



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

REVISED

DATE: January 12, 2012
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order
- A) **Board Letter – COUNTYWIDE GENERAL RECLASS**
CEO Class/Comp – Steve Masterson or designee
- B) **Board Letter – APPROVE AMENDMENT NUMBER ONE TO AGREEMENT NUMBER 76314 FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS FROM BOWE BELL + HOWELL, INC TO BELL AND HOWELL, LLC**
RR/CC – Dean Logan or designee
2. Public Comment
3. **CS-1 Settlement related to trip and fall incident at the CEO Office of Emergency Management
(Briefing materials to be provided during Closed Session)**
4. Adjournment



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

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Fifth District

DRAFT

January 31, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by deleting non-represented classifications, by changing the title of a classification, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending

- Title 5 – Personnel, of the County Code to reflect classification deletions;
- Title 6 – Salaries, of the County Code to delete 20 non-represented classifications, to change the title of one (1) non-represented classification, and to reclassify 60 positions to implement results of classification studies in the departments of Children and Family Services, Community and Senior Services, Health Services, Internal Services, Mental Health, Public Health, Public Works, Registrar-Recorder/County Clerk, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Deletion of Non-Represented Classifications

In conjunction with our Human Resources Transformation Strategic Initiative Project to reduce classifications, we are recommending the deletion of 20 non-represented classifications (Attachment A). As part of our standard process we have obtained concurrence from department-users to delete these obsolete classifications, which have been vacant for a significant amount of time. In addition, any compensation provisions that identify any of the classes up for deletion will be amended accordingly.

Title Change

We are recommending a title change for Member, County Commission on Alcoholism (Attachment A). The proposed new title, Member, Commission on Alcohol and Other Drugs, is a more general title that reflects the consolidation of the Commission on Alcoholism and the Narcotics and Dangerous Drugs Commission to form the Commission on Alcohol and Other Drugs as approved by your Board on January 26, 2010. In addition, this title is referenced in a separate compensation provision that will be amended accordingly.

Reclassifications

Based upon individual position studies conducted at the request of nine (9) departments, we are recommending that 60 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified at the recommended levels.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 60 positions that will be reclassified is estimated to total \$156,047 (all funds). Net County cost is estimated to be \$58,694. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
January 31, 2012
Page 4

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:AE:CS:ra

Attachments (2)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

N:\CLASSIFICATION\ABCD - BOARD LETTERS - WORKING FILE\RECLASS LETTER (GENERAL) - JAN 31, 2012\01-31-12
GENERAL RECLASS BOARD LETTER.DOC

ATTACHMENT A

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
1006	Administrative Deputy, County Counsel
9214	Administrator, Justice Programs, Mental Health
1032	Assistant Chief, Mapping and Property Management, Public Works
6631	Assistant Head, Maintenance and Repair Services
8436	Associate Curator, Museum of Art
8469	Associate Registrar, Museum of Art
9448	Career Development Participant
4717	Chief, Contracts and Grants, Mental Health
1683	Chief Deputy, Affirmative Action Compliance Officer (UC)
2566	Chief Information Security Officer
8466	Chief Registrar, Museum of Art
4710	Deputy Director, Child and Youth Services, Mental Health
4712	Deputy Director, Mental Health
1057	Head, Administrative and Facilities Services, Museum of Natural History
8674	Head Investigator, Pretrial Services, Probation
1072	Head, Personnel and Special Services, County Counsel
8630	Head Transportation Deputy, Probation
6821	Manager, Facilities Operations, ISD
5423	Supervising Physician, M.D., Emergency Room
0883	Supervising Systems and Work Measurement Analyst II

NON-REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
9407	Member, County Commission on Alcoholism	Member, Commission on Alcohol and Other Drugs

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented
1	Supervising Children’s Social Worker Item No. 9074A N3R 90L Represented	Children Services Administrator I Item No. 9086A 98F Non-Represented

The subject Administrative Services Manager II position reports to a budgeted Administrative Deputy III and is assigned to direct the Internal Controls Section and the newly created Office of Management Services. The Internal Controls Section is responsible for assisting all bureaus to comply with programmatic and fiscal policies and guidelines, and identifying, developing, and allocating resources, including revenue sources. The Office of Management Services provides management support to all of the bureaus, including those directly involved with children’s services programs. The position supervises a staff of 16, including a Children Services Administrator II and an Administrative Services Manager II.

The assigned duties are consistent with the classification standards for Administrative Services Manager III. By definition, this class directs a section composed of multiple units responsible for providing administrative services which directly impact the administration of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The subject Supervising Children’s Social Worker position reports to a budgeted Assistant Regional Administrator and is assigned to oversee the Runaway Outreach Unit/Program for Service Bureau 2. The Unit provides reports to the Board of Supervisors on the location, movements, and child death cases of the DCFS runaway risk population.

The assigned duties are consistent with the classification standards for Children Services Administrator I. By definition, this class assists in the implementation of adoption, foster care, protective services, specialized programs and administrative support services. Therefore, we recommend upward reclassification to Children Services Administrator I.

COMMUNITY AND SENIOR SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Senior Human Relations Consultant Item No. 8123A NM 88C Represented	Human Services Administrator I Item No. 8021A NM 93C Non-Represented

The subject Senior Human Relations Consultant positions report directly to the budgeted Program Manager, Community Services and are assigned to oversee the Public Safety/Gang Violence Prevention/Crisis Response Unit and Youth Programs Unit. Positions supervise the staff of their respective units, as well as oversee the development and promotion of human relations programs.

The assigned duties are consistent with the classification standards for Human Services Administrator I. By definition, this class typically supervises a social service program unit and the research, analysis, and implementation of changes in policies and procedures to improve operational effectiveness and efficiency. Therefore, we recommend upward reclassification to Human Services Administrator I.

**HEALTH SERVICES – METROCARE NETWORK – MARTIN LUTHER KING, JR.
MULTI-SERVICE AMBULATORY CARE CENTER**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Information Systems Analyst II Item No. 2591A NM 92B Represented	Digital Systems Technician Item No. 6527A F \$6,094.04 Represented

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Information Systems Analyst II position is responsible for installing, testing, configuring, and maintaining digital key switch telephone systems, troubleshooting telephone system issues, and installing and re-routing telephone and data cable wiring and jacks.

The assigned duties of this position are more consistent with the classification standards for the Digital Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques, and equipment used to install, configure, test, maintain, and repair telephone and Internet based digital communications systems, private branch exchange (PBX) and key switching systems, and related equipment; or, network telecommunications circuits, and data communications equipment such as modems, channel banks, multiplexers, and digital repeaters. Therefore, we recommend downward reclassification to Digital Systems Technician.

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented	Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Electronics Communications Technician positions install, configure, test, maintain, and repair audio, video and security systems, and related equipment.

The assigned duties are consistent with the classification standards for Audio, Video, and Security Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques and equipment used to install, configure, test, maintain and repair audio, video and security systems, and related equipment used for public address, audio and video intercommunications, closed-circuit television (CCTV), access control, intrusion detection, building life and safety monitoring, and audio and video teleconferencing. Therefore, we recommend lateral reclassification to Audio, Video, and Security Systems Technician.

MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Human Resources Bureau		
1	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented
1	Senior Secretary III Item No. 2102A NM 79K Non-Represented	1- Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented

The subject Administrative Services Manager II position reports to a budgeted Departmental Human Resources Manager III and is assigned to direct four units within the Human Resources Management Branch: the Administration Unit, Payroll Unit, Processing Unit, and Training Unit. The position supervises four subordinate supervisors, including two Administrative Services Manager II items.

The assigned duties are consistent with the classification standards for Administrative Services Manager III. By definition, this class directs a section composed of multiple units responsible for providing administrative services, which directly impact the administration of major departmental programs and administrative operations. Therefore, we recommend upward reclassification to Administrative Services Manager III.

The Senior Secretary III position is located in the department's Human Resources Bureau, Training Unit, and reports to an Administrative Services Manager II. The position is responsible for specialized clerical work including scheduling conference rooms, setting up audio-visual equipment, and entering data utilizing various computer programs.

The assigned duties are consistent with the classification standards for Intermediate Typist-Clerk. By definition, this class performs skilled typing work and specialized clerical duties. In addition, Administrative Services Manager II positions are not typically allocated secretarial support. Therefore, we recommend downward reclassification to Intermediate Typist-Clerk.

MENTAL HEALTH (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Augustus F. Hawkins/Information Systems/Data Entry		
3	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented
2	Medical Record Technician II Item No. 1401A NM 70G Represented	1- Medical Records Supervisor II Item No. 1390A NM 74J Represented 1- Senior Typist-Clerk Item No. 2216A NMV 67D Represented

The Intermediate Typist-Clerk positions report to a budgeted Medical Records Technician II, which we are recommending for reclassification to Medical Records Supervisor II. These positions are responsible for claims-billing reconciliation and follow-up action for a variety of reports related to Medi-Cal and Medi-Care, and require specialized knowledge in this area.

The assigned duties are consistent with the classification standards for Senior Typist-Clerk. By definition, this class performs skilled typing work and performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction. Therefore, we recommend upward reclassification to Senior Typist-Clerk.

The first Medical Record Technician II located at Augustus F. Hawkins Mental Health Center, Information Systems Data Entry Unit reports to a budgeted Health Program Analyst III. This position is responsible for providing administrative and technical supervision to five (5) full-time staff responsible for processing claims for services, resolving pending or unreimbursed claims, and entering medical service/treatment codes on the daily service logs.

The primary function of this position is supervision, and is consistent with the classification standards for Medical Records Supervisor II, which is responsible for the supervision of employees engaged in clerical work involving the admission, discharge,

MENTAL HEALTH (cont'd)

and transfer of patients, and the securing of identifying data, medical diagnoses, and other information. Therefore, we recommend upward reclassification of this position to Medical Records Supervisor II.

The other Medical Records Technician II located at Augustus F. Hawkins Mental Health Center, Information Systems Data Entry Unit reports to a budgeted Medical Records Technician II, which we are recommending for reclassification to Medical Records Supervisor II. This Medical Records Technician II position is responsible for claims-billing reconciliation and other specialized clerical duties that are more consistent with the classification standards for Senior Typist-Clerk, which performs skilled typing work and other highly specialized clerical duties. Therefore, we recommend downward reclassification to Senior Typist-Clerk.

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Program Support/Medical Records		
1	Medical Records Director II Item No. 1395A NM 89L Non-Represented	Health Information Management Assistant Director Item No. 1412A NM 92L Non-Represented

The Medical Records Director II reports to a budgeted Mental Health Clinical District Chief and administers the medical records program and related policies and procedures for the Department of Mental Health. The position sets the policies and procedures governing billing practices, handling, and tracking, as well the release of information contained in client medical records. In addition, the position is responsible for overseeing quality review audits of 300 medical provider agencies, and ensuring all Clinical Keepers of Records maintain uniform records that are in compliance with all applicable laws and regulations.

Based on our analysis of the medical records function, we are recommending upward reclassification of this position to the class of Health Information Management Assistant Director. While this class is typically allocated to the Department of Health Services, we will be modifying the classification specification to recognize the unique role of this important position in the Department of Mental Health.

MENTAL HEALTH (cont'd)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Augustus F. Hawkins/Medical Records		
1	Medical Records Supervisor II Item No. 1390A NM 74J Represented	Medical Records Supervisor I Item No. 1389A NM 72A Represented
1	Medical Record Technician II Item No. 1401A NM 70G Represented	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented

The Medical Records Supervisor II reports to a budgeted Health Program Analyst III and manages the daily operations of the Medical Records Section at Augustus F. Hawkins Mental Health Center. The section is responsible for storing, tracking, and retrieving medical charts, and ensuring that documents are complete and filed in a timely manner. In addition, the section is responsible for processing requests for release of information by insurance companies, the Workers' Compensation Trust Fund, and other medical providers.

Based on our analysis, we are recommending downward reclassification of this position due to the limited number of staff and relative complexity of the work performed compared to the level of work performed in other medical records sections throughout the County. Positions allocated to the higher-level Medical Records Supervisor II typically supervise a staff of more than five (5), including at least one Medical Record Technician II. The subject position supervises one full-time staff person and four part time staff. Therefore, we are recommending downward reclassification to the class of Medical Records Supervisor I, which typically supervises three (3) or more full-time staff performing clerical work involving the admission, discharge and transfer of patients, and the securing of identifying data, medical diagnoses, and other related information.

The Medical Record Technician II located at Augustus F. Hawkins, Medical Records Section reports to a Medical Records Supervisor II, which we are recommending for downward reclassification to Medical Records Supervisor I. This position is responsible for processing requests for release of information by insurance companies, the Workers' Compensation Trust Fund, and other medical providers. The position follows established clerical procedures to ensure that medical records are handled in a secure and confidential manner. Certification as a medical coder is not required.

MENTAL HEALTH (cont'd)

The assigned duties of this position are consistent with the classification standards for Intermediate Typist-Clerk, which typically performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and judgment with procedural and policy limits. Therefore, we recommend downward reclassification of this position to Intermediate Typist-Clerk.

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Chief Deputy/Compliance Program		
1	Medical Records Technician II Item No. 1401A NM 70G Represented	Health Care Financial Analyst Item No. 0672A NM 87E Non-Represented

The Medical Records Technician II located within the Chief Deputy/Compliance Program reports to a budgeted Senior Mental Health Counselor, R.N., and is responsible for auditing reports received through the department's fraud hotline, particularly those involving billing practices. The position requires expert knowledge of various billing codes.

The assigned duties of this position are consistent with the classification standards for Health Care Financial Analyst, which analyzes utilization of billing rates for appropriate application and informs management of problems, and recommends corrective action. This class will confer the requisite skills and knowledge in areas of claims processing, relevant regulations, and coding nomenclature. Therefore, we recommend upward reclassification of this position to Health Care Financial Analyst.

PUBLIC HEALTH – CHILDREN’S MEDICAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Assistant Program Specialist, PHN Item No. 5233N N21 RN07 Represented	Public Health Nursing Supervisor Item No. 5236N N21 RN08 Represented

The subject Assistant Program Specialist, PHN positions report to a Program Specialist, PHN in Children’s Medical Services, Child Health and Disability Prevention Program. The primary responsibility of these positions is to supervise Public Health Nurses responsible for promoting access to quality medical care and support services for low-income children. One of the two positions is assigned to the Southwest Region, and the other is assigned to the North and East Regions.

The assigned duties of the subject positions are consistent with the classification standards for Public Health Nursing Supervisor. By definition, Public Health Nursing Supervisors are characterized chiefly by their assignment as first level supervisors of a group of public health nursing personnel who provide generalized health services in a community health district. Therefore, we recommend upward reclassification to Public Health Nursing Supervisor.

PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Community Worker Item No. 8103N NR 61L Represented	Clinic Licensed Vocational Nurse I Item No. 5090N NM 68K Represented

The subject Community Worker positions report to a Public Health Nursing Supervisor in Community Health Services, Refugee Health Assessment Program. The positions assist higher-level nurses by performing portions of the health assessments including obtaining patient health histories, taking vital signs, conducting skin, audiometric, and vision tests, and administering immunizations.

The assigned duties of the subject positions are consistent with the classification standards for Clinic Licensed Vocational Nurse I. By definition, Clinic Licensed Vocational Nurse I positions are responsible for providing assistance to physicians conducting diagnostic physical examinations and performing medical treatments by readying patients and examining rooms, making vital sign observations, administering ordered medications and treatments, and reinforcing the physicians' instructions to patients. Therefore, we recommend upward reclassification to Clinic Licensed Vocational Nurse I.

PUBLIC WORKS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
3	Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented	Digital Systems Technician Item No. 6527A F \$6,094.04 Represented

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Electronics Communications Technician positions are responsible for installing, relocating, and repairing telephones; connecting data ports, cabling data patch bays, and troubleshooting network connections; and, configuring moves, adds, and changes for telephones, voice mailboxes, voice mail attendants, and call trees.

The assigned duties of these positions are more consistent with the classification standards for the Digital Systems Technician. By definition, this class requires the exercise of knowledge of the protocols, procedures, techniques, and equipment used to install, configure, test, maintain, and repair telephone and Internet based digital communications systems, private branch exchange (PBX) and key switching systems, and related equipment; or, network telecommunications circuits, and data communications equipment such as modems, channel banks, multiplexers, and digital repeaters. Therefore, we recommend lateral reclassification to Digital Systems Technician.

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
12	Intermediate Clerk Item No. 1138A NMV 61L Represented	Warehouse Worker Aid Item No. 2329A NM 65G Represented
2	Intermediate Typist-Clerk Item No. 2214A NMV 62K Represented	Warehouse Worker Aid Item No. 2329A NM 65G Represented
1	Supervising Clerk Item No. 1174A NMV 66E Represented	Warehouse Worker Aid Item No. 2329A NM 65G Represented

The subject Intermediate Clerk, Intermediate Typist-Clerk, and Supervising Clerk positions report to Election/Recorder Services Supervisors within the Election Operations and Pollworker Services Division of the Election Operations Bureau. According to the department, all positions perform Warehouse Worker Aid duties such as operating forklifts, pallet jacks, shrink-wrap machines, and scales; inspecting, assembling, repairing and providing quality control of election equipment and supplies; loading and unloading trucks; and, receiving upcoming supply orders and distributing requests for election supplies and equipment.

The duties and responsibilities of the subject positions are more consistent with the classification standards for Warehouse Worker Aid. By definition, Warehouse Worker Aid positions typically perform the manual tasks normally associated with a supply operation, such as loading and unloading trucks utilizing equipment such as forklifts, filling requisitions, and issuing supplies. Therefore, we recommend reclassification of all positions to Warehouse Worker Aid. This represents an upward reclassification of 12 Intermediate Clerk positions and two (2) Intermediate Typist-Clerk positions, and a downward reclassification of the Supervising Clerk position.

SHERIFF – GENERAL SUPPORT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
16	Digital Systems Technician Item No. 6527A F \$6,094.04 Represented	Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented
3	Electronics Communications Technician Item No. 6541A F \$6,094.04 Represented	Audio, Video, and Security Systems Technician Item No. 6547A F \$6,094.04 Non-Represented
1	Supervising Digital Systems Technician Item No. 6529A F \$7,008.16 Represented	Audio, Video, and Security Systems Technician Supervisor Item No. 6550A F \$7,008.16 Non-Represented

This is a follow-up action to the recent study and updating of various electronic technician class specifications. The subject Digital Systems Technician and Electronics Communications Technician positions install, configure, test, maintain, and repair audio, video and security systems, and related equipment. The subject Supervising Digital Systems Technician supervises this work.

The assigned technician duties are consistent with the classification standards for Audio, Video, and Security Systems Technician. By definition, this class requires the exercise knowledge of the protocols, procedures, techniques and equipment used to install, configure, test, maintain and repair audio, video and security systems, and related equipment used for public address, audio and video intercommunications, closed-circuit television (CCTV), access control, intrusion detection, building life and safety monitoring, and audio and video teleconferencing. Therefore, we recommend reclassification of the Digital Systems Technicians and Electronics Communications Technicians to Audio, Video, and Security Systems Technician, and reclassification of the Supervising Digital Systems Technician to Audio, Video, and Security Systems Technician Supervisor. This represents a lateral reclassification for all positions.

ANALYSIS

This ordinance amends Title 5 – Personnel and Title 6 - Salaries, of the Los Angeles County Code by:

- Amending Sections 5.72.300 (Clothing allowance - Probation Officers), 6.28.060 (Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02 - 6.24 and Division 3), and 6.100.020 (Probation - Additional information) to reflect classification deletions and title change;
- Repealing Section 6.08.170 (Step placement for career development participants) to reflect a classification deletion;
- Deleting 19 non-represented classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Community and Senior Services, Health Services, Internal Services, Mental Health, Public Health, Public Works, Registrar-Recorder/County Clerk, and Sheriff.

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Services Division

ORDINANCE NO. _____

An ordinance amending Title 5 – Personnel and Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 5.72.300 is hereby amended to read as follows:

5.72.300 Clothing allowance— Probation Officers.

Persons employed as Assistant Head Transportation Deputy, Probation (Item No. 8629) or ~~Head Transportation Deputy, Probation (Item No. 8630)~~, whose performance is “Competent” or better, shall be entitled to the following:

1. \$500.00 payable between December 1, 2007 and December 15, 2007 provided such person was employed in said position on November 1, 2007;
2. \$500.00 payable between December 1, 2008 and December 15, 2008 provided such person was employed in said position on November 1, 2008;
3. \$500.00 payable between December 1, 2009 and December 15, 2009 provided such person was employed in said position on November 1, 2009;
4. \$500.00 payable between December 1, 2010 and December 15, 2010 provided such person was employed in said position on November 1, 2010.

All payments made pursuant to this section shall be made by separate payroll warrant.

SECTION 2. Section 6.08.170 is hereby deleted in its entirety:

~~6.08.170 Step placement for career development participants.~~

~~A. Notwithstanding any other provision of this Title 6, when any person is voluntarily demoted, or transferred to a position of Career Development Participant (Item No. 9448), he shall continue to be compensated as though he still held his former position for a period not to exceed one year. Such appointment shall not set a new anniversary date.~~

~~B. Whenever an individual occupying a Career Development Participant position is restored within one year to his former county classification, his step rate shall be based on his total service in both positions.~~

SECTION 3. Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
1006	ADMINISTRATIVE DEPUTY, CO COUNSEL	10/01/2006	N23	R12
		04/01/2007	N23	S13
		07/01/2007	N23	S13
		01/01/2008	N23	S13
		01/01/2009	N23	S13
9214	ADMINISTRATOR, JUSTICE PROGRAMS, MH	10/01/2006	N23	R17
		04/01/2007	N23	S17
		07/01/2007	N23	S17
		01/01/2008	N23	S17
		01/01/2009	N23	S17

1032	ASST CHIEF, MAPPING & PROP MGMT, PW	01/01/2006		104F
		10/01/2006		105L
		04/01/2007		110J
		01/01/2008		111K
		01/01/2009		112L
6631	ASST HEAD, MAINT & REPAIR SERVS	01/01/2006		F 5652.21
		10/01/2006		F 5878.30
		07/01/2007		F 6039.95
		01/01/2008		F 6221.15
		07/01/2008		F 6392.23
		01/01/2009		F 6584.00
8436	ASSOCIATE CURATOR, MUSEUM OF ART	01/01/2006		80G
		10/01/2006		81H
		07/01/2007	NN	81H
		01/01/2008	NN	82J
		07/01/2008	NM	82J
		01/01/2009	NM	83K
8469	ASSOCIATE REGISTRAR, MUSEUM OF ART	01/01/2006		75G
		10/01/2006		77A
		07/01/2007	NN	77A
		01/01/2008	NN	78B
		07/01/2008	NM	78B
		01/01/2009	NM	79C
4717	CHIEF, CONTRACTS & GRANTS, MH	01/01/2006		100G
		10/01/2006		101H
		07/01/2007	NN	101H
		01/01/2008	NN	102J
		07/01/2008	NM	102J
		01/01/2009	NM	103K
1683	CHF DEP AFFIRM ACTION COMP OFFR(UC)	10/01/2006	N23	R10
		04/01/2007	N23	R13
		07/01/2007	N23	R13
		01/01/2008	N23	R13
		01/01/2009	N23	R13
2566	CHIEF INFORMATION SECURITY OFFICER	10/01/2006	N23	R14
		04/01/2007	N23	R14
		07/01/2007	N23	R14
		01/01/2008	N23	R14
		01/01/2009	N23	R14

8466	CHIEF REGISTRAR, MUSEUM OF ART	01/01/2006		80G
		10/01/2006		82A
		07/01/2007	NN	82A
		01/01/2008	NN	83B
		07/01/2008	NM	83B
		01/01/2009	NM	84C
4710	DEPY DIR, CHILD & YOUTH SERVS, MH	10/01/2006	N23	R14
		04/01/2007	N23	R14
		07/01/2007	N23	R14
		01/01/2008	N23	R14
		01/01/2009	N23	R14
4712	DEPUTY DIRECTOR, MENTAL HEALTH	10/01/2006	N23	R14
		04/01/2007	N23	R14
		07/01/2007	N23	R14
		01/01/2008	N23	R14
		01/01/2009	N23	R14
1057	HEAD, ADMIN & FAG SERVS, MUS/NAT HIST	01/01/2006		94L
		10/01/2006		96E
		07/01/2007	NN	96E
		01/01/2008	NN	97F
		07/01/2008	NM	97F
		01/01/2009	NM	98G
8674	HD INVESTIGATOR, PRETRIAL SERVS, PROB	10/01/2006		95E
		08/01/2007		96F
		08/01/2008		97G
1072	HD, PERSONNEL & SPECIAL SERVS, CO CO	10/01/2006	N23	R10
		04/01/2007	N23	S11
		07/01/2007	N23	S11
		01/01/2008	N23	S11
		01/01/2009	N23	S11
8630	HEAD TRANSPORTATION DEPUTY, PROB	10/01/2006	N23	R7
		04/01/2007		95L
		08/01/2007		97A
		08/01/2008		98B

6821	MANAGER, FACILITIES OPERATIONS, ISD	01/01/2006		86G
		10/01/2006		88A
		07/01/2007	NN	88A
		01/01/2008	NN	89B
		07/01/2008	NM	89B
		01/01/2009	NM	90C
5423	SUPVG PHYSICIAN, MD, EMERGENCY ROOM	01/01/2006	N19	
		10/01/2006	N19	
0883	SUPVG SYS & WORK MEASMT ANALYST II	01/01/2006		95E
		10/01/2006		96K
		07/01/2007	NN	96K
		01/01/2008	NN	97L
		07/01/2008	NM	97L
		01/01/2009	NM	99A

SECTION 4. Section 6.28.060 is hereby amended to read as follows:

6.28.060 Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02— 6.24 and Division 3.

Item No.	Title
9438	Affiliating Hospital Wkr. W/O Comp.
9439	Affiliating Intern. MD, W/O Comp.
9440	Affiliating Rsdnt. Phys. MD, W/O Comp.
9441	Affiliating Stu. Phys. MD, W/O Comp.
9442	Agricultural Inspector I, W/O Comp.
9404	Alternate Member, Co. Energy Comm.*
9460	Alt Member, Horizons Plan Committee
9443	Assessment Hearing Officer*
9469	Assistant Fire Warden, W/O Comp.

Item No.	Title
9444	Att. Staff Dentist, W/O Comp.
9445	Att. Staff Physician, MD, W/O Comp.
9448	Career Development Participant*
9391	Chairman, Emeritus Employee Relations Commission
9463	Chf. Dep. Fire Chf., Co. FPD, W/O Comp.
9491	Chief of Protocol, W/O Comp.
9452	Clinical Pastoral Trainee, W/O Comp.
9456	Dentist, W/O Comp.
9461	Deputy Assessor, W/O Comp.
9462	Deputy Auditor-Controller, W/O Comp.
9464	Deputy Coroner, W/O Comp.
9465	Deputy County Clerk, W/O Comp.
9482	Deputy County Counsel, W/O Comp.
9477	Deputy County Surveyor, W/O Comp.
9466	Deputy County Veterinarian, W/O Comp.
9467	Deputy District Attorney, W/O Comp.
9468	Deputy Engineer, W/O Comp.
9470	Deputy Fire Warden, W/O Comp.
9471	Deputy Fish & Game Warden, W/O Comp.
9472	Deputy Probation Officer, W/O Comp.

Item No.	Title
9473	Deputy Public Defender, W/O Comp.
9474	Deputy Purchasing Agent, W/O Comp.
9475	Deputy Registrar-Recorder, W/O Comp.
9308	Deputy Sheriff, NC*
9476	Deputy Sheriff, W/O Comp.
9478	Deputy Tax Collector, W/O Comp.
9479	Deputy Treasurer, W/O Comp.
9458	Dietetic Intern., W/O Comp.
9485	Fellow, MD, Clinical, W/O Comp.
9486	Fellow, MD, Research, W/O Comp.
9487	Fire Captain (56 hour), W/O Comp.
9450	Fire Chf., County FPD, W/O Comp.
9488	Fish & Game Warden, W/O Comp.
9489	Government Relations Cns., W/O Comp.
9490	Graduate Nurse, W/O Comp.
9492	Hearing Officer, Coroner, W/O Comp.
9494	Inspr. Of Wts. & Measures, W/O Comp.
9307	Keeper, NC*
9324	Laborer, Relief, NC*
9495	Law Clerk, W/O Comp.
9496	Medical Student, W/O Comp.

Item No.	Title
9453	Member, Accessibility Appeals Board
9408	Member, Arts Commission*
9389	Member, Assessment Appeals Board*
9390	Member, Aviation Commission
9392	Member, Board of Education*
9446	Memb., Bd.-Govs., Arb. & Bot. Grdns., W/O Comp.
9386	Member, Board of Investments
9394	Member, Board of Retirement
9396	Memb., Building Appeals Bd., W/O Comp.
9429	Member, Bldg. Rehab. Appeals Board*
9426	Member, Business License Commission*
9397	Memb., Ctzns. Advy. Comm. On Commun. Dev.*
9400	Member, Citizens Council, Reg. Plng.*
9399	Member, Civil Service Commission*
9421	Member, Comm. For Pub. Social Servs.*
9436	Member, Comm. On Disabilities*
9401	Memb., Commission on Human Relations*
9402	Memb., Comm. On Judicial Proc.
9405	Member, Commission on Youth*
9407	Memb., County Comm. On Alcoholism* <u>Memb., Comm. on Alcohol and Other Drugs</u>

Item No.	Title
9406	Member, County Energy Commission*
9410	Member, Delinquency & Crime Comm.*
9409	Memb., Elections Comm.*
9411	Member, Employee Relations Comm.*
9412	Member, Engrg. Geol. & Soils Review & Appls. Bd.
9415	Member, Fish & Game Commission*
9437	Member, Grand Jury
9416	Member, Health Systems Plng. Com.
9459	Member, Horizons Plan Committee
9417	Member, Hospital Commission*
9432	Memb., Institutional Inspn. Comm.*
9413	Memb., LA Co. Comm. For Women*
9388	Member, LA Co. Comm. For Children and Families
9418	Member, LA Co. Highway Safety Comm.*
9419	Member, LA Co. Pks. & Rec. Comm.*
9420	Member, LA Co. Public Hlth. Commission*
9449	Member, Local Agency Formation Comm.*
9422	Mem., Narcotics & Dangerous Drugs Comm.*
9423	Member, Native American Indian Comm.*
9424	Member, Probation Committee*
9425	Memb., Productivity Advisory Cmte.

Item No.	Title
9398	Member, Real Estate Mgmt. Commission
9428	Member, Regional Planning Comm.*
9498	Member, Search & Rescue Team, W/O Comp.
9430	Memb., Small Craft Harbor Commission*
9431	Memb., Sm. Craft Harb. Design Contr. Bd.*
9493	Mbr., Solid Waste Facil. Hrg. Bd.
9394	Mbr. Solid Waste Mgmt. Cmte.
9427	Mbr., Special Assessment Appeals Bd.*
9434	Member, Veterans' Advy. Comm.*
9433	Member, Water Appeals Board*
9480	Depy. Director, Regional Servs., MHS., W/O Comp.
9500	Nutrition Assistant, W/O Comp.
9504	Park Ranger, W/O Comp.
9328	Patient Helper, NC*
9505	Pharmacy Student, W/O Comp.
9506	Physician, MD, W/O Comp.
9520	Physician Specialist, MD, W/O Comp.
9435	Plumbing Examiner*
9510	Postgraduate Stu. Phys., MD, W/O Comp.
9512	Public Health Physician, MD, W/O Comp.

Item No.	Title
9513	Public Health Registrar, W/O Comp.
9515	Reader Driver, W/O Comp.
9514	Recreation Therapy Student, W/O Comp.
9335	Referee, Business Lic. Commission*
9516	Resident Physician, MD, W/O Comp.
9501	Safety Police Officer, W/O Comp.
9518	Social Worker, W/O Comp.
9526	Special Counsel, DA, W/O Comp.
9519	Special Health Officer, W/O Comp.
9520	Specialist, W/O Comp.
9457	Student Dentist, W/O Comp.
9522	Student Nurse, W/O Comp.
9524	Student Physician, MD, W/O Comp.
9523	Student Physician, W/O Comp.
9531	Student Podiatrist, W/O Comp.
9525	Stu. Psychiatric Case Wkr., W/O Comp.
9527	Stu. Public Health Nurse, W/O Comp.
9528	Stu. Pub. Health Nutritionist, W/O Comp.
9529	Stu. Sanitarian, W/O Comp.
9530	Student Therapist, W/O Comp.
9532	Stu. Vocational Nurse, W/O Comp.

Item No.	Title
9533	Stu. X-Ray Technician, W/O Comp.
9349	Veteran Burial Escort, NC*
9535	Volunteer Worker, W/O Comp.

SECTION 5. Section 6.53.010 (Department of Children and Family Services)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	49 <u>18</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	9 <u>10</u>	ADMINISTRATIVE SERVICES MANAGER III
9086A	237 <u>238</u>	CHILDREN SERVICES ADMINISTRATOR I
9074A	646 <u>645</u>	SUPVG CHILDREN'S SOCIAL WORKER

SECTION 6. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8021A</u>	<u>2</u>	<u>HUMAN SERVICES ADMINISTRATOR I</u>

SECTION 7. Section 6.58.010 (Department of Community and Senior Services)

is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8123A	40 <u>8</u>	SENIOR HUMAN RELATIONS CONSULTANT

SECTION 8. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5090N	9 <u>11</u>	CLINIC LICENSED VOCATIONAL NURSE I
8103N	-46 <u>44</u>	COMMUNITY WORKER

SECTION 9. Section 6.77.020 (Department of Public Health – Substance abuse prevention and control) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9407	15	MEMBER, COUNTY COMM ON ALCOHOLISM <u>MEMB, COMM ON ALCOHOL & OTHER DRUGS</u>

SECTION 10. Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5233N	3 <u>1</u>	ASSISTANT PROGRAM SPECIALIST,PHN
5236N	2 <u>4</u>	PUBLIC HEALTH NURSING SUPERVISOR

SECTION 11. Section 6.78.055 (Department of Health Services – MetroCare network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6527A</u>	<u>1</u>	<u>DIGITAL SYSTEMS TECHNICIAN</u>

SECTION 12. Section 6.78.055 (Department of Health Services – MetroCare network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2591A	49 <u>18</u>	INFORMATION SYSTEMS ANALYST II

SECTION 13. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6547A</u>	<u>2</u>	<u>AUDIO,VIDEO,& SEC SYST TECHNICIAN</u>

SECTION 14. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6541A	52 <u>50</u>	ELECTRONICS COMMUNICATIONS TECH

SECTION 15. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1401A	4	MEDICAL RECORD TECHNICIAN II
1395A	4	MEDICAL RECORDS DIRECTOR II

SECTION 16. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1412A</u>	<u>1</u>	<u>HEALTH INFO MGMT ASSISTANT DIRECTOR</u>
<u>1389A</u>	<u>1</u>	<u>MEDICAL RECORDS SUPERVISOR I</u>

SECTION 17. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	24 <u>20</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	8 <u>9</u>	ADMINISTRATIVE SERVICES MANAGER III
0672A	-42 <u>43</u>	HEALTH CARE FINANCIAL ANALYST
2214A	394 <u>393</u>	INTERMEDIATE TYPIST-CLERK
2102A	60 <u>59</u>	SENIOR SECRETARY III
2216A	99 <u>103</u>	SENIOR TYPIST-CLERK

SECTION 18. Section 6.100.020 (Probation Department – Additional information)

is hereby amended to read as follows:

6.100.020 Additional information.

...

F. Probation. Longevity Pay. 1. Eligibility. Beginning July 1, 2006, each person employed in one of the following positions shall be eligible to receive longevity pay based on years of completed aggregate service in accordance with the implementation schedule provided in paragraph 3:

8612	Assistant Probation Director
8629	Assistant Head Transportation Deputy, Probation
8630	Head Transportation Deputy, Probation
8673	Senior Investigator, Pretrial Services, Probation
8674	Head Investigator, Pretrial Services, Probation

...

SECTION 19. Section 6.109.010 (Department of Public Works) is hereby

amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6527A</u>	<u>3</u>	<u>DIGITAL SYSTEMS TECHNICIAN</u>

SECTION 20. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6541A	6 <u>3</u>	ELECTRONICS COMMUNICATIONS TECH

SECTION 21. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	444 <u>132</u>	INTERMEDIATE CLERK
2214A	262 <u>260</u>	INTERMEDIATE TYPIST-CLERK
1174A	25 <u>24</u>	SUPERVISING CLERK
2329A	6 <u>21</u>	WAREHOUSE WORKER AID

SECTION 22. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6527A	16	DIGITAL SYSTEMS TECHNICIAN
6529A	4	SUPVG DIGITAL SYSTEMS TECHNICIAN

SECTION 23. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6547A</u>	<u>19</u>	<u>AUDIO,VIDEO,& SEC SYST TECHNICIAN</u>
<u>6550A</u>	<u>1</u>	<u>AUDIO,VIDEO,& SEC SYST TECH SUPVR</u>

SECTION 24. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6541A	49 <u>16</u>	ELECTRONICS COMMUNICATIONS TECH

SECTION 25. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSJAN2012CSCEO]



Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

January 31, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AMENDMENT NUMBER ONE TO AGREEMENT NUMBER 76314
FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS FROM
BOWE BELL + HOWELL, INC TO BELL AND HOWELL, LLC
(All Supervisorial Districts) (3-Votes)**

SUBJECT

Request approval of Amendment Number One to Agreement Number 76314 for consent to assignment and delegation of rights from Bowe Bell + Howell, Inc. to Bell and Howell, LLC.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached Amendment Number One (Amendment) to Agreement Number 76314 (Agreement), effective upon Board approval, acknowledging the Board's written consent to assignment and delegation of authority from Bowe Bell + Howell, Inc. (BBH), to Bell and Howell, LLC for maintenance and support services for the Registrar-Recorder/County Clerk's (RR/CC) Mail Sorting System.
2. Delegate authority to the Registrar-Recorder/County Clerk or designee to prepare and execute future amendments to the Agreement that do not materially affect the scope of work or sum of the Agreement, provided County Counsel approval is obtained prior to executing such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to request your Board's written consent to the assignment of the Agreement from BBH to Bell and Howell, LLC for maintenance and support services for the RR/CC's Vote by Mail sorting system, and to delegate authority to the RR/CC to execute amendments for non material changes. The sorting system was purchased to ensure the County's compliance with State law, AB 2770 (2007), which required that for any statewide election or special election to fill a vacancy in a congressional or legislative office, votes cast at the polling place, as well as votes cast by mail (VBM), shall be tabulated by election precinct. The Mail Sorting System software is proprietary and uniquely configured for RR/CC's needs. Approval of the recommended action will allow the RR/CC to provide uninterrupted VBM ballot sorting, thus continued compliance with AB 2770.

There is no financial impact to the County as a result of the assignment and delegation of rights and responsibilities of this contract to Bell and Howell, LLC.

Implementation of Strategic Plan Goals

Goal 1: OPERATIONAL EFFECTIVENESS: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services. Approval of the recommendation will provide continued software and hardware maintenance and support services to ensure optimal efficiency in processing returned VBM ballots and ensure critical election legal deadlines are met.

FISCAL IMPACT/FINANCING:

The initial Agreement amount approved by your Board was \$747,877. The Agreement allows the RR/CC to execute amendments increasing the maximum contract sum by up to 20 percent of the original sum to provide for increases in the volume of VBM ballots processed. In the event of increased VBM volumes, system enhancements may be needed to increase the efficiency and productivity in VBM processing during the term of the Agreement, provided there is sufficient funding in the Department's budget. As of December 1, 2011, the Agreement amount balance is \$74,039 which is sufficient to cover the contract term which expires July 31, 2012.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On July 31, 2007, your Board approved a three-year Agreement with Bowe Bell + Howell with two one-year and six month-to-month extension options for the purchase of an automated Mail Sorting System, as well as maintenance and support services. BBH configured and installed a Mail Sorting System designed with unique two-tier loading and stacking trays, critical to the RR/CC's finite physical space. Due to the design modification related to limited space, fewer staff were required for removing envelopes from the multiple stacking trays. The Mail Sorting System is also equipped with Jet Vision cameras which allow staff to verify VBM ballot envelope information.

Honorable Supervisors

January 31, 2012

Page 3

RR/CC was notified of the changes to the BB&H company structure on July 14, 2011. RR/CC requested and received the pertinent information necessary to evaluate Bell and Howell, LLC's capabilities to ensure they meet all County and contract responsibilities. RR/CC completed the evaluation and found Bell and Howell, LLC to be a responsible contractor.

The attached Amendment Number One provides for the assignment and delegation of the Agreement rights and responsibilities from Bowe Bell + Howell to Bell and Howell, LLC for the provision of maintenance and support to the Mail Sorting System, and for delegation to RR/CC to execute future amendments for non material changes. All other terms and conditions of the Agreement shall remain unchanged and in effect.

The Agreement does not include a Cost of Living Adjustment provision and is not subject to the Living Wage Program (County Code Chapter 2.201).

The Chief Information Office (CIO) has reviewed the Board letter and determined that because this recommended action does not include any technology related matters, no formal CIO Analysis is required. The Chief Executive Office has reviewed and approved this Board letter. County Counsel has reviewed this Board letter and approved the attached Amendment Number One as to form.

IMPACT ON CURRENT SERVICES:

Approval of the recommended Amendment will allow the RR/CC to receive uninterrupted maintenance and support services for the Mail Sorting System.

CONCLUSION

Upon approval of the recommended action, it is requested that the Executive Officer/Clerk of the Board return one adopted stamped copy of the approved Board letter to: Registrar-Recorder/County Clerk, 12400 Imperial Highway, Room 7201, Norwalk, CA 90650, Attention: Ngozi Ume, Manager, Finance & Management Division.

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:KC:NU:hwk

Attachment (1)

c: Chief Executive Office
County Counsel
Executive Officer, Board of Supervisors

AMENDMENT NUMBER ONE
TO AGREEMENT 76314
FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS
FROM BOWE BELL + HOWELL, INC.
TO BELL AND HOWELL, LLC

**AMENDMENT NUMBER ONE
TO AGREEMENT 76314
FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS
FROM BOWE BELL + HOWELL, INC.
TO BELL AND HOWELL, LLC**

This Amendment Number One (“Amendment Number One”) to Agreement Number 76314 (“Agreement”) entered into on July 31, 2007 by and between the County of Los Angeles, a political subdivision of the State of California (“County”) and Bowe Bell + Howell, Inc., a Delaware corporation (“BBH”) for automated sorting machine equipment and maintenance and support to the Department of Registrar-Recorder/County Clerk, is hereby amended to assign the Agreement rights and responsibilities to Bell and Howell, LLC (“Contractor”) this _____ day of _____ 2012.

WHEREAS, Bowe Bell + Howell wishes to assign its rights and responsibilities under the Agreement to Bell and Howell LLC;

WHEREAS, pursuant to the assignment, Bell and Howell, LLC accepts all rights, responsibilities, duties, covenants and conditions required of Contractor under the terms of the Agreement;

WHEREAS, County found Bell and Howell, LLC capable of performing the services required under the Agreement and accepts the assignment from Bowe Bell + Howell;

WHEREAS, the changes to the Agreement are made pursuant to Paragraph 6.0 (Change Notices and Amendments) of the Agreement.

NOW THEREFORE, in consideration of the foregoing and mutual consent herein contained, said Agreement is amended as follows:

1. The County consents to the assignment of the Agreement, including all changes, amendments, and any and all other documents executed in relation thereto, to Bell and Howell, LLC.
2. The name “Bowe Bell + Howell” and any variation or form of the name, is hereby replaced with “Bell and Howell, LLC” wherever it may appear in the Agreement and any Attachments or Exhibits thereof and is henceforth “Contractor” with all the rights and responsibilities provided under the Agreement.
3. Exhibit D (Contractor Administration) of the Agreement is hereby deleted in its entirety and shall be replaced with a new Exhibit D (Revised November 15, 2011), a true and correct copy of which is attached hereto and incorporated herein by this reference.

4. Paragraph 6.1 of the Agreement is hereby deleted in its entirety, and in its place shall be inserted the following new Paragraph 6.1 to expand the Registrar-Recorder/County Clerk's delegated authority to include Amendments for non material changes and shall read as follows:

6.1 The County reserves the right to initiate Change Notices or Amendments that do not materially affect the scope, Term, Contract Sum or payments under this Agreement. All such changes shall be accomplished with an executed Change Notice or Amendment signed by the County's Project Director and Contractor's Project Director.

5. Except as otherwise provided under this Amendment Number One, the Agreement, as previously amended, and including all preambles and recital set forth herein and therein, shall remain unchanged and in full force and effect.

/

**AMENDMENT NUMBER ONE
TO AGREEMENT 76314
FOR CONSENT TO ASSIGNMENT AND DELEGATION OF RIGHTS
FROM BOWE BELL + HOWELL, INC.
TO BELL AND HOWELL, LLC**

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment Number One to be subscribed by its Chairman and the seal of such Board to be hereto affixed and attested by the Executive Officer thereof, and Contractor has caused this Amendment to be subscribed through its duly authorized officer as of the day, month and year first above written. The persons signing on behalf of Contractor warrant under penalty of perjury that he or she is authorized to bind the Contractor.

COUNTY OF LOS ANGELES

Chairman, Board of Supervisors

BELL and HOWELL, LLC

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of the
Board of Supervisors

Signature

Print Name

By _____
Deputy

Title

80-0728837

Tax ID Number

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

Signature

By _____
Brandi Miles Moore
Deputy County Counsel

Print Name

Title