

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: December 6, 2024

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARY FOR THE NEW, NON-REPRESENTED CLASSIFICATION OF EXECUTIVE DIRECTOR OF THE CHARTER REFORM COMMISSION – 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 a salary for the new, non-represented classification of Executive Director of the Charter Reform Commission (Class Code 9019); and
2. That the City Council authorize:
 - A. The CAO, upon accretion of the class to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary 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 recommendation of the CAO to establish the salary for the newly created, non-represented classification of Executive Director of the Charter Reform Commission at its meeting on December 6, 2024. The recommended salary is shown in the table below.

Recommended Salary for Executive Director of the Charter Reform Commission			
Class Title	Class Code	Range Number (Minimum Step)	Annual Salary Range*
Executive Director of the Charter Reform Commission	9019	6879(2)	\$147,579 - \$215,794

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

The Executive Director of the Charter Reform Commission will serve as the chief administrative officer of the Los Angeles Board of Charter Reform Commissioners. The classification will work closely with various levels of Charter Reform Commission staff in coordinating public outreach, budget, and administrative tasks, and will ensure that the Commission is in compliance with City, State, and Federal laws. This classification will be responsible for all subordinate employees of the Charter Reform Commission with the authority to appoint, discharge, and discipline.

The ordinance submitted herein adds the classification of Executive Director of the Charter Reform Commission (Class Code 9019) to the City's classification listing in Schedule "A" of the Los Angeles Administrative Code Section 4.61, at the recommended salary shown in the table above.

FISCAL IMPACT

The cost of filling the Executive Director of the Charter Reform Commission position will be absorbed within budgeted funds provided in the General City Purposes appropriation in the FY 2024-25 Adopted Budget.

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Attachment