

PERSONNEL AND HIRING COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to amending Schedule A of Los Angeles Administrative Code (LAAC) Section 4.61, to provide salaries for the new, non-represented classifications of Helicopter Mechanic Assistant (Class Code 3641), and Helicopter Mechanic Trainee, (Class Code 3640).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE dated April 2, 2025, approved as to form and legality by the City Attorney, amending Schedule A of LAAC Section 4.61, to provide salaries for the new, non-represented classifications of Helicopter Mechanic Assistant, Class Code 3641, and Helicopter Mechanic Trainee, Class Code 3640.
2. AUTHORIZE the City Administrative Officer (CAO), upon accretion of the classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salaries approved by Ordinance.
3. AUTHORIZE the Controller and CAO to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above Ordinance.

Fiscal Impact Statement: The CAO reports that there is no impact to the General Fund, as the Department of General Services will use budgeted vacant Helicopter Mechanic position authorities to hire employees on an in-lieu basis in the classifications of Helicopter Mechanic Assistant and Helicopter Mechanic Trainee.

Community Impact Statement: None submitted.

Summary:

On May 9, 2025, your Committee considered an April 10, 2025 CAO report and Ordinance relative to amending Schedule A of LAAC Code Section 4.61, to provide salaries for the new, non-represented classifications of Helicopter Mechanic Assistant (Class Code 3641), and Helicopter Mechanic Trainee, (Class Code 3640). According to the CAO, the Department of General Services (GSD) has proposed the creation of the Helicopter Mechanic Apprenticeship Program to address recruitment issues within the Helicopter Mechanic classification. The program is designed to provide a facilitated pathway to a City career as a Helicopter Mechanic.

The City's recruitment efforts will focus on attracting applicants that have a valid Airframe and Powerplant (A&P) Certification, such as recent college graduates or military veterans. Employees will enter the Program as a Helicopter Mechanic Trainee, Class Code 3640. In accordance with Civil Service Commission Rule 5.30, the Helicopter Mechanic Trainee will work through a temporary on-the-job training period for a maximum duration of 36 months. Upon successful completion of the training period, a Helicopter Mechanic

Trainee will be appointed to a Helicopter Mechanic Assistant position to serve a six-month probationary period. Upon successful completion of probation, incumbents will be offered a Charter Section 1014 transfer to Helicopter Mechanic.

On September 12, 2024, the Board of Civil Service Commissioners approved the creation of the new classifications of Helicopter Mechanic Assistant, Class Code 3641, and Helicopter Mechanic Trainee, Class Code 3640. Subsequently, on November 8, 2024, the Personnel Department requested the CAO to take the necessary actions to establish salaries for the newly created classifications. At its meeting on March 19, 2025, the Executive Employee Relations Committee approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications as illustrated in the table included in the CAO report. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel and Hiring Committee

COUNCILMEMBER:	VOTE:
McOSKER:	YES
RODRIGUEZ:	YES
HUTT:	YES

ARL

5/9/25

-NOT OFFICIAL UNTIL COUNCIL ACTS-