

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 10, 2021

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARY FOR NEW NON-REPRESENTED CLASS – MAINTENANCE LABORER ASSISTANT (CODE 3102)**

RECOMMENDATIONS

The City Administrative Officer recommends the following actions by the City Council and Mayor:

1. The City Council, subject to approval by the Mayor, adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule “A” of the Los Angeles Administrative Code Section 4.61, to establish the salary for the new, non-represented classification of Maintenance Laborer Assistant (Code 3102);
2. The City Council authorize the City Administrative Officer (CAO), upon accretion of said class to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salary approved by ordinance; and
3. The City Council authorize the CAO and the Controller to correct any clerical errors or technical errors in the Ordinance.

SUMMARY

On August 11, 2020, the Board of Civil Service Commissioners approved the creation of the new classification of Maintenance Laborer Assistant (Code 3102). Subsequently, on October 14, 2020, the Executive Employee Relations Committee approved the recommendation of the CAO to establish the salary for the new non-represented class at Salary Range 1846 (\$39,609 - \$57,921).

The Maintenance Laborer Assistant classification will provide an alternate career pathway for current City employees to transition to the Maintenance Laborer (Code 3112) classification. Individuals will receive on-the-job training, and upon successful completion of a 6-month probationary period, transition to the Maintenance Laborer classification.

Accordingly, the ordinance transmitted herewith adds Maintenance Laborer Assistant at Salary Range 1846, to the City's classification listing in Schedule "A" of Los Angeles Administrative Code Section 4.61. The ordinance also provides salary increases through June 18, 2023, consistent with the salary increases approved by City Council for non-represented classifications (C.F. 19-11694).

FISCAL IMPACT

There is no additional impact to the General Fund as departments will employ this classification in lieu of the authorized targeted civil service position.

MWS:PJH:AB:0722012

Attachments