

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 27, 2025

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 COMMUNICATIONS
ELECTRICIAN ASSISTANT AND COMMUNICATIONS ELECTRICIAN
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 Communications Electrician Assistant and Communications Electrician 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 or technical errors in the above ordinance.

SUMMARY

In 2019, the Personnel Department created the Bridge-to-Jobs Program (BRIDGE), which is similar to the Targeted 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.

The Communications Electrician Trainee class is a temporary training position in accordance with Section 5.30 of the Rules of the Board of Civil Service Commissioners. Employment as a Communications Electrician Trainee is limited to four years of on-the-job training. Upon successful completion of the training program and receipt of a letter of recommendation from an employing City department, incumbents receive a regular appointment to Communications Electrician Assistant and begin a six-month probationary period. These classifications will be utilized for the BRIDGE Program solely as a pathway for an employee to transition to full-time regular employment as a Communications Electrician.

On February 27, 2025, the Board of Civil Service Commissioners approved the creation of the new BRIDGE classifications of Communications Electrician Assistant and Communications Electrician Trainee, and 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 authorized the CAO to establish the salaries for newly created, non-represented BRIDGE classifications on an on-going basis, by ordinance, 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.

Proposed Salaries for New Bridge-to-Jobs Program Classifications		
Class Title	Class Code	Bi-Weekly(flat) Rate
Communications Electrician Assistant	3688	\$4,301.60
Communications Electrician Trainee	3682	\$4,301.60

The ordinance submitted herein amends Schedule "A" of Los Angeles Administrative Code Section 4.61 to add the classifications at the recommended salaries as shown in the table above.

FISCAL IMPACT

The General Fund will not be impacted in Fiscal Year 2024-2025. Departments will use vacant civil service position authorities to hire employees into these classifications.

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Attachment