

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 4, 2022

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ESTABLISHMENT OF SALARIES FOR NEW, NON-REPRESENTED CLASSES OF CLIMATE EMERGENCY MOBILIZATION OFFICER, CYBER SECURITY ANALYST I AND II, AND SENIOR CYBER SECURITY ANALYST I AND II – ORDINANCE AMENDING SCHEDULE “A” OF LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61**

RECOMMENDATIONS

The City Administrative Officer 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 new, non-represented classifications of Climate Emergency Mobilization Officer (Code 7325), Cyber Security Analyst I and II (Codes 1444-1 and 1444-2) and Senior Cyber Security Analyst I and II (Codes 1445-1 and 1455-2).
2. That the City Council authorize:
 - A. The City Administrative Officer, upon accretion of the classes to a bargaining unit, to amend the appropriate Memorandum of Understanding to reflect the salaries approved by ordinance; and,
 - B. The Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

SUMMARY

The Board of Civil Service Commissioners approved the creation of the new classification of Climate Emergency Mobilization Officer at its meeting on August 25, 2022, and the classifications of Cyber Security Analyst and Senior Cyber Security Analyst on May 27, 2021. At its meeting on September 30, 2022, the Executive Employee Relations Committee approved

the recommendations of the City Administrative Officer to establish the salaries for the new, non-represented classes at the Salary Ranges shown in the table below:

Code	Class Title	Salary Range No.	Annual Salary*
7325	Climate Emergency Mobilization Officer	6188	\$132,755.04 - \$194,121.36
1444-1	Cyber Security Analyst I	3803	\$ 81,599.04 - \$119,287.44
1444-2	Cyber Security Analyst II	4426	\$ 94,962.24 - \$138,852.00
1445-1	Senior Cyber Security Analyst I	5155	\$110,601.36 - \$161,652.96
1445-2	Senior Cyber Security Analyst II	6000	\$128,725.20 - \$188,212.32

*Steps 2-12 (Step 1 is reserved for Targeted Local Hire classes).

Accordingly, the ordinance submitted herein adds the above new, non-represented classes to the City's class listing in Los Angeles Administrative Code Section 4.61 Schedule "A" at the recommended salaries.

The Climate Emergency Mobilization Officer will be employed in the Board of Public Works and will be responsible for developing and updating the City's Heat Action Plan, including the development of an early warning system, interagency emergency response plan and opportunities to reduce exposure from extreme heat events. The Cyber Security Analyst I and II will plan, audit and coordinate cyber risk assessment activities to ensure business continuity; the pay grade II level will serve as the lead. The Senior Cyber Security Analyst I and II will maintain and implement best cybersecurity practices through subordinate staff. The Cyber Security Analyst I and II and Senior Cyber Security Analyst I and II will be employed in the Information Technology Agency, the Los Angeles City Employees' Retirement System, and the Harbor Department.

FISCAL IMPACT

The cost of filling these positions will be absorbed within budgeted funds for Fiscal Year 2022-23 by the employing departments.

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Attachment