

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 5, 2022

To: The City Council

From: 
Matthew W. Szabo, City Administrative Officer

Subject: **ESTABLISHMENT OF SALARIES FOR NEW NON-REPRESENTED CLASSES OF COMPUTER SUPPORT ASSISTANT AND NETWORK SUPPORT ASSISTANT – ORDINANCE AMENDING SCHEDULE “A” OF LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61**

RECOMMENDATIONS

The City Administrative Officer (CAO) recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor, adopt the accompanying ordinance, approved as to form and legality by the City Attorney, amending Schedule “A” of Los Angeles Administrative Code Section 4.61 to establish salaries for the newly created, non-represented classifications of Computer Support Assistant (Class Code 1451) and Network Support Assistant (Class Code 1453);
2. That the City Council authorize:
 - A. The CAO to amend the appropriate Memorandum of Understanding so as to reflect the salaries approved by ordinance if any of the new classes are accreted into a bargaining unit; and
 - B. The CAO and the Controller to correct any clerical errors in or make any technical corrections to the accompanying ordinance.

SUMMARY

At its meeting of March 12, 2020, the Board of Civil Service Commissioners approved the creation of the new classifications of the Computer Support Assistant and Network Support Assistant in response to a request from the Mayor and the Information Technology Agency. These new classes are designed for currently enrolled college students engaged in computer/technology-related studies to provide general computer and technical support to the City on a half-time basis or less. Employment in these classes will introduce students to City employment and provide real-world work experience with the goal of preparing students for full-

time employment in computer and/or network systems-related classifications, such as Computer Operator, Systems Analyst, and Applications Programmer, within the City.

The Executive Employee Relations Committee, at its meeting of April 21, 2022, approved the recommendations by the CAO to establish the salaries for the newly created classifications of Computer Support Assistant (Class Code 1451) at Salary Range 1390(7) (\$37,041 - \$43,597) and Network Support Assistant (Class Code 1453) at Salary Range 1390(7) (\$37,041 - \$43,597). The CAO's recommendation was based on aligning the new salaries with the salary for the Student Professional Worker classification, which is similar in nature. Accordingly, the ordinance submitted herein adds the two new classes to the City's class listing in Schedule "A" of Los Angeles Administrative Code Section 4.61 at the recommended salaries.

FISCAL IMPACT

The positions are anticipated to be civil-service exempted in accordance with Charter Section 1001(d)(3) and will be hired on an as-needed, part-time basis. Impact to the General Fund is expected to be *de minimis*.

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Attachment