



FESIA A. DAVENPORT  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

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

Board of Supervisors  
HILDA L. SOLIS  
First District

HOLLY J. MITCHELL  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

March 09, 2021

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

Dear Supervisors:

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

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding 10 new classifications; by amending a compensation provision; and by reclassifying positions in various County departments.

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

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add 10 new classifications; to amend a compensation provision related to sustainability adjustments; and to reclassify 86 positions in the Departments of Auditor-Controller, Children and Family Services, District Attorney, Health Services, Internal Services, Mental Health, Probation, Public Defender, Public Social Services, and Sheriff.

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

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

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional 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 efficient business operations and can reduce the number of costly personnel-related problems.

#### New Classifications

We are recommending the establishment of four (4) new employee classifications (Attachment A): Predictive Data Analyst (Item No. 1762); Data Scientist (Item No. 1763); Senior Data Scientist (Item No. 1764); and Data Scientist Supervisor (Item No. 1765). These classifications will be utilized by departments to deploy techniques of professional data science and machine learning in order to assist in data-driven decision-making, program design, and forecasting. Developed in conjunction with the Chief Information Office (CIO), these classes recognize the increased scale and complexity of departmental data analysis requirements; and are consistent with the levels of data science assignments performed, as based on respective departmental operational requirements.

We are recommending the establishment of six (6) new Information Technology (IT) classifications (Attachment A): IT Business Analyst I (Item No. 2586); IT Business Analyst II (Item No. 2587); IT Project Manager I (Item No. 2604); IT Project Manager II (Item No. 2605); IT Project Manager III (Item No. 2606); and IT Project Management Office Manager (Item No. 2607). Developed in conjunction with the CIO, these classes clarify and align the level and scope of IT business analysis and IT project management as these functions are performed in departments, reducing the County's dependence on contract staff performing these functions.

#### Compensation Amendment

Effective January 1, 2021, various Memorandums of Understanding (MOUs) provided a Sustainability half-step for 11 standard salary levels (approximately 2.75 percent) for full-time permanent employees who receive a performance evaluation rating of competent or better. The Board approved on June 25, 2019 extending the same Sustainability half-step provisions to most non-represented employees for internal equity purposes, effective January 1, 2021.

We are recommending adding clarifying language to Salary Note O to accurately reflect the implementation of the Sustainability half-step. The existing rule for step placement upon promotion is applicable when the promotion results in an increase in pay that is less than the equivalent of one standard salary schedule. The clarification would also address the application of the existing rule for determining the next step advance date when the promotion results in an increase in pay that is less than the equivalent of two standard salary schedules. The clarification applies to employees paid according to the County of Los Angeles Standardized Salary Schedule Table.

#### Reclassifications

There are 86 positions in 10 departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be appropriately classified in the recommended classes.

**Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

**FISCAL IMPACT/FINANCING**

The projected budgeted annual cost resulting from these recommended actions is estimated to total \$390,000 (all funds). Net County cost is estimated to be \$235,000. Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

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

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

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

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,



FESIA A. DAVENPORT

Chief Executive Officer

FAD:JMN:AC:AYH

IW:KP:mmg

Enclosures

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

## CLASSIFICATION PLAN CHANGES

### ATTACHMENT A

#### CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Megaflex	1763	Data Scientist	NMO	110F
Savings/ Megaflex	1765	Data Scientist Supervisor	NMO	114F
Savings/ Megaflex	2586	Information Technology Business Analyst I	NMO	109B
Savings/ Megaflex	2587	Information Technology Business Analyst II	NMO	113E
Savings/ Megaflex	2607	Information Technology Project Management Office Manager	N23	S12
Savings/ Megaflex	2604	Information Technology Project Manager I	NMO	109B
Savings/ Megaflex	2605	Information Technology Project Manager II	NMO	113E
Savings/ Megaflex	2606	Information Technology Project Manager III	NMO	114E
Savings/ Megaflex	1762	Predictive Data Analyst	NMO	103K
Savings/ Megaflex	1764	Senior Data Scientist	NMO	112F

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### AUDITOR-CONTROLLER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Specialist II, Auditor-Controller Item No. 0713A NMO 105E Non-Represented	1	Administrative Services Manager II Item No. 1003A NMO 104L Non-Represented
1	Program Specialist IV, Auditor-Controller Item No. 0716A N39MO 112G Non-Represented	1	Departmental Finance Manager II Item No. 1053A N23 S11 Non-Represented

The subject Program Specialist II, Auditor-Controller position reports directly to a Departmental Human Resources Manager II, and is located in the Administrative Services Division, Human Resources Section, Return-To-Work/Workers' Compensation/Risk Management/Operations, and Training Unit, where it provides day-to-day direction and leadership to staff. The subject position supports the Departmental Human Resources Manager II by assisting in planning and implementing Human Resources goals and objectives as well as represents the Departmental Human Resources Manager II by communicating and facilitating management directives. The duties and responsibilities of the subject position meet the classification criteria for the Administrative Services Manager II, a class, when assigned to Human Resources, typically supervises technical staff providing personnel services in various areas. Therefore, we recommend downward reclassification to an Administrative Services Manager II.

The subject Program Specialist IV, Auditor-Controller position, reports directly to the Administrative Deputy, and is located in the Administrative Services Division, Management Services Section, where it manages the financial resources of the department. The subject position provides day-to-day direction and leadership to staff performing functions in the areas of Budget and Fiscal Services, Master Agreement, Special Projects, and Facilities Management. The subject position oversees the development and implementation of finance and budget policies, and directs departmental financial systems. Finally, the subject position advises and consults with management concerning the department's budgetary status and the impact on existing and proposed departmental operations and programs. The duties and responsibilities meet the classification criteria for the Departmental Finance Manager II, a class which typically reports to an Administrative Deputy and is responsible for functioning as the highest-level manager over a division or section responsible for managing the financial resources of a County department with a medium size budget. Therefore, we recommend downward reclassification to a Departmental Finance Manager II.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### CHILDREN AND FAMILY SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Assistant Regional Administrator, Children and Family Services Item No. 9085A NMO 114K Non-Represented	1	Division Chief, Children and Family Services Item No. 9108A N23 S12 Non-Represented

In conjunction with a reorganization, the department requested to reclassify the subject position to manage the new centralized Supportive Housing Division located in the Contract Services Bureau. The Supportive Housing Division consists of the Skid Row Assessment Team Section and Housing Section which will focus on housing resources to address homeless families and Transition Age Youth. In addition, the new Division will be responsible for identifying opportunities to prevent housing instability and homelessness through early intervention efforts.

The duties and responsibilities of the subject position meet the classification criteria for the Division Chief, Children and Family Services, a class that typically directs, plans, organizes, and evaluates the activities of a division. Therefore, we recommend upward reclassification to a Division Chief, Children and Family Services.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Clerk Item No. 1140A NMVO 75H Represented	1	Senior Departmental Personnel Assistant Item No. 1843A NMO 88J Non-Represented

The subject position is assigned to the Exams Unit which is responsible for planning, developing, validating, and administering examinations for the department. The subject position reports to an Administrative Services Manager I and is responsible for conducting examinations for lower-level positions; assisting exam analysts with complex assignments and examinations for higher-level positions; interpreting and applying the provisions of the Los Angeles County Code, Civil Service Rules, Interpretive Manual, Department of Human Resources' Policies, Procedures, and Guidelines, MOUs between the County and various labor groups, and the District Attorney's Office policies and procedures related to the administration of examinations to resolve exam issues; preparing and coordinating Appraisal of Promotability forms and requests; and monitoring the appeals process for all examinations.

The duties and responsibilities of the subject position meet the classification standards for Senior Departmental Personnel Assistant (DPA). Positions allocable to this class work in the personnel office of a County department and analyze personnel problems of varying levels of difficulty under general supervision. As such, we recommend upward reclassification to Senior DPA.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### HEALTH SERVICES – LAC+USC MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Clinical Perfusion Technician Item No. 5604A NMO 102C Represented	1	Occupational Therapist I Item No. 5856A NMO 102K Represented
		1	Recreation Therapist II Item No. 5872A NMO 97B Represented

The first of the subject Clinical Perfusion Technician positions is assigned to the Inpatient/Outpatient Occupational Therapy Section within the Rehabilitation Services Division. Specifically, the subject position is assigned to the Outpatient Therapy Unit and reports to an Occupational Therapist Supervisor I. Under supervision, the subject position assesses referrals from providers, evaluates each patient, and utilizes appropriate testing procedures to determine functional needs and the most appropriate intervention strategies and treatment plans. The subject position treats each patient on a weekly basis through therapeutic exercises, functional activities, neuromuscular re-education, and modification of home program. In addition, the subject position provides services in the Ortho Trauma Clinic and Hand Clinic providing technical supervision to a Rehabilitation Therapy Technician on patient treatments. The duties and responsibilities of the subject position are comparable to the scope and level of Occupational Therapist I, a classification that provides professional occupational therapy services to assist patients with mental or physical disabilities to attain, regain, or maintain physical or mental functioning or to adjust to their disabilities. Therefore, we recommend upward reclassification to Occupational Therapist I.

The second subject position is assigned to the Recreational Services Section within the Rehabilitation Therapy Services Division, and reports to a Recreation Therapy Supervisor. The subject position provides services for the Psychiatric Recreational Therapy Training Program at August F. Hawkins Mental Health Center. The subject position performs program development, treatment and case management of patients with psychiatric and physical disabilities in the psychiatric emergency room, acute psychiatric hospital, and outpatient clinics. In addition, the subject position conducts initial assessment; develops individualized treatment plans within 72 hours of admission; provides technical supervision to staff; coordinates, plans and conducts individual and/or group peer reviews; and recommends follow-up programs or referrals to special services. The duties and responsibilities of the subject position meet the allocation standards for Recreation Therapist II, a classification that provides a full range of professional recreational therapy services to assist patients with mental or physical disabilities to

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### HEALTH SERVICES – LAC+USC MEDICAL CENTER (Continued)

attain, regain, or maintain physical, social, or mental functioning or to adjust to their disabilities. Therefore, recommend downward reclassification to Recreation Therapist II.

#### HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER (OVMC)

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Psychiatric Social Worker I Item No. 9034A N2MO 93K Represented	2	Psychiatric Social Worker II Item No. 9035A N3MWO 96K Represented

The subject positions are assigned to the Psychiatric Inpatient Unit within the Psychiatry Social Work Department and report to a Mental Health Clinical Supervisor. On July 16, 2018, OVMC partnered with the Office of Diversion and Reentry to divert acute psychiatric patients in custody to inpatient care and opened an 18-bed inpatient psychiatric unit.

As a result, the subject positions are part of an interdisciplinary psychiatric team that treat inmates who are diverted from jails to provide various mental health services and improve the health outcomes of justice-involved populations. Primary duties include preparing and conducting psychosocial assessments of patients; interviewing and assessing patients in an effort to obtain family histories, social relations, and psychiatric and medical history; documenting assessments; providing appropriate evidence-based crisis interventions; conducting clinical group therapy sessions; and collaborating with various community-based agencies for additional mental health services. The subject positions will provide a variety of comprehensive clinical assessments, therapeutic interventions, release planning, and linkage to community services for patients, under general supervision, which require licensure as Licensed Clinical Social Worker to perform essential functions of the job. Therefore, we recommend upward reclassification to Psychiatric Social Worker II.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### INTERNAL SERVICES DEPARTMENT (ISD)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Contract Program Monitor Item No. 4229A NMO 98C Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 101L Non-Represented

The subject position is located in the Facilities Operation Service Planning and Administration Section of the Facilities Operations Division within the Facilities Operation Service. The subject position is responsible for developing Job Order Contract (JOC) solicitations as well as contract documents such as Requests for Proposals (RFPs), Invitations for Bids (IFBs), contract-related correspondence to the Board, and Requests for Quotations (RFQs). Duties of the position include reviewing and analyzing contract services and materials requests to establish encumbrances to pay contractors; reviewing and analyzing JOC work order packages; administering complex JOC solicitations by developing solicitation package specifications and scope of work; participating in the proposal/bid evaluation process; developing JOC solicitation and contract documents including RFPs, IFBs, and RFQs; negotiating and participating in the negotiation and development of assigned contracts specifying vendor and County responsibilities and expectations regarding service delivery, contract term, special pricing arrangements, and other essential provisions; preparing correspondence for submission to the Board to obtain approval for JOCs; conducting specialized and complex contracting feasibility and cost analysis studies; preparing reports detailing findings and making recommendations; and coordinating with the Board for posting of JOC advertisements and JOC solicitation bids online.

Based on the duties and responsibilities of the subject position, the work performed is more consistent with the classification of Administrative Services Manager I. Positions allocated to this class conduct complex contracting feasibility and cost analysis studies of various departmental operations; prepare reports detailing findings and make recommendations; administer contract solicitations; develop specifications and/or scope of work; develop and prepare solicitation packages; participate in the proposal/bid evaluation process; prepare documentation to support contract recommendations for a variety of contracted services; negotiate, or participate in the negotiation of highly-complex, legal and operational terms, requirements, and conditions for contract awards and modifications; and prepare letters and memos to the Board recommending contract awards. Therefore, we recommend upward reclassification to Administrative Services Manager I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### MENTAL HEALTH

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Rehabilitation Counselor II Item No. 8593A NMO 88D Represented	1	Psychiatric Technician II Item No. 8162A NMO 81J Represented

The subject position is allocated to the Women's Community Reintegration Services and Education Center where it reports to a Senior Mental Health Counselor, Registered Nurse, and functions as a member of a multidisciplinary team tasked with providing services to clients. Specifically, the subject position is responsible for providing medication support, linkage, and referral services to approximately 150 clients in the Women's Reentry program. The duties and responsibilities of the subject position meet classification criteria for Psychiatric Technician II, a class responsible for providing direct and indirect mental health services to clients who are mentally ill or emotionally disturbed. Therefore, we recommend downward reclassification to Psychiatric Technician II.

#### PROBATION DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
56	Detention Services Officer Item No. 8655A N2O 89B Represented	56	Deputy Probation Officer I, Residential Treatment/Detention Services Item No. 8608A NO 90D Represented

The subject positions are located at the Barry J. Nidorf Juvenile Hall and the Central Juvenile Hall and are tasked with the care and support of youth residing within these facilities. The duties and responsibilities include conducting case management activities, assessing life-skills and individual needs of youth under the care of the juvenile halls, supervising the group living process, and facilitating individual and group interventions utilizing evidence-based practices. The subject positions allow for the introduction of in-depth case management for youth in the juvenile halls and assist the department in achieving efficient operation of these facilities. The duties and responsibilities meet the allocation criteria for Deputy Probation Officer I, Residential Treatment/Detention Services. Therefore, we recommend upward reclassification to Deputy Probation Officer I, Residential Treatment/Detention Services.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PUBLIC DEFENDER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Mental Health Program Manager I Item No. 4740A NMO 113D Non-Represented	1	Mental Health Program Manager II Item No. 4741A NMO 116D Non-Represented

The subject Mental Health Program Manager (MHPM) I position manages the Office of Public Defender's (PD) Social Worker Program. The subject position reports to a Division Chief, PD and has 30 subordinate staff including three (3) Mental Health Clinical Supervisors and 27 Psychiatric Social Worker IIs. Duties include overseeing the daily operations of the program; planning and evaluating the work of the Mental Health Clinical Supervisors; directing records maintenance, report preparation, and other necessary clinical and administrative functions for optimal operations; assessing the mental health needs of the community served; evaluating the effectiveness of existing programs, implementing new programs and ensuring compliance with agency guidelines, and modifying existing programs and services as appropriate; overseeing and participating in studies and analyses of program effectiveness and initiating modifications in program policies and procedures, as needed; assisting the Division Chief, PD in developing and implementing policies that support the PD's vision and direction of the department's mental health programs and delivery of services; representing the department in various groups to advocate for program expansion and communicate departmental goals and needs; and meeting regularly with other departments to organize and structure services in County jails and those that serve the AB109 population.

The duties and responsibilities of the subject position meet the classification standards for MHPM II. Positions allocable to this class have responsibility for the development and direction of directly-operated and contracted mental health services programs administered for a medium- to large-sized clinic; or for the development and direction of comparable Service Area-based or Countywide programs. Incumbents technically and administratively oversee programs operated with multidisciplinary treatment and support staff that include subordinate supervisors; direct and participate in the design of treatment programs and the planning, implementation, and evaluation of program services; and coordinate program services with those of other Service Areas, bureaus, and mental health contract agencies. Therefore, we recommend upward reclassification to Mental Health Program Manager II.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PUBLIC SOCIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
17	GAIN Services Worker Item No. 9165A NRO 81F Represented	17	Social Worker Item No. 9051A NRO 84L Represented
1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented	1	Division Chief, Public Social Services Item No. 8014A N23 S12 Non-Represented

The subject GAIN Services Worker positions are located in two sections, the GAIN Region I – West County Main Section and the Line Operations Development Section and are assigned to the Linkages Program, a statewide program that was implemented in 2007. The goal of the Linkages Program is to integrate the CalWORKs welfare program and Child Welfare Services to link families with appropriate services. The subject positions participate in meetings and collaborate with the Department of Children and Family Services' (DCFS) staff and Children's Social Workers in developing strategies to strengthen families; identify and provide resources; develop family plans; improve family self-sufficiency; and make decisions that will enhance children's safety and placement as well as assist clients in resolving various issues and barriers through identifying and analyzing the client's needs for various services such as housing, health care, and employment. Duties performed by the subject positions include evaluating cases in conjunction with DCFS staff to resolve various issues for clients and improve access to supportive services for families; participating in meetings to address barriers limiting parents' ability to support their children and becoming self-sufficient including barriers to services such as housing, counseling, substance abuse, parenting, domestic violence services, and job services; assisting in the family reunification process through coordination with the Department of Public Social Services (DPSS) and DCFS staff in order to determine if a parent can continue to receive supportive services to assist in child reunification; and utilizing various screening tools to screen and refer families for potential eligibility to DPSS benefits and services such as In-Home Supportive Services (IHSS), Food Banks, and legal aid.

Based on the above duties and responsibilities, the work performed is more consistent with the classification of Social Worker. Incumbents in the class of Social Worker perform a range of social casework and related activities including the assessment of client needs and the development and implementation of social services plans to meet clients' needs. The work performed by the subject positions in providing support services to clients is broader than that of the GAIN Services Worker class and is more consistent with the

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PUBLIC SOCIAL SERVICES (Continued)

duties and responsibilities of the Social Worker classification. Therefore, we recommend the upward reclassification to the classification of Social Worker.

The subject Information Technology Manager II position is responsible for assisting the Assistant Director in the direction, management, and administration of operations within the Customer Service Center Operations Division; formulating the Customer Service Call Center's plans, policies, standards, and procedures; planning, organizing, assigning, directing, and evaluating the work of the Division; directing the Division staffing, and operational activities to increase effectiveness, efficiency, and reduce administrative costs; and overseeing the operations of public assistance programs, and ensuring policies and practices are consistent with County, State, and federal requirements. Incumbents allocated to the class of Division Chief, PSS work under the direction of an Assistant Director of Public Social Services and are responsible for directing the activities of a function or unit organized on a divisional basis to accomplish one or more major departmental line or staff objectives. Incumbents must exercise a knowledge of the principles of management in order to direct the activities of these major organizational units or functions. They must also exercise a knowledge of the Department's programs, policies, and procedures in order to coordinate effectively the activities of their division with other divisions in the Department. The subject position will manage and direct the activities of the new Customer Service Center Operations Division within the Bureau of Special Operations and will exercise thorough knowledge of the Department's programs, policies, and procedures in efficiently managing the operations of the Division. These duties and responsibilities are consistent with the requested classification. Therefore, we recommend lateral reclassification to Division Chief, PSS.

#### SHERIFF – PATROL CLEARING

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Operations Assistant II, Sheriff Item No. 1229A NMO 90F Represented	1	Operations Assistant III, Sheriff Item No. 1230A NMO 95F Represented

The subject position will be transferred to Special Operations Division/Headquarters/Homeland Security Grants and will provide the increasing demand for grants support work. The subject position will be responsible for handling all grant audits and reimbursements; identifying, overseeing, and managing highly-complex grants; and functioning as the division's grants coordinator, managing the grant awards, and providing subject matter expertise. The duties and responsibilities of the subject position are more consistent with the Operations Assistant III, Sheriff classification, a

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **SHERIFF – PATROL CLEARING (Continued)**

class that functions as an administrative specialist responsible for independently analyzing and making recommendations for the solution of highly-complex problems in the areas of organization, systems and procedures, budget, facilities planning, or personnel. Therefore, we recommend upward classification to Operations Assistant III, Sheriff.

## ANALYSIS

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

- Adding and establishing the salary for ten employee classifications;
- Amending Section 6.28.050-25 (Notes to Section 6.28.050) to clarify

language on Salary Note O to accurately reflect the implementation of the Sustainability half-step; and

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Auditor-Controller, Children and Family Services, District Attorney, Health Services, Internal Services, Mental Health, Probation, Public Defender, Public Social Services, and Sheriff.

RODRIGO A. CASTRO-SILVA  
County Counsel

By: 

RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:bd

Received: 1/26/2021  
Revised: 1/29/2021

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

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to add and establish the salaries for ten employee classifications; update a compensation provision; and add, delete, and/or change certain employee 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 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to add the following classes:

<b>ITEM NO.</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>	<b>SALARY OR SALARY SCHEDULE AND LEVEL</b>	
<u>1763</u>	<u>DATA SCIENTIST</u>	_____*	<u>NMO</u>	<u>110F</u>
<u>1765</u>	<u>DATA SCIENTIST SUPERVISOR</u>	_____*	<u>NMO</u>	<u>114F</u>
<u>2586</u>	<u>INFO TECH BUSINESS ANALYST I</u>	_____*	<u>NMO</u>	<u>109B</u>
<u>2587</u>	<u>INFO TECH BUSINESS ANALYST II</u>	_____*	<u>NMO</u>	<u>113E</u>
<u>2607</u>	<u>INFO TECH PROJECT MANAGEMENT OFFICE MANAGER</u>	_____*	<u>N23</u>	<u>S12</u>
<u>2604</u>	<u>INFO TECH PROJECT MANAGER I</u>	_____*	<u>NMO</u>	<u>109B</u>
<u>2605</u>	<u>INFO TECH PROJECT MANAGER II</u>	_____*	<u>NMO</u>	<u>113E</u>
<u>2606</u>	<u>INFO TECH PROJECT MANAGER III</u>	_____*	<u>NMO</u>	<u>114E</u>
<u>1762</u>	<u>PREDICTIVE DATA ANALYST</u>	_____*	<u>NMO</u>	<u>103K</u>
<u>1764</u>	<u>SENIOR DATA SCIENTIST</u>	_____*	<u>NMO</u>	<u>112F</u>

\*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.

**SECTION 2.** Section 6.28.050-25 (Notes to Section 6.28.050) is hereby amended to read as follows:

NOTE O. Notwithstanding any other provision of this Title 6, effective January 1, 2020, persons employed in this classification on a full-time permanent basis shall receive a Sustainability Adjustment which is four levels above the indicated salary range provided for in Section 6.28.050 or the applicable memorandum of understanding. The rate or rates established by this provision constitute a base rate. Effective January 1, 2021, a Sustainability step of one standard salary schedule shall be added to the indicated salary range for this classification provided for in Section 6.28.050 or the applicable memorandum of understanding. Advancement to the Sustainability step shall be limited to persons employed on a full-time, permanent basis and shall occur only after the completion of 12 months of service at the previous step and receipt of a Competent or better Performance Evaluation, except in cases of promotion to a full-time permanent position where the initial appointment to the salary step immediately below the Sustainability step would result in less than a 2.7846 percent increase in pay, in which case initial appointment shall be to the Sustainability step. If the appointment to a full-time permanent position to the salary step immediately below the Sustainability step would result in an increase in pay of at least 2.7846 percent but less than 5.6468 percent, advancement to the Sustainability step shall be granted upon six months of

service at the previous step. Step advances thereafter shall be as otherwise provided in Section 6.08.090. The rate or rates established by this provision constitute a base rate.

**SECTION 3.** Section 6.40.010 (Auditor-Controller) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1003A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER II</u>
<u>1053A</u>	<u>1</u>	<u>DEPARTMENTAL FINANCE MANAGER II</u>

**SECTION 4.** Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0713A	<del>33</del> <u>32</u>	PROGRAM SPECIALIST II,AUDITOR-CONT
0716A	<del>4</del> <u>3</u>	PROGRAM SPECIALIST IV,AUDITOR-CONT

**SECTION 5.** 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
9085A	<del>123</del> <u>122</u>	ASST REGIONAL ADMINISTRATOR,CFS
9108A	<del>24</del> <u>22</u>	DIVISION CHIEF,CHILD & FAMILY SERVS

**SECTION 6.** Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1140A	44 <u>13</u>	SENIOR CLERK
1843A	6 <u>7</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

**SECTION 7.** Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<del>5604A</del>	<del>2</del>	<del>CLINICAL PERFUSION TECHNICIAN</del>

**SECTION 8.** Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
5856A	<del>7</del> <u>8</u>	OCCUPATIONAL THERAPIST I
5872A	2 <u>3</u>	RECREATION THERAPIST II

**SECTION 9.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9034A	2	<del>PSYCHIATRIC SOCIAL WORKER I</del>

**SECTION 10.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9035A	6 <u>8</u>	PSYCHIATRIC SOCIAL WORKER II

**SECTION 11.** 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
1002A	49 <u>20</u>	ADMINISTRATIVE SERVICES MANAGER I
4229A	49 <u>18</u>	CONTRACT PROGRAM MONITOR

**SECTION 12.** 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
8162A	<del>48</del> <u>49</u>	PSYCHIATRIC TECHNICIAN II
8593A	<del>4</del> <u>3</u>	REHABILITATION COUNSELOR II

**SECTION 13.** Section 6.100.017 (Probation Department – Juvenile Institution Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8608A	<del>346</del> <u>402</u>	DEP PROB OFF I(RES TREAT/DET SVCS)
8655A	<del>732</del> <u>676</u>	DETENTION SERVICES OFFICER

**SECTION 14.** Section 6.104.010 (Public Defender) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4740A	4	<del>MENTAL HEALTH PROGRAM MANAGER I</del>

**SECTION 15.** Section 6.104.010 (Public Defender) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4741A</u>	<u>1</u>	<u>MENTAL HEALTH PROGRAM MANAGER II</u>

**SECTION 16.** 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
8014A	44 <u>15</u>	DIVISION CHIEF,PSS
9165A	<del>4020</del> <u>1003</u>	GAIN SERVICES WORKER
2571A	6 <u>5</u>	INFORMATION TECHNOLOGY MANAGER II
9051A	819 <u>836</u>	SOCIAL WORKER

**SECTION 17.** Section 6.120.018 (Sheriff – Patrol Clearing Account) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1229A	<del>37</del> <u>36</u>	OPERATIONS ASSISTANT II,SHERIFF
1230A	9 <u>10</u>	OPERATIONS ASSISTANT III,SHERIFF

**SECTION 18.** Pursuant to Government Code section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENRECLASSTITLE6KPCEO]