

ORDINANCE NO. _____

An ordinance authorizing the employment of personnel in the Office of the City Administrative Officer of the City of Los Angeles.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Employment authorization for Fiscal Year 2021-22 is hereby granted to the Office of the City Administrative Officer for the designated number of positions in each code and title as provided in this ordinance.

CITY ADMINISTRATIVE OFFICER

<u>No.</u>	<u>Code</u>	<u>Title</u>
(a) Regular Positions:		
1	0010	City Administrative Officer
3	0011	Assistant City Administrative Officer
1	1116	Secretary
2	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1201	Principal Clerk
5	1223	Accounting Clerk
1	1358	Administrative Clerk
6	1368	Senior Administrative Clerk
1	1530-1	Risk Manager I
4	1530-2	Risk Manager II
1	1530-3	Risk Manager III
1	1537	Project Coordinator
1	1538	Senior Project Coordinator
8	1541-1	Senior Administrative Analyst I
28	1541-2	Senior Administrative Analyst II
3	1552-3	Finance Specialist III
4	1552-4	Finance Specialist IV
2	1552-5	Finance Specialist V
10	1554	Chief Administrative Analyst
13	1590	Administrative Analyst
1	1596	Systems Analyst
1	1597-1	Senior Systems Analyst I

(a) Regular Positions:

2	1597-2	Senior Systems Analyst II
2	1645	Risk and Insurance Assistant
1	1702-2	Emergency Management Coordinator II
2	9134	Principal Project Coordinator
2	9184	Management Analyst
7	9202-2	Senior Labor Relations Specialist II
1	9202-3	Senior Labor Relations Specialist III
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(b) Commissioner Positions:

9	0108	Member, Innovation and Performance Commission
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(c) To be Employed As Needed in Such Numbers as Required:

0820	Administrative Trainee
1358	Administrative Clerk
1368	Senior Administrative Clerk
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

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Sec. 1.1. Upon the approval of the City Administrative Officer, any person employed in the class of Assistant City Administrative Officer, Code 0011; Chief Administrative Analyst, Code 1554; Finance Specialist I, Code 1552-1; Finance Specialist II, Code 1552-2; Finance Specialist III, Code 1552-3; Finance Specialist IV, Code 1552-4; Finance Specialist V, Code 1552-5; Senior Labor Relations Specialist I, Code 9202-1; Senior Labor Relations Specialist II, Code 9202-2; Senior Labor Relations Specialist III, Code 9202-3; or Principal Project Coordinator, Code 9134, may receive salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for these classes and pay grades.

Sec. 1.2. One Assistant City Administrative Officer, Code 0011, when designated by the City Administrative Officer, to assume the additional administrative and supervisory duties of Executive Officer, shall be compensated at the fourth premium level rate above the appropriate step rate or premium level rate of the incumbent.

Sec. 1.3. Whenever the City Administrative Officer is authorized pursuant to Charter Section 1164(b) to employ a person who is retired from City service, the employee may be employed at any step within the salary range prescribed for the class that is determined by the Office of the City Administrative Officer to be commensurate with, and based upon, the extent, responsibility, and importance of the work to be assigned and the experience, skill and ability of the employee.

Sec. 2. Upon approval from the Office of the City Administrative Officer, or City Council if required pursuant to Council instruction, substitute authority positions may be filled using any class of position specified in Schedule "A" of the Los Angeles Administrative Code or approved Memoranda of Understanding (MOU). This approval shall specify the period during which the position shall be filled. The Office of the City Administrative Officer shall maintain a record of the positions approved for filling. Whenever the Office of the City Administrative Officer requires as a condition to the filling of a substitute position that a regular position be left vacant and the vacant regular position is authorized by the Council to receive adjusted compensation provided by the Notes of Schedule "A" of Los Angeles Administrative Code Sections 4.61 and 4.72 or an approved MOU, payment of the adjusted compensation may then be made to the person employed in the substitute position if he/she is otherwise qualified to receive adjusted compensation.

Sec. 3. The appointing authority may employ persons and assign duties appropriate to the employee's classification and pay grade in any class of position specified in Schedule "A" of Los Angeles Administrative Code Section 4.61 in lieu of vacant positions in a related occupational class series, including related training classes, which have been authorized in the appropriate department personnel ordinance or by resolution of the City Council. If the employee's classification is not in the related occupational class series of the vacant position, then approval is required from the Office of the City Administrative Officer and the Personnel Department prior to

such in-lieu filling. The vacant positions into which employees are to be hired on an in-lieu basis, whether or not in a related occupational series, must have a salary or salary range equal to or higher than the salary or salary range for the classification and pay grade in which the persons are to be employed. At no time shall the total number of persons employed in the department, office or bureau exceed the total number of positions authorized. Whenever a vacant position used for the in-lieu filling of a classification provided under this section qualifies to receive adjusted compensation in accordance with the Los Angeles Administrative Code Section 4.61 Salary Notes of Schedule "A" and Section 4.72, payment of the adjusted compensation may then be made to the person employed in lieu if that person otherwise qualified to receive such adjusted compensation.

Sec. 4. The personnel authority contained in this ordinance shall be limited by the amount of money available on the records of the Controller for the payment of salaries and wages in the appropriate departmental account.

Sec. 5. Pursuant to the provisions of Charter Section 252, this ordinance shall become effective upon its publication and shall remain operative until superseded by ordinance.

Sec. 6. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 12/8/2021

File No. _____

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____