

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

Date: November 21, 2023

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **LENGTH OF VACATION FOR NON-REPRESENTED EXECUTIVE AND MANAGERIAL POSITIONS - ORDINANCE AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION 4.245.1 TO ADD ASSISTANT GENERAL MANAGER, CIVIL, HUMAN RIGHTS AND EQUITY DEPARTMENT AND REFLECT THE CLASS TITLE CHANGE OF PRIMA PROGRAM MANAGER**

## RECOMMENDATIONS

The Office of 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 Subsection (a) of Los Angeles Administrative Code Section 4.245.1, pertaining to Length of Vacation - Non-Represented Executive and Managerial Positions, to add the position of Assistant General Manager, Civil, Human Rights and Equity Department and reflect the class title change from PRIMA Program Manager to City Procurement Officer; and
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinance.

## SUMMARY

Los Angeles Administrative Code (LAAC) Section 4.245.1 provides for an executive and managerial vacation benefit for the City's General Managers and non-represented executive and managerial positions, including Assistant General Managers. The Assistant General Manager, Civil, Human Rights and Equity Department classification (Code 7319) was created slightly more than one year ago, and since that time LAAC Section 4.245.1 has not been updated or amended. The classification is equivalent to other Assistant General Manager classifications afforded the benefit. Therefore, Subsection (a) of LAAC Section 4.245.1 should be amended to provide the benefit to the Assistant General Manager, Civil, Human Rights and Equity Department.

In addition, the Civil Service Commission on August 10, 2023, approved a class title change for the PRIMA Program Manager (Code 1854) to City Procurement Officer. The position of PRIMA Program Manager is currently listed under Subsection (a) of LAAC Section 4.245.1. Therefore, an amendment is necessary to reflect the correct class title. Accordingly, the ordinance submitted herein effectuates both of the above-described changes.

## **FISCAL IMPACT**

Any additional cost associated with the position of Assistant General Manager, Civil, Human Rights and Equity Department being added to the executive and managerial vacation benefit provided under LAAC Section 4.245.1 will be absorbed within budgeted funds by the employing department. The class title change from PRIMA Program Manager to City Procurement Officer in LAAC Section 4.245.1(a) has no cost impact.

*MWS:MCB:PAG:CEC:0724068*

**Attachments**