

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 10, 2024

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARIES FOR NEW NON-REPRESENTED CLASSIFICATIONS OF HARBOR FINANCE ADMINISTRATOR I-III AND SENIOR LANDSCAPE ARCHITECT – 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 Harbor Finance Administrator I-III (Codes 1652-1 through 1652-3) Senior Landscape Architect (Code 7898); 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 Harbor Finance Administrator I-III and Senior Landscape Architect, at its meetings on December 11, 2023, and November 3, 2023, respectively. The recommended salaries are shown in the table below.

Recommended Salaries for Harbor Finance Administrator I-III and Senior Landscape Architect			
Class Title	Class Code	Range Number (Minimum Step)	Annual Salary Range*
Harbor Finance Administrator I	1652-1	5963(2)	\$127,931 - \$187,022
Harbor Finance Administrator II	1652-2	6502(2)	\$139,499 - \$203,955
Harbor Finance Administrator III	1652-3	7156(2)	\$153,530 - \$224,480
Senior Landscape Architect	7898	5567(2)	\$119,433 - \$174,619

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

The Harbor Finance Administrator I, II, and III will serve in the Harbor Department and will be responsible for advising executive management on complex fiscal and financial management matters, analyzing the financing of Harbor Department operations, and obtaining efficient utilization of the Department's financial resources. The Senior Landscape Architect will serve primarily in the Department of Public Works but may expand to other City Departments, and will perform difficult professional landscape architecture work through supervision of professional and technical employees involved in the development and implementation of public improvement projects.

The ordinance submitted herein adds the classifications of Harbor Finance Administrator I, II, and III (Codes 1652-1 through 1652-3) and Senior Landscape Architect (Code 7898) 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 Senior Landscape Architect and Harbor Finance Administrator positions will be absorbed within budgeted funds by the employing departments for Fiscal Year 2023-24.

MWS:MCB:PAG:SAO:APJ:0724124

Attachments



Office of the Los Angeles City Attorney
Hydee Feldstein Soto

REPORT NO. **R 2 4 - 0 0 3 4**
JAN 2 6 2024

REPORT RE:

**DRAFT 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 SENIOR
LANDSCAPE ARCHITECT AND HARBOR FINANCE ADMINISTRATOR I-III**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Honorable Members:

This Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. The draft ordinance would amend Schedule "A" of Section 4.61 of the Los Angeles Administrative Code to include and provide salaries for the new, non-represented classifications of Senior Architect and Harbor Finance Administrator I-III.

Council Rule 38 Referral

A copy of the draft ordinance was sent, pursuant to Council Rule 38, to the City Administrative Officer (CAO). The CAO recommends adoption of the draft ordinance.

If you have any questions regarding this matter, please contact Assistant City Attorney Vivienne Swanigan at (213) 978-7182. A member of this Office will be available when you consider this matter to answer questions you may have.

Sincerely,

HYDEE FELDSTEIN SOTO, City Attorney

By 

VALERIE L. FLORES
Chief Assistant City Attorney

VLF:VAS:pj
Transmittal

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 Harbor Finance Administrator I-III and Senior Landscape Architect.

**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 Harbor Finance Administrator I-III and Senior Landscape Architect, as follows:

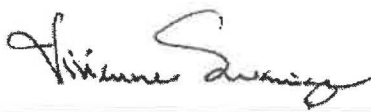
<u>Class Code</u>	<u>Class Title</u>	<u>Salary Range, Amount, MOU No., or Ordinance No.</u>
1652-1	Harbor Finance Administrator I	5963
1652-2	Harbor Finance Administrator II	6502
1652-3	Harbor Finance Administrator III	7156
7898	Senior Landscape Architect	5567

Sec. 2. This ordinance shall be effective and operative upon publication, pursuant to Charter Section 252(g).

Sec. 3. 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 JAN 26 2024

File No. _____

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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 _____