

October 14, 2021

The Honorable City Council  
c/o Office of the City Clerk  
Room 395, City Hall  
Mail Stop 160

Honorable Members:

Subject: Approval of Proposed Salaries for a New Local Hiring Trainee Program at the Los Angeles Department of Water and Power

This letter recommends the City Council approve the salary for one (1) new exempt classification of Utility Worker, the addition of six (6) classifications to Schedule B from Schedule A of the Los Angeles Administrative Code, and the salary amendment of Two (2) existing Los Angeles Department of Water and Power (LADWP) classifications for deployment in the LADWP Local Hiring Trainee Program (Trainee Program) as detailed below. This approval is consistent with the recommended bargaining instructions received by the Executive Employee Relations Committee at its meeting on September 8, 2021.

**New**

- Utility Worker, Class Code 3119

**Schedule A to Schedule B**

- Assistant Gardener, Class Code 3142
- Custodial Services Assistant, Class Code 3149
- Garage Assistant, Class Code 3538
- Warehouse and Toolroom Assistant, Class Code 1831
- Delivery Driver Assistant, Class Code 1124
- Office Services Assistant, Class Code 1360

**Salary Amendment**

- Maintenance Assistant, Class Code 3108
- Office Trainee, Class Code 1101

## **Background**

LADWP is implementing a new Trainee Program that will hire local residents from underserved communities into full-time civil service jobs (target civil service classification). Through an expedited and streamlined process to recruit, hire, and retain employees, this new Trainee Program will create an alternative pathway into the LADWP workforce for populations and demographics within the City of Los Angeles (City) and Owens Valley communities, particularly with respect to those historically disadvantaged and facing barriers to City hiring.

The newly created exempt classification, Utility Worker, and the existing classification of Office Trainee, will serve as the entry point into the new Trainee Program. Incumbents in these exempt positions will receive classroom instruction, on-the-job training, and practical work experience performing a variety of unskilled manual work. Those who successfully complete six (6) months of training in these classes and receive satisfactory performance ratings during their employment with LADWP will receive a letter of recommendation, have their name placed on a civil service eligible list, and qualify for certification and appointment to one (1) of the following transitional classifications:

- Assistant Gardener
- Custodial Services Assistant
- Garage Assistant
- Maintenance Assistant
- Warehouse and Toolroom Assistant
- Delivery Driver Assistant
- Office Services Assistant

After completion of a standard 6-month probationary period in one (1) of the transitional classifications, incumbents will then be eligible to transfer to the corresponding permanent target civil service classification within LADWP via Charter Section 1014.

While the classifications are not currently represented, a petition for accretion is in process by the International Brotherhood of Electrical Workers (IBEW), Local 18, (Petition Nos. C951 and C952) and there is no opposition to the proposed salaries.

## **Salary Proposal**

LADWP is proposing the following new salaries and salary adjustments for the Trainee Program to be commensurate with the target civil service classification. Salaries are based on the last cost of living adjustment (COLA) as of October 1, 2020. The new COLA effective October 1, 2021, would be applied following City Council approval.

**NEW CLASSIFICATION**

UTILITY WORKER, CLASS CODE 3119

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
N/A	1939	N/A	\$3,373.86	\$40,486.32

**EXISTING CLASSIFICATIONS - SCHEDULE A TO SCHEDULE B**

ASSISTANT GARDENER, CLASS CODE 3142

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
N/A	2680	\$33.30	\$4,663.20	\$55,958.40
N/A	2280	\$28.33	\$3,967.20	\$47,606.40

CUSTODIAL SERVICES ASSISTANT, CLASS CODE 3149

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	2398	\$29.79	\$4,172.52	\$50,070.24
B	2266	\$28.15	\$3,942.84	\$47,314.08
C	1428	\$17.75	\$2,484.72	\$29,816.64

GARAGE ASSISTANT, CLASS CODE 3538

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
N/A	2718	\$33.77	\$4,729.32	\$56,751.84
N/A	2309	\$28.70	\$4,017.66	\$48,211.92

WAREHOUSE AND TOOLROOM ASSISTANT, CLASS CODE 1831

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	3147	\$39.09	\$5,475.78	\$65,709.36
B	2955	\$36.72	\$5,141.70	\$61,700.40
C	2847	\$35.38	\$4,953.78	\$59,445.36
D	2786	\$34.61	\$4,847.64	\$58,171.68

DELIVERY DRIVER ASSISTANT, CLASS CODE 1124

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	2546	\$31.63	\$4,430.04	\$53,160.48
B	2218	\$27.57	\$3,859.32	\$46,311.84
C	1885	\$23.42	\$3,279.90	\$39,358.80
N/A	1807	\$22.45	\$3,144.18	\$37,730.16

OFFICE SERVICES ASSISTANT, CLASS CODE 1360

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	2546	\$31.63	\$4,430.04	\$53,160.48
B	2218	\$27.57	\$3,859.32	\$46,311.84
C	2028	\$25.19	\$3,528.72	\$42,344.64
D	1807	\$22.45	\$3,144.18	\$37,730.16
E	1708	\$21.22	\$2,971.92	\$35,663.04

**EXISTING CLASSIFICATIONS – SALARY AMENDMENT**

MAINTENANCE ASSISTANT, CLASS CODE 3108

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	2663	\$33.08	\$4,633.62	\$55,603.44
B	2258	\$28.05	\$3,928.92	\$47,147.04
N/A	1970	\$24.47	\$3,427.80	\$41,133.60

OFFICE TRAINEE, CLASS CODE 1101

PROPOSED PAY LEVELS	PROPOSED SALARY RANGE	PROPOSED STEP 5	PROPOSED MONTHLY SALARY (SR)	PROPOSED ANNUAL SALARY (SR)
A	1801	\$22.37	\$3,133.74	\$37,604.88
B	1561	\$19.39	\$2,716.14	\$32,593.68

**Recommendation**

It is recommended that the City Council approve the above proposed salaries for the Trainee Program.

**Fiscal Impact**

There is no fiscal impact to the General Fund. The establishment of this Trainee Program and costs of future hiring are 1) unknown, 2) undetermined, and 3) yet to be determined. LADWP will budget appropriately in future budget years.

If you have any questions or require further information, please contact Deitra O. Fernandes, Director of Labor Relations, at (213) 367-1373.

Sincerely,



Martin L. Adams  
General Manager and Chief Engineer

DOF:MJ/HY

- c: Mr. Matthew W. Szabo, City Administrative Officer
- Mr. Paul A. Girard, Acting Employee Relations Chief
- Ms. Deitra O. Fernandes