

**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 CLASSIFICATIONS OF AIRPORT FINANCIAL ADVISOR I-III, CHIEF FIRE PSYCHOLOGIST, AND PROCESS SAFETY ENGINEER – 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 classifications of Airport Financial Advisor I-III (Codes 1653-1 through 1653-3), Chief Fire Psychologist (Code 2386), and Process Safety Engineer (7962); 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 or technical errors in the above ordinance.

## SUMMARY

The Executive Employee Relations Committee approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications of Airport Financial Advisor I-III, Chief Fire Psychologist, and Process Safety Engineer, at its meeting on February 16, 2024. The recommended salaries are shown in the table below.

<b>Recommended Salaries for Airport Financial Advisor I-III, Chief Fire Psychologist, and Process Safety Engineer</b>			
<b>Class Title</b>	<b>Class Code</b>	<b>Range Number (Minimum Step)</b>	<b>Annual Salary Range*</b>
Airport Financial Advisor I	1653-1	5963(2)	\$127,931 - \$187,022
Airport Financial Advisor II	1653-2	6502(2)	\$139,499 - \$203,955
Airport Financial Advisor III	1653-3	7156(2)	\$153,530 - \$224,480
Chief Fire Psychologist	2386	7445(2)	\$159,732 - \$233,501
Process Safety Engineer	7962	5497(2)	\$117,930 - \$172,427

\*Steps 2-12 (Step 1 is reserved for Targeted Local Hire Program classifications).

The Airport Financial Advisor I, II, and III will serve in the Department of Airports and will be responsible for advising executive management on complex fiscal and financial management matters, analyzing the financing of Airport Department operations, and obtaining efficient utilization of the Department's financial resources. The Chief Fire Psychologist will be employed exclusively in the Los Angeles Fire Department (LAFD), and will provide in-house consultation to management on organizational and management-related issues, and plan and direct the work of staff in the LAFD's Behavioral Health Program. The Process Safety Engineer also will serve in the LAFD and will be responsible for developing and evaluating the chemical release prevention program and reviewing standards and guidelines regarding the California Accidental Release Program ensuring implementation is consistent with federal, state and local laws and regulations.

The ordinance submitted herein adds the classifications of Airport Financial Advisor I, II, and III (Codes 1653-1 through 1653-3), Chief Fire Psychologist (Code 2386), and Process Safety Engineer (Code 7962) to the City's classification listing in Schedule "A" of the Los Angeles Administrative Code Section 4.61, at the recommended salaries shown in the table above.

## **FISCAL IMPACT**

The cost associated with filling Airport Financial Advisor I-III, Chief Fire Psychologist, and Process Safety Engineer positions will be absorbed within budgeted funds by the employing departments for Fiscal Year 2023-24.

MWS:MCB:PAG:SAO:APJ:0724172

Attachment

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Schedule "A" of Section 4.61 of the Los Angeles Administrative Code to include and provide salaries for the new, non-represented classifications of Airport Financial Advisor I-III, Chief Fire Psychologist, and Process Safety Engineer.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section 1. Schedule "A" of Section 4.61 of the Los Angeles Administrative Code is amended to add in proper order the positions of Airport Financial Advisor I-III, Chief Fire Psychologist, and Process Safety Engineer as follows:

<b><u>Class Code</u></b>	<b><u>Class Title</u></b>	<b><u>Salary Range, Amount, MOU No., or Ordinance No.</u></b>
1653-1	Airport Financial Advisor I	5963
1653-2	Airport Financial Advisor II	6502
1653-3	Airport Financial Advisor III	7156
2386	Chief Fire Psychologist	7445
7962	Process Safety Engineer	5497


Sec. 2. Section 1 shall be operative upon publication.

Sec. 3. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 4. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

HYDEE FELDSTEIN SOTO, City Attorney

By   
VIVIENNE SWANIGAN  
Assistant City Attorney

Date 4/9/2024

File No. \_\_\_\_\_

M:\Muni Counsel\CAO ORDINANCES\LAAC Ord Amend 4.61 - Sch A - Airport Finance & Fire Chief Psy and PSE.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

\_\_\_\_\_

\_\_\_\_\_

Ordinance Passed \_\_\_\_\_

Approved \_\_\_\_\_