

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to amending the Los Angeles Administrative Code (LAAC) to add the position of Assistant General Manager, Civil, Human Rights and Equity Department, and to provide for a class title change from PRIMA Program Manager to City Procurement Officer.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE dated October 30, 2023, approved as to form and legality by the City Attorney, amending Subsection (a) of LAAC 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.
2. AUTHORIZE the Controller and the City Administrative Officer (CAO) to correct any clerical or technical errors in the above Ordinance.

Fiscal Impact Statement: The CAO reports that 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.

Community Impact Statement: None submitted.

Summary:

On December 5, 2023, your Committee considered October 30, 2023 City Attorney and November 21, 2023 CAO reports and Ordinance relative to amending the LAAC to add the position of Assistant General Manager, Civil, Human Rights and Equity Department, and to provide for a class title change from PRIMA Program Manager to City Procurement Officer. According to the CAO, 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 (Class 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.

Also, 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. After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the CAO report. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

**COUNCILMEMBER VOTE**

McOSKER: YES

PADILLA: YES

SOTO-MARTINEZ: YES

ARL

12/5/23

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**