





RESOLUTION NO. _____

BOARD LETTER APPROVAL
ROBERT J. METEAU JR.
Assistant General Manager
Office of Diversity, Equity, and Inclusion
MARTIN L. ADAMS
General Manager and Chief Engineer**DATE:** January 24, 2023**SUBJECT:** Establish and Revise Duties Description Records, Adopt the Salaries, and Amend the Annual Personnel Resolution for the Classification of Line Maintenance Assistant**SUMMARY**

The proposed Resolution will establish and adopt the Duties Description Record (DDR) and salary for the Line Maintenance Assistant (LMA) Trainee, Class Code 3882, DDR No. 95-38820; revise the DDR for the LMA journey level, Class Code 3882, DDR 82-38115; adopt the salary modification for LMA, Class Code 3882; and amend the Annual Personnel Resolution (APR) to reflect the new LMA DDRs and salaries.

City Council approved the salaries for LMA on October 28, 2022.

RECOMMENDATION

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution, which has been approved as to form and legality by the City Attorney.

ALTERNATIVES CONSIDERED

The alternative to this action would be to retain the status quo, in which no LMA Trainee DDR exists in LADWP. However, this option is not recommended as it does not create an opportunity to train employees on low- and high-voltage systems, providing them the skills, knowledge, and abilities necessary to qualify for the Electrical Distribution Mechanic (EDM) Civil Service Rule 5.30 temporary training program.

FINANCIAL INFORMATION

LADWP is proposing revising the salary of the existing LMA journey level DDRs from the current five salary step to a flat hourly rate of \$52.24 and a new proposed salary for the new trainee DDR as follows:

Classification/ Duties Description Record No.	Current		Proposed		Salary Range***
	Step 5 Monthly Salary*	Step 5 Annual Salary*	Step 5 Monthly Salary*	Step 5 Annual Salary*	
Line Maintenance Assistant - Journey level DDR Nos. 82-38115	\$8,364.18	\$100,370.16	\$9,089.76	\$109,077.12	4205
Line Maintenance Assistant - Journey level 82-38026	\$8,364.18	\$100,370.16	\$9,089.76	\$109,077.12	4205
Line Maintenance Assistant - Trainee level 95-38820	N/A	N/A	\$8,522.52**	\$102,270.24**	4571

*Salaries are based on the Operating, Maintenance, and Service Unit Memorandum of Understanding using the October 1, 2022, COLA.

**The Trainee Level has a total of only two steps.

***The range number is equal to the first step hourly rate x 100. For example, range 600 means that range for which the first step rate is \$6.00 an hour (\$6.00 x 100 = 600).

There are currently no incumbents in the LMA trainee-level DDR. There are 28 incumbents in the LMA journey level DDR Nos. 82-38115 and 82-38026. The annual fiscal impact would be \$647,071.04.

BACKGROUND

On September 23, 2021, the Civil Service Commission designated the entry-level DDR No. 95-38820 as a Civil Service Rule 5.30 temporary training level and approved the revised class specification for LMA, Class Code 3882.

The work performed by the LMA classification is related to servicing single-phase low-voltage overhead and underground secondaries, connections, and devices. The LMA classification performs duties such as assisting with the repair and removal of multiple streetlight circuits related to the Outdoor Area Lighting Program, providing system

restoration support to primary crews when assigned to the Electric Trouble Board, and assisting Overhead Transmission with the construction, maintenance, and repair of overhead transmission lines. The LMA classification also installs and removes Electric Vehicle charging devices and equipment related to new technology.

Currently, the LMA is a promotional exam. LMA will remain a promotional exam in consideration of LADWP having a significant candidate pool of “helper” classes at the Electrical Craft Helper level that can be promoted into the LMA classification.

Establishing the LMA trainee DDR and the temporary training program will create an opportunity to train employees to work with low- and high-voltage systems by providing them with the skills, knowledge, and abilities necessary to qualify for the EDM temporary training program. Consequently, this will help address LADWP’s succession planning efforts by creating an additional feeder class for the critical EDM classification.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(4) states that government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment do not meet that definition. Therefore, the establishment of DDRs and salaries and the amendment of the APR is not an action subject to CEQA.

CITY ATTORNEY

The Office of the City Attorney reviewed and approved the Resolution as to form and legality.

ATTACHMENTS

- Resolution
- LMA Journey Level DDR No. 82-38115
- LMA Trainee Level DDR No. 95-38820