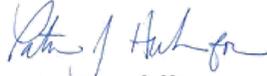


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 2, 2021

To: The City Council

From: Richard H. Llewellyn, City Administrative Officer



Subject: **ORDINANCE AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61 SCHEDULE "A" TO REFLECT CORRECT SALARY RANGES AND BARGAINING UNIT ACCRETION FOR SENIOR WATER BIOLOGIST AND SENIOR WATER MICROBIOLOGIST CLASSES**

### RECOMMENDATIONS

The City Administrative Officer 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 reflect the correct salary ranges and bargaining unit accretion for the classes of Senior Water Biologist (Class Code 7859) and Senior Water Microbiologist (Class Code 7861);
2. That the City Council authorize the City Administrative Officer to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance; and
3. That the City Council authorize the Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

### SUMMARY

On January 11, 2018, the Board of Civil Service Commissioners approved the creation of the new classifications of Senior Water Biologist (Class Code 7859) and Senior Water Microbiologist (Class Code 7861). The Executive Employee Relations Committee approved the salary range of 3845 for both non-represented classes.

Subsequently, the ordinance (Ordinance No. 185929; C.F. 14-0409-S15), amending Ordinance No. 184251 -- the 2015-2018 Schedule "A" class listing at that time in Los Angeles Administrative Code (LAAC) Section 4.61, was transmitted by this Office to the City Council on November 14, 2018, but inadvertently did not include the salary adjustment of 2.25% for the new Senior Water Biologist and Senior Water Microbiologist classes, which had been provided to the City's non-represented classifications effective June 24, 2018. A technical correction request was submitted recently to the Controller's Office by this Office on May 18,

2021, to correct the June 24, 2018 salary ranges for those two classes, from 3845 to 3936 (see also C.F. 15-0409-S-15). The adjustment is calculated using the top step in the salary ranges.

An ordinance is required to amend the current, operative Schedule "A" class listing in LAAC Section 4.61, which has salary effective dates ranging from October 28, 2018, to June 18, 2023 (Ordinance No. 186352; C.F. 19-1164, as amended by Ordinance No. 186922; C.F. 19-1164-S2).

Therefore, the ordinance transmitted herewith corrects the salary ranges for the Senior Water Biologist and Senior Water Microbiologist classes on the effective dates of October 28, 2018, and July 7, 2019, to reflect the impact of the retroactive application of the June 24, 2018, 2.25% salary adjustment. Their accretion to Memorandum of Understanding (MOU) 17 is reflected in the subsequent effective dates, as both classes were accreted to MOU 17 effective October 28, 2019. Please note that the July 7, 2019, salary range number is lower than the October 28, 2018, range number as a result of conversion from a 15-step salary range structure to a 12-step structure effective July 7, 2019 (Ordinance No. 186351; C.F. 19-1164). Upon conversion, employees were placed on the step in the new 12-step salary range that was closest to, but not lower than, their 15-step salary rate at the time.

## **FISCAL IMPACT**

There is no impact on the General Fund, as the salaries of the Senior Water Biologist and Senior Water Microbiologist positions are Special Funded in the Public Works Bureau of Sanitation. As such, any increase in costs associated with the salary range corrections in the attached ordinance will be absorbed within the Bureau's Special Funds.

*RHL:AB:0722003*

Attachments