

ORDINANCE NO. _____

An ordinance authorizing the employment of personnel in the Office of the Controller 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 Controller for the designated number of positions in each code and title as provided in this ordinance.

CONTROLLER

<u>No.</u>	<u>Code</u>	<u>Title</u>
(a) Regular Positions:		
1	0001	Controller
1	0302	Chief Deputy Controller
1	0602-2	Special Investigator II
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
11	1223	Accounting Clerk
5	1358	Administrative Clerk
2	1368	Senior Administrative Clerk
1	1431-3	Programmer/Analyst III
1	1455-2	Systems Programmer II
10	1513	Accountant
1	1518	Senior Auditor
4	1523-1	Senior Accountant I
13	1523-2	Senior Accountant II
2	1525-1	Principal Accountant I
8	1525-2	Principal Accountant II
14	1555-1	Fiscal Systems Specialist I
7	1555-2	Fiscal Systems Specialist II
1	1593-3	Departmental Chief Accountant III
5	1596	Systems Analyst
3	1597-1	Senior Systems Analyst I
2	1597-2	Senior Systems Analyst II
1	1606	Director of Auditing

(a) Regular Positions:

1	1607	Deputy Director of Auditing
1	1608	Director of Financial Analysis and Reporting
3	1619	Chief Internal Auditor
7	1625-2	Internal Auditor II
6	1625-3	Internal Auditor III
3	1625-4	Internal Auditor IV
4	1630	Payroll Analyst
1	1779-1	Data Analyst I
1	1832-2	Warehouse and Toolroom Worker II
2	9171-1	Senior Management Analyst I
2	9171-2	Senior Management Analyst II
4	9177	Administrative Deputy Controller
1	9182	Chief Management Analyst
4	9184	Management Analyst
1	9198-1	Financial Management Specialist I
1	9198-2	Financial Management Specialist II
2	9198-3	Financial Management Specialist III
3	9198-4	Financial Management Specialist IV
3	9198-5	Financial Management Specialist V
6	9199-7	Controller Aide VII
1	9375	Director of Systems
1	9653	Principal Deputy Controller

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(b) To be Employed As Needed in Such Numbers as Required:

0820	Administrative Trainee
1501	Student Worker
1502	Student Professional Worker
1535-1	Administrative Intern I
1535-2	Administrative Intern II

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Sec. 1.1. The Controller shall have, and he/she is hereby given, power and authority to deputize as Deputy Controller any person regularly employed in the Tax and Permit Division of the Office of Finance for the purpose of carrying out the provisions of the Los Angeles Municipal Code, as amended, relating to the issuance of business tax registration certificates and the collection of tax. All persons so deputized shall serve as Deputy Controllers without additional compensation.

Sec. 1.2. The Controller shall have, and he/she is hereby given, power and authority to deputize as Deputy Controller any person regularly employed in the Office of the Treasurer for the purpose of carrying out the provisions of the Charter relating to the certification by the Controller to the Director of Finance for the deposit of any money to be paid into the City Treasury. All persons so deputized shall serve as Deputy Controllers without additional compensation.

Sec. 1.3. Notwithstanding any other ordinance provisions, whenever it appears to the satisfaction of the Controller that the applicable existing salary rate of any person employed or to be employed in the class of Chief Deputy Controller, Code 0302, Director of Financial Analysis and Reporting, Code 1608, Administrative Deputy Controller, Code 9177, or Controller Aide I-VII, Codes 9199-1 - 9199-7, adversely affects recruitment or retention of qualified persons because of the exceptional and unusual character of the administrative duties and responsibilities required, the Controller may employ or retain any person in Code 0302, Code 1608, Code 9177, or Codes 9199-1 - 9199-7 at any step within the salary range prescribed for the class that is determined by the Controller to be commensurate with and based upon the extent, responsibility and importance of the work and experience and ability of the employee.

Sec. 1.4. Notwithstanding any provisions to the contrary, any person employed in the class of Administrative Deputy Controller, Code 9177, may receive a salary up to the fourth premium level rate above the appropriate step rate of the salary range prescribed for that class or, in the alternative, may be compensated at any step rate of the following salary range: effective October 28, 2018, Salary Range 6084; effective July 7, 2019, Salary Range 5921; effective January 19, 2020, Salary Range 6085; effective June 19, 2022, Salary Range 6206; effective January 29, 2023, Salary Range 6331; and effective June 18, 2023, Salary Range 6428.

Sec. 1.5. One position of Chief Deputy Controller, Code 0302, when designated by the Controller 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. 1.6. Upon approval of the Controller, one position of Controller Aide I-VII, Codes 9199-1 – 9199-7, may receive a salary up to the second premium level rate above the appropriate step rate of the salary range prescribed for this class.

Sec. 1.7. Upon approval of the Controller, one position of Administrative Deputy Controller, Code 9177, when designated as the Chief of Staff, may receive a salary up to the fourth premium level above the appropriate step rate of the salary range prescribed for the class or up to the fourth premium level above the rate of the incumbent provided in accordance with Sec. 1.4 of this Ordinance.

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). The 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 _____