

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

Date: April 11, 2024

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 SECURITY OFFICER ASSISTANT AND SECURITY OFFICER 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 Security Officer Assistant and Security Officer 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 November 16, 2023, the Board of Civil Service Commissioners approved the creation of the new BRIDGE classifications of Security Officer Assistant and Security Officer Trainee. Subsequently, on November 16, 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 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	Range Number (Min Step)	Annual Salary Range
Security Officer Assistant	3314	2182 (6)	\$55,102.32 - \$68,444.64
Security Officer Trainee	3313	2182 (6)	\$55,102.32 - \$68,444.64

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:PF:JB:0724141

Attachment