

PERSONNEL, AUDITS, AND ANIMAL WELFARE COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to the establishment of salary for the non-represented class of Maintenance Laborer Assistant (Class Code 3102).

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

1. PRESENT and ADOPT the accompanying ORDINANCE dated June 11, 2021 to amend Schedule A of Section 4.61 of the Los Angeles Administrative Code (LAAC) to include and provide a salary for the new, non-represented classification of Maintenance Laborer Assistant (Class Code 3102).
2. 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.
3. AUTHORIZE the CAO and Controller to correct any clerical errors or technical errors in the Ordinance.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that there is no additional impact to the General Fund as Departments will employ this classification in lieu of the authorized targeted civil service position.

Community Impact Statement: None submitted.

Summary:

On September 1, 2021, your Committee considered an August 10, 2021 CAO report relative to the establishment of salary for the non-represented class of Maintenance Laborer Assistant (Class Code 3102). According to the CAO, 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 six-month probationary period, transition to the Maintenance Laborer classification. 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 (Council File No. 19-1169). After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the

recommendations contained in the August 10, 2021 CAO report and detailed above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Animal Welfare Committee

**COUNCILMEMBER VOTE**

KORETZ: YES

HARRIS-DAWSON: YES

BONIN: YES

ARL  
9/1/21

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**