

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0111-31442-0000

Date: November 19, 2021

To: The Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **SUBSTITUTE AND IN-LIEU POSITION AUTHORITIES NEEDED IN 2021-22**

Council File 21-0600 instructed the City Administrative Officer to prepare a listing of all substitute and in-lieu position authorities needed to fulfill the intent of the 2021-22 Budget. I have attached the requested listing by department. No Council action is required.

The Council also adopted a policy that states that authorization of substitute positions, other than for layoff avoidance, shall require Council approval only if a department does not have adequate savings identified within its budget to fund such requests. Departments will transmit these types of requests separately to the City Council for consideration.

MWS:SJ:01220042

Attachments

2021-22 SUBSTITUTE POSITION AUTHORITIES

ATTACHMENT 1

2021-22 REQUESTED SUBSTITUTE POSITION AUTHORITIES

Requested Position Authorities		Position Authorities Kept Vacant		Period Requested		Reason Needed
No.	Code	No.	Code	From	To	
Building and Safety						
1	4245		1358	Administrative Clerk (Half-Time)	07/01/21	To meet peak workload.
1	9184		1358	Administrative Clerk (Half-Time)	07/01/21	To meet peak workload.
1	9171-2		1555-2	Fiscal Systems Specialist II	07/01/21	To avoid layoffs on July 1, 2021.
1	1129		1358	Administrative Clerk (Half-Time)	07/01/21	To avoid layoffs on July 1, 2021.
4			9	Administrative Clerk (Half-Time)	07/01/21	To avoid layoffs on July 1, 2021.
City Administrative Officer						
2	9202-1		1541-2	Senior Administrative Analyst II	07/01/21	To meet peak workload.
1	1552-3			Finance Specialist III	07/01/21	To meet peak workload.
1	1541-2			Senior Administrative Analyst II	07/01/21	For sick leave replacement.
4			1		07/01/21	
City Attorney						
4	0568		0582	Legal Secretary III	07/01/21	To avoid layoffs on July 1, 2021.
11	0568		0567	Administrative Coordinator II	07/01/21	To avoid layoffs on July 1, 2021.
1	0568		0560	City Attorney Investigator II	07/01/21	To avoid layoffs on July 1, 2021.
1	0598			Assistant City Attorney	07/01/21	To meet peak workload.
17			16		07/01/21	
City Planning						
1	1542		1539	Management Assistant	07/01/21	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1117-3		7941	City Planning Associate	07/01/21	To avoid layoffs on July 1, 2021.
2			2		07/01/21	
Controller						
4	1555-1		1597-1	Senior System Analyst I	07/01/21	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1508		1223	Accounting Clerk	07/01/21	To solve a classification problem that will not be part of the 2021-22 DPO.
5			5		07/01/21	
Finance						
2	1609		9184	Management Analyst	07/01/21	To meet peak workload.
1	9171-2		1555-2	Fiscal Systems Specialist II	07/01/21	To meet peak workload.
3			3		07/01/21	

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Requested Position Authorities		Position Authorities Kept Vacant		Period Requested		Reason Needed
No.	Code Class Title	No.	Code Class Title	From	To	
Fire (Civilian)						
2	0651 Physician I			07/01/21	06/30/22	To meet peak workload.
2	1368 Senior Administrative Clerk			07/01/21	06/30/22	For sick leave replacement.
1	3704-5 Auto Body Builder and Repairer			07/01/21	06/30/22	For sick leave replacement.
5		0				
Fire (Sworn)						
2	2142-1 Fire Captain I	2	2142-2 Fire Captain II	07/01/21	06/30/22	To meet peak workload.
1	3563-4 Fire Helicopter Pilot IV	1	2142-2 Fire Captain II	07/01/21	06/30/22	To meet peak workload.
3		3				
General Services						
1	3866 Elevator Mechanic	1	5925 Senior Building Operating Engineer	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
Information Technology Agency						
2	3686 Communications Electrician			07/01/21	06/30/22	For sick leave replacement.
Personnel						
1	1116 Secretary	1	1775 Workers' Compensation Claims Assistant	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	1741 Chief Personnel Analyst	1	9182 Chief Management Analyst	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021 -22 DPO.
2	1739-1 Personnel Research Analyst I	2	1731 Personnel Analyst	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021 -22 DPO.
1	1455-1 Systems Programmer I	1	2330 Industrial Hygienist	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021 -22 DPO.
5		5				
Public Accountability						
1	1554 Chief Administrative Analyst	1	1681-2 Utility Rates & Policy Specialist II	07/01/21	06/30/22	To meet peak workload.
Public Works - Sanitation						
1	4123-3 Wastewater Treatment Operator III	2	4123-1 Wastewater Treatment Operator I	07/01/21	06/30/22	To meet peak workload.
1	9182 Chief Management Analyst	1	7225 Assistant Director Bureau of Sanitation	07/01/21	06/30/22	To meet peak workload.
2		3				
Public Works - Street Lighting						
3	3840 Street Lighting Electrician Supervisor	2	7527-3 Street Lighting Engineering Associate III	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	3353 Cement Finisher	1	3799 Electrical Craft Helper	07/01/21	06/30/22	To meet peak workload.
1	1835-2 Storekeeper II	1	3811 Street Lighting Electrician	07/01/21	06/30/22	To meet peak workload.
1	9184 Management Analyst	1	3799 Electrical Craft Helper	07/01/21	06/30/22	To meet peak workload.
6		1	7207 Senior Civil Engineering Drafting Technician	07/01/21	06/30/22	To meet peak workload.
		6				

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2021-22 REQUESTED SUBSTITUTE POSITION AUTHORITIES

Requested Position Authorities		Position Authorities Kept Vacant		Period Requested		Reason Needed
No.	Code Class Title	No.	Code Class Title	From	To	
Public Works - Street Services						
3	1537 Project Coordinator	2	3525 Equipment Operator	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
		2	3115 Maintenance and Construction Helper			
2	1538 Senior Project Coordinator	3	3115 Maintenance and Construction Helper	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
		1	3112 Maintenance Laborer			
		<u>8</u>				
Transportation						
2	3353 Cement Finisher	2	3818 Assistant Signal Systems Electrician	07/01/21	06/30/22	To meet peak workload.
1	2480-2 Transportation Planning Associate II	1	7280-2 Transportation Engineering Associate II	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	2481-1 Supervising Transportation Planner I	1	7278 Transportation Engineer	07/01/21	06/30/22	To reduce backlog.
		<u>4</u>				
Zoo						
1	2412-1 Park Services Attendant I			07/01/21	06/30/22	For sick leave replacement.

2021-22 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities		In-Lieu of these Position Authorities		Period Requested		Reason Needed		
No.	Code	Class Title	No.	Code	Class Title		From	To
Building and Safety								
2	4211	Building Inspector	2	4251	Building Mechanical Inspector	07/01/21	06/30/22	To meet peak workload.
1	4213	Senior Building Inspector	1	4253	Senior Building Mechanical Inspector	07/01/21	06/30/22	To meet peak workload.
3	4240	Fire Sprinkler Inspector	3	4211	Building Inspector	07/01/21	06/30/22	To meet peak workload.
1	4231	Plumbing Inspector	1	4251	Building Mechanical Inspector	07/01/21	06/30/22	To meet peak workload.
1	4231	Plumbing Inspector	1	4213	Senior Building Inspector	07/01/21	06/30/22	To meet peak workload.
1	4231	Plumbing Inspector	1	4242	Senior Fire Sprinkler Inspector	07/01/21	06/30/22	To meet peak workload.
4	4253	Senior Building Mechanical Inspector	4	4213	Senior Building Inspector	07/01/21	06/30/22	To meet peak workload.
1	4253	Senior Building Mechanical Inspector	1	4223	Senior Electrical Inspector	07/01/21	06/30/22	To meet peak workload.
1	4251	Building Mechanical Inspector	1	4211	Building Inspector	07/01/21	06/30/22	To meet peak workload.
1	1358	Administrative Clerk	1	1223	Accounting Clerk	07/01/21	06/30/22	To meet peak workload.
1	1455-3	Systems Programmer III	1	1597-2	Senior Systems Analyst II	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	7244-1	Building Civil Engineer I	1	7956	Structural Engineer	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
2	7957-2	Structural Engineering Associate II	2	7253-2	Engineering Geologist Associate II	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	7239-1	Geotechnical Engineer I	1	7255-2	Engineering Geologist II	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
			21					
City Administrative Officer								
3	1541-1	Senior Administrative Analyst I	3	1552-2	Finance Specialist II	07/01/21	06/30/22	To meet peak workload.
1	1541-2	Senior Administrative Analyst II	1	1552-3	Finance Specialist IV	07/01/21	06/30/22	To meet peak workload.
1	9184	Management Analyst	1	1530-1	Risk Manager I	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	9184	Management Analyst	1	1530-2	Risk Manager II	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
			6					
City Clerk								
1	1191-1	Accounting Records Supervisor I	1	1523-2	Senior Accountant II	07/01/21	06/30/22	To meet peak workload.
3	1537	Project Coordinator	3	9184	Management Analyst	07/01/21	06/30/22	To meet peak workload.
1	9184	Management Analyst	1	9167-1	Senior Personnel Analyst	07/01/21	06/30/22	To meet peak workload.
			5					
City Planning								
1	1785-2	Public Relations Specialist II	1	7941	City Planning Associate	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
Community Investment for Families								
2	1517-1	Auditor I	2	1523-2	Senior Accountant II	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.

2021-22 IN-LIEU POSITION AUTHORITIES

ATTACHMENT 2

2021-22 REQUESTED IN-LIEU POSITION AUTHORITIES

Requested Position Authorities		In-Lieu of these Position Authorities		Period Requested		Reason Needed
No.	Code	No.	Code	From	To	
Controller						
1	1539	1	1630	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1625-2	1	9184	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1539	1	1523-2	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1539	1	1513	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1539	1	1523-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
2	1539	2	1625-2	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2020-21 DPO.
		<u>7</u>				
Council						
1	1596	1	0192	07/01/21	06/30/22	To meet peak workload.
1	1455-1	1	0193	07/01/21	06/30/22	To meet peak workload.
		<u>2</u>				
Department on Disability						
1	1537	1	9184	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
Economic and Workforce Development						
2	9207	2	9184	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
Finance						
1	1358	1	1229-1	07/01/21	06/30/22	To meet peak workload.
1	1368	1	1229-1	07/01/21	06/30/22	To meet peak workload.
1	1356-2	1	1358	07/01/21	06/30/22	To meet peak workload.
1	1201	1	1229-2	07/01/21	06/30/22	To meet peak workload.
1	9182	1	1211-2	07/01/21	06/30/22	To meet peak workload.
1	1358	1	1179-2	07/01/21	06/30/22	To meet peak workload.
		<u>6</u>				
Fire (Civilian)						
1	1835-2	1	3721-5	07/01/21	06/30/22	To meet peak workload.
1	1431-4	1	1597-1	07/01/21	06/30/22	To meet peak workload.
1	9167-1	1	1632	07/01/21	06/30/22	To meet peak workload.
		<u>3</u>				

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Requested Position Authorities		In-Lieu of these Position Authorities		Period Requested		Reason Needed
No.	Code	No.	Code	From	To	
General Services						
1	3583	1	1835-2	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	1542	1	1837	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	3115	1	3477	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	3115	1	3523	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	1596	1	9171-1	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
1	1116	1	9184	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
		<u>6</u>				
Housing						
1	1785-1	1	1539	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
2	1358	2	1223	07/01/21	06/30/22	To meet peak workload.
1	9184	1	1571-1	07/01/21	06/30/22	To meet peak workload.
1	1358	1	1223	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	9171-1	1	8502-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1593-1	1	9171-2	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1539	1	8516-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	8516-1	1	9184	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1431-4	1	1455-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1431-4	1	1597-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1429	1	1596	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1539	1	1116	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1800-1	1	8502-1	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
		<u>14</u>				
Information Technology Agency						
1	1116	1	1431-4	07/01/21	12/31/21	To meet peak workload.
2	1456	2	1139-2	07/01/21	06/30/22	To meet peak workload.
1	1456	1	1431-3	07/01/21	06/30/22	To meet peak workload.
1	7614	1	1409-2	07/01/21	06/30/22	To meet peak workload.
		<u>5</u>				

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Requested Position Authorities		In-Lieu of these Position Authorities		Period Requested		Reason Needed	
No.	Code	No.	Code	From	To		
Neighborhood Empowerment							
5	1537		9208	Neighborhood Empowerment Analyst	07/01/21	06/30/22	To avoid layoffs on July 1, 2021.
Personnel							
1	9167-2	1	1740	Personnel Research Psychologist	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1358	1	1764-1	Background Investigator I	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1358	1	1731	Personnel Analyst	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
3		3					
Public Works - Board							
1	1832-1	1	1835-2	Storekeeper II	07/01/21	06/30/22	To meet peak workload.
Public Works - Engineering							
1	1538	1	7927	Senior Architect	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
Public Works - Sanitation							
Blanket	3112-6		4110-1	Wastewater Collection Worker I	07/01/21	06/30/22	For entry level training.
1	7310-2	1	7871-2	Environmental Engineering Associate II	07/01/21	06/30/22	To meet peak workload.
1	4126-2	1	7875	Principal Environmental Engineer	07/01/21	06/30/22	To meet peak workload.
1	3583	1	4110-2	Wastewater Collection Worker II	07/01/21	06/30/22	To meet peak workload.
1	4128-3	1	7875	Principal Environmental Engineer	07/01/21	06/30/22	To meet peak workload.
1	4126-2	1	9182	Chief Management Analyst	07/01/21	06/30/22	To meet peak workload.
1	1201	1	1458	Principal Communications Operator	07/01/21	06/30/22	To meet peak workload.
1	3775	1	5923	Building Operating Engineer	07/01/21	06/30/22	To reduce backlog.
1	7304-2	1	7872	Environmental Engineer	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	1358	1	9184	Management Analyst	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
1	7840-3	1	4128-3	Sanitation Wastewater Manager III	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
10		10					
Public Works - Street Lighting							
2	3112	2	3799	Electrical Craft Helper	07/01/21	06/30/22	To solve a classification problem that will not be part of the 2021-22 DPO.
Transportation							
1	1368	1	1539	Management Assistant	07/01/21	06/30/22	To reduce backlog.