

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: October 10, 2023

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARIES FOR NEW NON-REPRESENTED BRIDGE-TO-JOBS PROGRAM CLASSIFICATIONS OF CEMENT FINISHER WORKER ASSISTANT, CEMENT FINISHER WORKER TRAINEE, INVESTIGATOR TRAINEE, MAINTENANCE AND CONSTRUCTION HELPER ASSISTANT, MAINTENANCE AND CONSTRUCTION HELPER TRAINEE, TRAFFIC PAINTER AND SIGN POSTER ASSISTANT, AND TRAFFIC PAINTER AND SIGN POSTER TRAINEE – ORDINANCE AMENDING SCHEDULE “A” OF LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61**

**RECOMMENDATIONS**

The City Administrative Officer (CAO) recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Schedule “A” of Los Angeles Administrative Code Section 4.61, to provide salaries for the new, non-represented Bridge-to-Jobs Program classifications of Cement Finisher Worker Assistant, Cement Finisher Worker Trainee, Investigator Trainee, Maintenance and Construction Helper Assistant, Maintenance and Construction Helper Trainee, Traffic Painter and Sign Poster Assistant, and Traffic Painter and Sign Poster Trainee, as identified in this report; and
2. That the City Council authorize:
  - A. The CAO, upon accretion of the classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salaries approved by ordinance; and
  - B. The Controller and the CAO to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

## SUMMARY

In 2019, the Personnel Department created the Bridge-to-Jobs Program (BRIDGE) similar to the Target Local Hire Program (TLHP) to reduce barriers to civil service employment for individuals from underserved communities while also addressing the need for semi-skilled workers (Council File No. 19-0600-S61). The BRIDGE program provides a more accessible, alternate pathway to civil service employment in semi-skilled, entry-level classifications that require a higher level of proficiencies than those classifications recommended for the TLHP. The Personnel Department worked with City departments, labor, and community partners to identify semi-skilled, entry-level classifications that fit the BRIDGE framework.

City departments utilize BRIDGE classifications through temporary on-the-job training in accordance with Civil Service Commission Rule 5.30 and probationary Assistant classification appointments. Participating Trainees are expected to complete an on-the-job training program. Upon successful completion of the training program, as well as receipt of a letter of recommendation from an employing department, Trainees transition to the applicable Assistant classification, receive a civil service appointment, and complete a six-month probationary period. Upon successful completion of probation, individuals transition to the target civil service classification.

On January 26, 2023, the Board of Civil Service Commissioners approved the creation of the Investigator Trainee classification and associated Duties Statement. Subsequently on January 27, 2023, the Personnel Department requested the CAO to take the necessary actions to establish the salary for the newly created classification and corresponding pay grades. The Investigator Trainee classification will be employed by City departments through temporary on-the-job training under Civil Service Commission Rule 5.30 for a maximum duration of five years. During that time, participants are expected to qualify for promotion by participating in and achieving a passing score on the regular civil service examination for Special Investigator. The proposed pay grade salaries for the Investigator Trainee classification mirror the percent differential between pay grades of other BRIDGE Trainee classifications with multiple pay grades.

On June 22, 2023, the Board of Civil Service Commissioners approved the creation of the new BRIDGE classifications of Cement Finisher Worker Assistant, Cement Finisher Worker Trainee, Maintenance and Construction Helper Assistant, Maintenance and Construction Helper Trainee, Traffic Painter and Sign Poster Assistant, and Traffic Painter and Sign Poster. Subsequently, on June 23, 2023, the Personnel Department requested the CAO to take the necessary actions to establish salaries for the newly created classifications.

At its meeting on August 25, 2023, the Executive Employee Relations Committee (EERC) approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications as illustrated in the table below. Additionally on a future on-going basis, the EERC authorized the CAO to establish the salaries, by ordinance, for new non-represented BRIDGE classes upon their creation, and submit said ordinances, approved as to form and legality by the City Attorney, directly to the City Council for consideration and action. The CAO will continue to follow the established BRIDGE parameters when recommending salaries for the new, non-represented classifications.

| <b>Proposed Salaries for New Bridge-to-Jobs Program Classifications</b> |                   |                                |                            |
|---|-------------------|--------------------------------|----------------------------|
| <b>Class Title</b>  | <b>Class Code</b> | <b>Range Number (Min Step)</b> | <b>Annual Salary Range</b> |
| Cement Finisher Worker Assistant  | 3359              | 2463 (2)                       | \$52,847.28 - \$77,256.00  |
| Cement Finisher Worker Trainee  | 3358              | 2463 (2)                       | \$52,847.28 - \$77,256.00  |
| Investigator Trainee I  | 0608-1            | 2293 (2)                       | \$49,193.28 - \$71,931.60  |
| Investigator Trainee II   | 0608-2            | 2364 (2)                       | \$56,501.28 - \$82,622.16  |
| Investigator Trainee III  | 0608-3            | 2965 (2)                       | \$63,621.36 - \$92,999.52  |
| Maintenance and Construction Helper Assistant                           | 3106              | 2099 (2)                       | \$45,038.16 - \$65,813.76  |
| Maintenance and Construction Helper Trainee                             | 3105              | 2099 (2)                       | \$45,038.16 - \$65,813.76  |
| Traffic Painter and Sign Poster Assistant                               | 3406              | 2403 (2)                       | \$51,552.72 - \$75,376.80  |
| Traffic Painter and Sign Poster Trainee                                 | 3405              | 2403 (2)                       | \$51,552.72 - \$75,376.80  |

The ordinance submitted herein provides for amending Los Angeles Administrative Code Section 4.61 Schedule "A" as described above.

## **FISCAL IMPACT**

The General Fund will not be impacted in Fiscal Year 2023-24. Departments will use vacant civil service position authorities to hire employees into these classifications.

*MWS:MCB:PAG:MAU:PF:0724056*

Attachments