

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 13, 2023

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **2023-2024 SALARY ADJUSTMENT FOR CERTAIN NON-REPRESENTED CLASSIFICATIONS AND UPDATED CLASSIFICATION LISTINGS – ORDINANCES AMENDING THE LOS ANGELES ADMINISTRATIVE CODE**

**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:
  - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.61 of the Los Angeles Administrative Code (LAAC) to update Schedule “A” and implement the salary ranges and rates for non-represented employees as listed in Attachment A, and to provide updated salary ranges and rates for General Managers as listed in Attachments B-I and B-II, to be effective July 2, 2023;
  - B. The attached ordinances approved as to form and legality by the City Attorney amending various provisions of the LAAC, as follows:
    - (1) Amending Note P of Salary Notes of Schedule “A” of LAAC Section 4.61, pertaining to Professional Certifications in Labor Relations and Human Resources, to include the new, non-represented classification of Labor Relations Specialist.
    - (2) Amending Subsection (a) of LAAC Section 4.245.1, pertaining to Length of Vacation - Non-Represented Executive and Managerial Positions, to provide updated classification titles and add the position of Assistant Executive Director, Department on Disability.
    - (3) Amending LAAC Section 4.321, pertaining to General Manager Positions, to provide updated classification titles.

- (4) Amending LAAC Section 4.322, pertaining to Salary Rate for Chief Administrative Officers Upon Appointment, to provide updated classification titles.
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinances.

## **SUMMARY**

In accordance with Executive Employee Relations Committee instructions, the attached ordinances, approved as to form and legality by the City Attorney, amend the Los Angeles Administrative Code (LAAC) to reflect recommended salary adjustments for certain non-represented classifications, bargaining unit accretions, updated Memorandum of Understanding and class title listings, and to include the new, non-represented classification of Labor Relations Specialist in Note P of LAAC Section 4.61, pertaining to “Professional Certifications in Labor Relations and Human Resources.”

Consistent with existing City Council policy adopted in 2012 (C.F. 12-1148) and pursuant to City Council action on June 2, 2022 (C.F. 14-0407-S1), a 3% salary adjustment effective July 2, 2023, is provided for non-represented classifications commensurate with classifications represented by the Engineers and Architects Association, as well as a 3% adjustment to General Manager salaries and to the minimum and maximum biweekly “M” Salary Ranges for General Manager positions. In accordance with City Charter Section 508(f), the salaries of the Chief of Police and the General Managers of the Fire and Police Pension System, the Los Angeles City Employees Retirement System, and the Proprietary Departments shall be adjusted by the appointing commissions within salary guidelines established by the City Council through this report. (See Attachments A, B-I, and B-II.)

In addition, the Department of Recreation and Parks has requested that the salaries of the flat-rated hourly, part-time positions of Lifeguard Recruit (Code 2476), Residential Camp Counselor (Codes 2421-A and 2421-B), and Senior Residential Camp Counselor (Codes 2427-A, 2427-B, and 2427-C) be increased to address significant recruitment difficulties encountered in hiring individuals in those positions. The salaries associated with those classifications and pay grades are fee supported. This Office is in support of that request, and therefore recommends in favor of the salary adjustments as reflected in Attachment A of this memorandum.

The Personnel Department has requested the re-purposing of the once dormant class and pay grades of Assistant Youth Employment Specialist I and II (Codes 1581-1 and 1581-2), and therefore has requested salary adjustments to \$17.00 and \$18.00 per hour, respectively, to bring the salaries above the July 1, 2023, minimum wage of \$16.78 per hour. We concur and recommend in favor of those salary adjustments (see Attachment A).

The ordinances submitted herein that amend LAAC Sections 4.245.1, 4.231, and 4.322 update class titles to be consistent across those provisions and with the updated class listing in Schedule “A” of LAAC Section 4.61.

## **FISCAL IMPACT**

The estimated ongoing direct cost of the 3% salary adjustment for certain non-represented and General Manager positions in Fiscal Year 2023-2024 is \$4 million. In converting the previous 3% non-pension based “adds to rate” implemented for these positions in Fiscal Year 2022-2023 to a 3% base salary adjustment in Fiscal Year 2023-2024, there is an estimated additional indirect pension cost of \$1.4 million, which will be absorbed within Department and Bureau budgeted funds for the 2023-2024 fiscal year.

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Attachments