

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 27, 2024

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ORDINANCES AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTIONS 4.91 AND 4.91.1 – SALARY STEP PLACEMENT ON ASSIGNMENT TO A DIFFERENT POSITION, AND APPLICABLE SALARY RATES UPON RETURN TO A CLASS FOLLOWING A CHARTER SECTION 1014 TRANSFER**

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:
 - A. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Section 4.91(a) pertaining to “Salary Step Placement on Assignment to a Different Position in City Service” to provide gender-neutral language and add a provision addressing a return from a Charter Section 1014 transfer;
 - B. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Section 4.91.1 pertaining to “Applicable Salary Rates Upon Return to a Class Following a Charter Section 1014 Transfer” to replace obsolete language and provide clarifying and gender neutral language; and
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinances.

SUMMARY

The ordinances submitted herein amend Los Angeles Administrative Code (LAAC) Sections 4.91 and 4.91.1. Subsection (a) of LAAC Section 4.91 is amended to provide gender-neutral language in Subdivision (2) and add a Subdivision (7) to indicate that when an employee returns to a class following a Charter Section 1014 transfer, salary step placement and the salary anniversary date shall be in accordance with LAAC Section 4.91.1.

LAAC Section 4.91.1 is amended to replace obsolete salary step language and provide clarifying and gender-neutral language.

FISCAL IMPACT

No additional costs are associated with the ordinances amending LAAC Sections 4.91 and 4.91.1, which provide updated and gender neutral language.

MWS:MCB:PAG:MAU:CEC:0724145

Attachments