS) is successfully implemented Countywide.

**JOINT RECOMMENDATION WITH THE CHIEF INFORMATION OFFICER THAT
YOUR BOARD:**

Approve and direct the Director of DPSS to exercise the County's Second Extended Option Term under the LEADER System Agreement with Unisys Corporation (Contractor) (County Agreement Number 68587) (Agreement) as follows:

1. Increase the Total Maximum Contract Sum for the Agreement by \$54 million, from \$343,501,732 to \$397,501,732; and
2. Extend the term of the Agreement, for two consecutive one-year periods, for a total extension not to exceed two years, commencing on May 1, 2011.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to enable the Department to provide uninterrupted service to the beneficiaries of public assistance programs while the LRS is being developed and implemented.

On January 30, 2007 your Board approved Amendment Number Twelve which extended the term of the LEADER System Agreement by four years, from May 1, 2007 to April 30, 2011. Amendment Number Twelve also provided for a Second Extended Option Term not to exceed four years. The cost of the four-year Second Extended Option Term was negotiated to be \$27 million per year. The extension of the Agreement shall be accomplished only after DPSS has received written confirmation of State and federal approval.

Exercising the County's option to extend the LEADER System Agreement for two consecutive one-year periods will maintain uninterrupted service to CalWORKs, Cash Assistance Program for Immigrants, CalFresh (Food Stamps), Medi-Cal, and General Relief beneficiaries during such two year period. DPSS will request your Board's approval of the two remaining option years once approval is received from requisite State and federal agencies. This, in turn, will enable the Department to continue uninterrupted services until Countywide implementation of the LRS.

Implementation of Strategic Plan Goals

This recommendation is consistent with the principles of County Strategic Plan Goal #1 (Operational Effectiveness) to ensure timely and accurate delivery of essential services to the public. In addition, this action is consistent with DPSS' objectives for maintaining the efficiency and effectiveness of departmental programs through expanded information technology and communications, and is included in the Department's Business Automation Plan.

FISCAL IMPACT/FINANCING

Exercising the first two years of the Second Extended Option Term increases the Total Maximum Contract Sum of the Agreement by \$54 million, from an aggregate total of \$343,501,732 to \$397,501,732.

Costs for Fiscal Year (FY) 2010-11

The total estimated costs for the Second Extended Option Term in FY 2010-11 are \$4,500,000 for May 2011 and June 2011. These costs will be subvented by State and federal revenue in the estimated amount of \$4,185,000. The net County cost (NCC) is estimated at \$315,000. Sufficient funding has been included in the Department's FY 2010-11 Adopted Budget.

Costs for FY 2011-12

The total estimated costs for the Second Extended Option Term in FY 2011-12 are \$27,000,000. These costs will be subvented by State and federal revenue in the estimated amount of \$25,110,000. The NCC is estimated at \$1,890,000. Sufficient funding will be included in the Department's FY 2011-12 Budget Request.

Costs for FY 2012-13

The total estimated costs for the Second Extended Option Term in FY 2012-13 are \$22,500,000 for July 2012 through April 2013. These costs will be subvented by State and federal revenue in the estimated amount of \$20,925,000. The NCC is estimated at \$1,575,000. Sufficient funding will be included in the Department's FY 2012-13 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Board letter was reviewed and approved by County Counsel. As with the existing LEADER System Agreement and its previous amendments and modification notices, outside counsel, Mitchell, Silberberg & Knupp LLP, also reviewed and commented on this Board letter in accordance with your Board's policy regarding technology contracts.

This is not a Prop A contract and accordingly is exempt from the requirements of the Living Wage Ordinance.

State and Federal Approval

The funding request for the two-year extension period has been submitted to the requisite State and federal agencies for approval. Their approval is pending. The two-year extension shall be exercised only after County has received written notice that the requisite State and federal agencies have approved such extension.

CONTRACTING PROCESS

Contractor was selected via a competitive solicitation. On September 12, 1995, your Board awarded a seven years and six months contract (with the option for two additional years) to Contractor to provide an automated welfare system. Amendment Number Three and Amendment Number Four approved by your Board extended the seven years and six months contract term by two years to April 30, 2005, making the Initial Term of the LEADER System Agreement nine years and six months. On March 15, 2005, your Board approved Amendment Number Ten to extend the contract term for the optional two years, from May 1, 2005 through April 30, 2007. Amendment Number Twelve approved by your Board on January 30, 2007, extended the LEADER System Agreement for four years through April 30, 2011, with four optional one-year extensions (Second Option Extended Term) that could extend the LEADER System Agreement through April 30, 2015. The LEADER Agreement requires the County to give written notice to Contractor of the County's exercise of this extension option not later than March 30, 2011.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Exercising the County's option to extend the Agreement for two consecutive one-year periods will provide continued maintenance and operation of the LEADER System; and uninterrupted service to the beneficiaries of public assistance programs administered by DPSS during this two-year period.

CONCLUSION

Upon your Board's approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to the Department of Public Social Services.

Respectfully submitted,

Philip L. Browning
Director

Richard Sanchez
Chief Information Officer

PLB:RS:os

- c: Chief Executive Officer
- County Counsel
- Executive Officer, Board of Supervisors
- Auditor-Controller
- Internal Services Department
- Chair, Information Systems Commission



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

ANTONIA JIMÉNEZ
Acting Director

Board of Supervisors

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First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

March 15, 2011

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

Dear Supervisors:

**REQUEST TO DELEGATE AUTHORITY TO EXTEND RENEWAL OPTIONS TO CONTRACT
NUMBER 77253 WITH INTERNATIONAL BUSINESS MACHINES CORPORATION
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT:

Requesting your Board's approval to delegate authority to the Director of the Department of Children and Family Services (DCFS), or Director's designee, to exercise four renewal options with International Business Machines (IBM) Corporation to provide technical support to maintain the California State Child Welfare Services/Case Management System (CWS/CMS) used to support child welfare operations.

CIO RECOMMENDATION:

APPROVE (X) APPROVE WITH MODIFICATION () DISAPPROVE ()

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and delegate authority to the DCFS Director, or Director's designee, to exercise three (3) one-year extension renewal options and one (1) six-month renewal option to extend Contract Number 77253, provided that: (a) IBM Corporation remains the CWS/CMS vendor to the State of California (State) under the State agreement for CWS/CMS services; (b) sufficient funding is available and appropriated; (c) prior County Counsel, the Chief Executive Office (CEO), and Chief Information Officer (CIO) approvals are obtained; and (d) the DCFS Director notifies in writing within ten (10) working days to the Board of Supervisors that the renewal option has been executed.

"To Enrich Lives Through Effective and Caring Service"

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose and justification of this action is to request approval of the Board for the delegated authority to extend the Contract to continue with uninterrupted technical support to the CWS/CMS, a mandated statewide system. Access to CWS/CMS data will be severely hampered and the ability to serve the needs of the public and protect the children of Los Angeles County will be diminished without approval of the recommended action. Continuation of this contract will ensure ongoing access to CWS/CMS and allow DCFS to obtain all necessary Moves, Adds, and Changes (MAC) services, support for the daily download to the Department's data warehouse, known as County Access to Data (CAD), and provide access and use to CWS/CMS.

Implementation of Strategic Plan Goals

The recommended action will provide organization efficiency and case management proficiency in delivering services to the public, and is therefore consistent with the principles of the Countywide Strategic Plan Goal No. 1, Operational Effectiveness and Goal No. 2, Children, Family and Adult Well-Being.

FISCAL IMPACT/FINANCING

The Maximum Annual Contract Sum for the first renewal option period of April 1, 2011 through March 31, 2012 is \$150,000 and will be financed using 50 percent (\$75,000) Federal revenue, 35 percent (\$52,500) State revenue, and 15 percent (\$22,500) net County cost (NCC). The Maximum Annual Contract Sum for each of the two (2) renewal option years is \$150,000, and will be financed using 50 percent (\$75,000) Federal revenue, 35 percent (\$52,500) State revenue, and 15 percent (\$22,500) NCC. The Maximum Annual Contract Sum for the fourth, and final renewal optional 6-month term, is \$75,000 and will be financed using 50 percent (\$37,500) Federal revenue, 35 percent (\$26,250) State revenue, and 15 percent (\$11,250) NCC. The total Maximum Contract Sum is \$525,000 for all four (4) options to extend and will be financed using 50 percent (\$262,500) Federal revenue, 35 percent (\$183,750) State revenue, and 15 percent (\$78,750) NCC. Sufficient funding is included in the Department's Fiscal Year (FY) 2010-11 Adopted Budget and the cost for FY 2011-12 will be included in the Department's FY 2011-12 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the California Welfare Institutions Code (WIC) Section 16501, the State was required to develop and use a statewide system to be used by counties to support child welfare operations. The CWS/CMS system was made possible through federal funds (45 CFR 1355.53) and is currently being extensively used by social workers in all California counties. Based on a 1992 State agreement, IBM Corporation is authorized to move, add or change network components, (servers and printers); certify workstation software images; and to provide daily downloads of data for counties in California, thus ensuring that the integrity of

The Honorable Board of Supervisors

March 15, 2011

Page 3

CWS/CMS is maintained by a single vendor who is entirely responsible for maintaining contractual system performance and service levels. If a county were to procure these services from another vendor, it could imperil the State's ability to ensure that CWS/CMS meets statutory requirements.

On March 16, 2010, your Board approved a sole source contract with IBM Corporation for MAC/CAD services, which are now being performed under the current contract. The Contract expires on March 31, 2011, and no changes were made to Contract Number 77253. Since delegated authority for the Director or Director's designee was not requested in the March 16, 2010 adopted Board letter, delegated authority is being recommended for the execution of the contract extensions by the DCFS Director or Director's designee. The Chief Information Officer (CIO) recommends approval of extending this Contract (See Attachment I).

This Board Letter does comply with your Board's policy for timely filing for delegated authority to extend the contract in the adopted Board Letter.

CONTRACTING PROCESS

No additional contracting process is needed for this action.

IMPACT ON CURRENT SERVICES

Approval of the proposed recommendation will allow the County continuous immediate and complete access to critical case information, provide updates to that information, and perform basic essential tasks to ensure that the well-being of children and families are maintained and recorded in the CWS/CMS system.

CONCLUSION

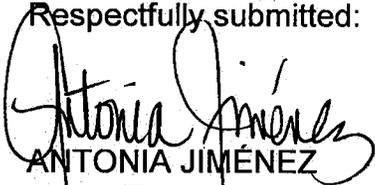
Upon approval by the Board of Supervisors, it is requested that the Executive Office send adopted copies of this Board Letter and Attachments to:

1. Kimberly A. Foster, Senior Manager
Department of Children and Family Services
Contracts Administration Division
425 Shatto Place, Room 400
Los Angeles, CA 90020

2. Catherine Mori
CWS/CMS Project Executive
International Business Machines Corporation
3775 North Freeway Boulevard
Sacramento, CA 95834

3. Richard Sanchez, Chief Information Officer
County of Los Angeles
Chief Information Office
World Trade Center
350 South Figueroa Street, Suite 188
Los Angeles, CA 90012

Respectfully submitted:

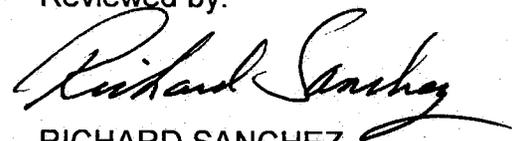

ANTONIA JIMÉNEZ
Acting Director

AJ:KAF:CC:jar/msw

Attachment

c: Chief Executive Office
Executive Officer, Board of Supervisors

Reviewed by:


RICHARD SANCHEZ
Chief Information Officer

Project/Contract Description:

Department of Children and Family Services (DCFS) is requesting Board authorization to exercise three one-year and one six-month optional extensions to Agreement No. 77253 with International Business Machines Corporation (IBM) to provide DCFS with technical support services to maintain the Child Welfare Services/Case Management System (CWS/CMS). If all optional extensions are exercised, the total maximum contract sum is \$525,000.

Background:

CMS/CWS is mandated by Section 16501.5 of the California Welfare and Institutions Code. In 1992, the State of California Department of Health and Human Services awarded a competitively bid contract to IBM for the design, implementation, and operation of CWS/CMS. The Agreement is still in effect and IBM is the sole vendor contracted by the State to perform these required services. The State and Federal governments allow DCFS to contract exclusively with IBM for County specific support of CWS/CMS.

On March 16, 2010, the Board approved Agreement No. 77253 with IBM for the provision of these County specific support services for one year with three one-year and six month optional extensions for a maximum contract sum of \$675,000. This Agreement expires on March 31, 2011. DCFS is requesting Board authorization to exercise optional extensions under this Agreement, subject to the following criteria:

- IBM to remain as the CWS/CMS vendor under the State agreement for CWS/CMS services;
- Sufficient funding is available and appropriated;
- Approval of County Counsel, the Chief Executive Officer (CEO), and Chief Information Officer (CIO) be obtained prior to executing the renewal options; and
- DCFS confirms in writing within ten (10) working days to the Board of Supervisors that the renewal options have been executed.

Project Justification/Benefits:

The State-operated CWS/CMS is a critical component in DCFS' ability to perform needed services to children and families in Los Angeles County. Convenient access to CWS/CMS and the timely download of system data are essential for DCFS staff to perform these services. This Agreement is also needed to accommodate DCFS' organizational changes that require the addition/relocation of system users, and the ability to retrieve data, statistical information, and reports.

Project Metrics:

The County's Program Manager will evaluate the success of the project through completion of MACs in a timely manner, as well as timely and accurate delivery of data downloads.

Impact on Service Delivery or Department Operations, If Proposal is Not Approved:

If the requested authorization is not approved, DCFS' access to the CWS/CMS application may be impacted. Also, problems encountered with equipment upgrades performed by the State will not be addressed and corrected, resulting in significantly reduced levels of service.

Alternatives Considered:

DCFS is mandated to use the Statewide system and IBM is the current sole State vendor providing ongoing maintenance and operations. There are no other alternatives.

Project Risks:

The potential risks of this proposed Agreement are relatively small, given the limited scope of work to be performed, the vendor's familiarity in performing these services, and the established Service Level Agreement between the vendor and the State.

The County Information Security Officer (CISO) has reviewed the proposed delegated authority agreement and did not identify any security risks or issues.

Risk Mitigations:

None.

Financial Analysis:

If all optional extensions are exercised, the maximum contract sum is \$525,000. The Agreement will be financed using 50 percent (\$262,500) Federal revenue, 35 percent (\$183,750) State revenue, and 15 percent (\$78,750) NCC. DCFS represents that sufficient funding is included in the Department's FY 2010-11 Adopted Budget and FY 2011-12 Budget Request.

CIO Concerns:

The CIO has no concerns with approval of the delegated authority request.

CIO Recommendations:

The Chief Information Officer recommends approval of the delegated authority request.

CIO APPROVAL

Date Received: 2/22/2011

Prepared by: Gene A. Franklin Sr.

Date: 2/22/2011

Approved: 

Date: 2-22-11