

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 10, 2025

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARIES FOR NEW NON-REPRESENTED CLASSIFICATIONS OF HELICOPTER MECHANIC ASSISTANT AND HELICOPTER MECHANIC TRAINEE – 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 Helicopter Mechanic Assistant, Class Code 3641, and Helicopter Mechanic Trainee, Class Code 3640; 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 errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

SUMMARY

The General Services Department (GSD) proposed the creation of the Helicopter Mechanic Apprenticeship Program (“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 (EERC) approved the recommendations of the CAO to establish the salaries for the newly created, non-represented classifications as illustrated in the table below.

Proposed Salaries for Helicopter Mechanic Trainee and Assistant Classifications			
Class Title	Class Code	Salary Range	Annual Salary
Helicopter Mechanic Assistant	3641	3873(12)	\$121,479
Helicopter Mechanic Trainee	3640	3873(2)	\$83,102 - \$92,623

The ordinance submitted herein provides for amending Los Angeles Administrative Code Section 4.61 Schedule "A" as described above.

FISCAL IMPACT

There is no impact to the General Fund, as the GSD 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.

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Attachment