Karen Bass, Mayor

Board of Commissioners
Richard Katz, President
George S. McGraw, Vice President
Nurit D. Katz
Mia Lehrer
Wilma J. Pinder
Chante L. Mitchell, Secretary

Janisse Quiñones, Chief Executive Officer and Chief Engineer

May 22, 2024

The Honorable City Council
c/o Office of the City Clerk
Room 395, City Hall
Mail Stop 160

Honorable Members:

Subject: Approval of Salary Setting for Senior Benefits Analyst and Benefits Analyst for the Los Angeles Department of Water and Power

This letter recommends the City Council approve the proposed salary setting for the following Los Angeles Department of Water and Power (LADWP) classifications: Senior Benefits Analyst (SBA), Class Code No. 9109, Duties Description Record (DDR) Nos. 95-91091, 95-91092, and 95-91093; and Benefits Analyst (BA), Class Code No. 9108, DDR No. 95-91081. This approval is consistent with the recommendation received by the Executive Employee Relations Committee at its meeting on May 17, 2024.

The classifications of SBA and BA at LADWP are not currently represented by any labor organization.

The SBA classification is currently represented by the Engineers and Architects Association (MOU 20) in other City Departments like the Los Angeles City Employees' Retirement System (LACERS), Los Angeles Fire and Police Pensions (LAFPP), and Personnel, and it is anticipated the LADWP Management Employees Association (MEA) will submit a petition to the Employee Relations Board (ERB) to accrete this classification. In anticipation that the ERB will approve accretion of SBA into the MEA, LADWP has discussed the proposed salary and duties with MEA, and they have no objections.

The BA classification is also currently represented by the Engineers and Architects Association (MOU 20) in other City Departments like LACERS, LAFPP, and Personnel, and it is anticipated the International Brotherhood of Electrical Workers (IBEW), Local 18, will submit a petition to the ERB to accrete this classification. In anticipation that the ERB will approve accretion of BA into the IBEW, Local 18, LADWP has discussed the proposed salary and duties with IBEW, Local 18, and they have no objections.

Background

The LADWP Retirement Plan Office (RPO) has identified the need for these classifications due to the highly specialized work of retirement benefits administration. RPO has also had difficulty recruiting and retaining employees with benefits experience. The utilization of the BA classification is designed to allow for the development of the skill sets and knowledge and to help retain that knowledge and those skill sets within the benefits administration area at LADWP. The SBA classification was created to address the need for a specialized class at the mid-management level to administer the retirement benefits for the City's retirement systems by interpreting, applying, and implementing provisions of the applicable retirement plan, Internal Revenue Service rules, City Charter, executive directives, and other documents governing the applicable retirement plan benefits.

The RPO has identified the need for three (3) distinct pay levels for the SBA class to manage the main groups of the Water and Power Employees' Retirement Plan (Plan): SBA I (entry level), SBA II, and SBA III. Due to the highly specialized work of retirement benefits administration, the SBA I level position is designed to allow for the development of the skill sets and knowledge to effectively transition to the SBA II or SBA III level after the successful completion of probation and on-the-job training. Listed below is a summary of duties for the three (3) SBA pay levels:

- Senior Benefits Analyst I – DDR No. 95-91091
  An SBA I is a first-level management position wherein a broad range of retirement benefits administration skills are developed. Through subordinate supervisors, manages the day-to-day operations of staff working on retirement or benefits programs, including researching, analyzing, calculating, reporting, and making benefits payments.

- Senior Benefits Analyst II – DDR No. 95-91092
  An SBA II, through subordinate supervisors, manages the day-to-day operations of staff working on retirement or benefits programs with greater complexities where the work of the groups under management are dissimilar, such as disability and membership, than a group managed by an SBA I, or is responsible for managing multiple minor groups.

- Senior Benefits Analyst III – DDR No. 95-91093
  An SBA III oversees multiple benefits sections responsible for calculating, validating, and reconciling the most complex benefits issues, including excess benefits, full actuarial costing, Internal Revenue Code limits, and community property splits. Through subordinate managers, supervisors, and administrative

staff, oversees the activities of the section(s) responsible for retirement and/or benefits programs, including researching, analyzing, calculating reporting, implementing, and providing recommendations on policies and procedures as it relates to retirement and/or benefits administration.

There are currently five (5) Utility Administrators (UAs) in the RPO. Upon approval, these incumbents will become legally employed as SBAs based upon their appropriate DDR level. The RPO will fill one (1) SBA III, two (2) SBA II, and two (2) SBA I positions.

The BA classification performs benefits administration functions, including, but not limited to assembling, analyzing, and interpreting data on retirement benefit activities; advising and counseling members and beneficiaries on available benefits; researching, resolving, and processing retirement benefits claims and inquiries for members and their beneficiaries; and conducting benefits and retirement related workshops and presentations.

There are currently six (6) Management Analysts in the RPO. Upon approval, these incumbents will become legally employed as BAs.

Salary Proposal

LADWP recommends the SBA salary structure be set equal to the existing Utility Administrator I, II, and III levels at LADWP.

Classification / DDR	Current		Proposed		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
Senor Benefits Analyst I 95-91091	N/A	N/A	$13,444.98	$161,339.76	6219
Senor Benefits Analyst II 95-91092	N/A	N/A	$15,306.78	$183,681.36	7080
Senor Benefits Analyst III 95-91093	N/A	N/A	$16,542.18	$198,506.16	7652

*Salaries are based on the top salary step (Step 5) of the MEA MOU for the Cost of Living Adjustment, effective October 1, 2023.

LADWP recommends the BA salary structure be set by utilizing a similar salary differential between Management Analyst and BA on Schedule A, matching the same 4.18 percent differentials between the classes in other City Departments. The

recommended BA salary would be set at Salary Range 5156. The chart below reflects the proposed salary for the BA classification and DDR, effective October 1, 2023.

Classification / DDR	Current		Proposed		Salary Range
	Monthly Salary*	Annual Salary*	Monthly Salary*	Annual Salary*	
Benefits Analyst 95-91081	N/A	N/A	$11,142.96	$133,715.52	5156

*Salary is based on the top salary step (Step 5) of the Administrative Representative Unit MOU for the Cost of Living Adjustment, effective October 1, 2023.

Fiscal Impact

There is no fiscal impact to the City's General Fund, as all funds are budgeted under LADWP. The LADWP has sufficient budgeted funds to cover the annual salaries for incorporation into the LADWP labor costs for the 2024-2025 fiscal year budget.

If the proposed SBA salaries are approved at the level of UA, there is no anticipated additional annual costs.

If the proposed BA salaries are approved at the proposed level, the anticipated total annual salary cost increase is $32,197.

Recommendations

The LADWP respectfully requests approval from City Council relative to the proposed salaries summarized above.

If you have any questions or require additional information, please contact Mr. Thomas Simonovski, Director of Labor Relations, at (213) 367-1951.

Sincerely,

Janisse
Quinones

Digitally signed by
Janisse Quinones
Date: 2024.05.31
16:28:09 -07'00'

Janisse Quiñones
Chief Executive Officer and Chief Engineer

TS:mm

Attachment

c: Mr. Matthew W. Szabo, City Administrative Officer
   Mr. Paul A. Girard, Employee Relations Chief
   Mr. Aram Benyamin
   Ms. Deitra O. Barnett
   Mr. Thomas Simonovski
   Ms. Linda Le