

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 22, 2021

To: The City Council

From:  Richard H. Llewellyn, Jr., City Administrative Officer

Subject: **ESTABLISHMENT OF SALARY FOR NEW BRIDGE-TO-JOBS PROGRAM CLASSIFICATIONS – ACCOUNTING CLERK TRAINEE AND ACCOUNTING CLERK ASSISTANT**

RECOMMENDATIONS

It is recommended that the City Council, subject to approval by the Mayor:

1. Adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule A of the Los Angeles Administrative Code (LAAC) Section 4.61 to establish the salary for the newly created classifications of Accounting Clerk Assistant (Class Code 1227) and Accounting Clerk Trainee (Class Code 1225) for the Bridge-to-Jobs Hiring Program;
2. Authorize the City Administrative Officer (CAO) to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance upon accretion of said classes to a bargaining unit; and
3. Authorize the CAO and the Controller to correct any clerical errors in or make any technical corrections to the Ordinance.

SUMMARY

At its meeting of January 14, 2021, the Board of Civil Service Commissioners approved the creation of the new classifications of Accounting Clerk Assistant and Accounting Clerk Trainee to be used in the Bridge-to-Jobs Hiring Program (BRIDGE). Subsequently, at its meeting of March 5, 2021, the Executive Employee Relations Committee approved the recommended salary, which aligns with the bridged civil service job classification of Accounting Clerk, for these newly created, non-represented classifications as detailed in the accompanying ordinance.

Accordingly, the City Attorney has prepared the draft ordinance, transmitted herewith, that will add the newly created classifications and corresponding salaries in the appropriate order to the City's classification listing, Schedule A of the LAAC Section 4.61.

FISCAL IMPACT

There is no additional impact to the General Fund anticipated. Participating departments will use vacant civil service position authorities to hire into these classifications.

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Attachments