



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: June 13, 2013
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 – Gevork Simdjian
- A) **Board Letter – AUTHORIZE THE PURCHASE OF HARDWARE FOR THE DHS DATA CENTER TO SUPPORT A NEW CENTRAL BACKUP AND ARCHIVE SOLUTION FOR THE PICTURE ARCHIVING AND COMMUNICATION SYSTEMS (PACS)**
CIO/DHS – Richard Sanchez and Mitchell Katz or designee(s)
- B) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT CLASSIFICATION STUDY RECOMMENDATIONS**
CEO Class/Comp – Steve Masterson or designee
- C) **Board Letter – REQUEST FOR APPROVAL AND AWARD OF AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES MASTER AGREEMENTS WITH FIVE CONTRACTORS**
ISD – Tom Tindall or designee
- D) **Board Letter – CELLULAR PHONE AND DATA STIPEND PROGRAM PILOT PHASE II**
CEO – Frank Cheng or designee
2. Public Comment

CONTINUED ON PAGE 2

NOTICE OF CLOSED SESSION

**CS-1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Paragraph (1) of Subdivision (d) of Government Code Section 54956.9)**

County of Los Angeles v. Time Warner NY Cable LLC, et al.,
United States District Court Case No. CV 12-6655 SJO (JCx)

This litigation seeks to recover Public, Education & Government (PEG) and cable franchise fees due the County from Time Warner cable companies.

3. Adjournment



Health Services
LOS ANGELES COUNTY

July 9, 2013

**Los Angeles County
Board of Supervisors**

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Deputy Director, Strategic Planning

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:

**AUTHORIZE THE PURCHASE OF HARDWARE FOR THE
DEPARTMENT OF HEALTH SERVICES' DATA CENTER TO
SUPPORT A NEW CENTRAL BACKUP AND ARCHIVE SOLUTION
FOR THE PICTURE ARCHIVING AND COMMUNICATION
SYSTEMS (PACS)
ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

CIO RECOMMENDATION: APPROVE APPROVE WITH
MODIFICATION DISAPPROVE

SUBJECT

Authorize the purchase of hardware for the Department of Health Services', Martin Luther King, Jr. MACC Data Center, to support a new central backup and archive solution for the Philips Xcelera and Fuji SYNAPSE Picture Archiving and Communication Systems (PACS).

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the purchase of hardware with a total cost of approximately \$430,000. In accordance with County purchasing policy #P-2710, Board approval is required to purchase capital assets that exceed the \$250,000 threshold established by the Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of this action will allow for the purchase of the required enterprise archive, additional backup hardware, and storage media for the Department of Health Services, Martin Luther King, Jr. MACC Data Center, to support a new central backup and archive solution for the

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
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To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

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two large main DHS Philips Xcelera and Fuji SYNAPSE PACS data repositories.

The Philips Xcelera and Fuji SYNAPSE PACS data repositories collect and store up-to-date x-ray images from all six main DHS hospitals and other DHS affiliated facilities and organizations. As a result, there is a significant amount of Philips Xcelera and Fuji SYNAPSE PACS data residing at the six main DHS facilities and on the DHS Enterprise PACS Archive Storage Area Network (SAN). This data places a substantial strain on disk storage and results in system-wide backup and recovery inefficiencies.

This hardware will be used to support a new central backup and archive solution that will deploy one central backup and archive solution to the DHS Enterprise PACS Archive SAN, rather than to the six individual DHS facilities. This solution will also reduce the storage needs by eliminating redundant data, ensure business continuity by avoiding critical data loss through failure of end-of-life backup systems, and will provide better recovery time objectives for longer retention periods of critical data. This backup and archive solution will also provide weekly full backups that can be quickly recovered in just one step and will eliminate the time required to restore full and subsequent, incremental backups to reach the desired recovery point. This new hardware will also provide the latest infrastructure and tools to integrate, validate, backup, and archive data to meet HIPAA retention requirements for x-ray images.

On October 16, 2001, the Board adopted a purchasing policy whereby departments must obtain Board approval to purchase or finance equipment with a unit or system cost of \$250,000 or greater prior to submitting the requisition to the County's Purchasing Agent. The equipment exceeds \$250,000, the established threshold for fixed asset purchases, and requires the Board's approval to proceed with the purchasing transaction.

Implementation of Strategic Plan Goals

The recommended action supports Goal 1, Operational Effectiveness, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total estimated cost of the hardware is approximately \$430,000 and includes a standard manufacturer's warranty of three years and 24/7 on-site support. The details comprising the estimated total costs are shown in Attachment I. Funding is included in DHS' Fiscal Year (FY) 2013-14 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed assets (now referred to as capital assets) purchases requiring County departments to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisition to the County's Purchasing Agent.

The County's Chief Information Officer recommends approval of this purchase and that Office's Analysis is attached (Attachment II).

CONTRACTING PROCESS

The purchase of this hardware is under the statutory authority of the County's Purchasing Agent and will be accomplished in accordance with County Purchasing Policies and Procedures established by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendation will ensure the necessary hardware is purchased to support a new central backup and archive solution for the Philips Xcelera and Fuji SYNAPSE PACS data repositories.

Respectfully submitted,

Reviewed by:

Mitchell H. Katz, M.D.
Director

Richard Sanchez
Chief Information Officer

MHK:RS:lr

Enclosures (2)

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Internal Services Department



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER: CA 13-10	DATE: 5/29/2013
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SUBJECT:
AUTHORIZE THE PURCHASE OF HARDWARE FOR THE DEPARTMENT OF HEALTH SERVICES' DATA CENTER TO SUPPORT A NEW CENTAL BACK-UP AND ARCHIVE SOLUTION FOR THE PICTURE ARCHIVING AND COMMUNICATION SYSTEMS (PACS)

RECOMMENDATION:
 Approve Approve with Modification Disapprove

CONTRACT TYPE:
 New Contract Sole Source
 Amendment to Contract #: Enter contract #. Other: Describe contract type.

CONTRACT COMPONENTS:
 Software Hardware
 Telecommunications Professional Services

SUMMARY:
Department Executive Sponsor: **Mitchell H. Katz, M.D.**
Description: **Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the purchase of hardware with a total cost of \$429,088.96.**
Contract Amount: **\$429,088.96** Funding Source: **DHS' Operating Budget Fiscal Year (FY) 2013-14**
 Legislative or Regulatory Mandate Subvened/Grant Funded: Enter %

Strategic and Business Analysis

PROJECT GOALS AND OBJECTIVES:
To align with DHS' goal to reduce technical redundancy and costs, as well as improve operational efficiencies, this solution will support a new central back-up and archive solution for the two main DHS Picture Archiving and Communication Systems (PACS) data repositories (Philips Xcelera and Fuji SYNAPSE). This will mitigate loss of crucial patient images and ensure a centrally controlled operation.

BUSINESS DRIVERS:

The three key business drivers for the project are:

1. **Operational efficiency:** This much faster and sophisticated system will be used to deploy a single central back-up and archive solution that will back-up the PACS SAN rather than backing-up DHS' facilities individually.
2. **Business continuity for critical patient data:** This solution will also reduce the storage needs by eliminating redundant data and ensure business continuity by avoiding critical data loss through failure of end-of-life back-up systems.
3. **Improved recovery time for sensitive patient data:** This solution will provide better recovery time objectives for longer retention periods of critical data in case of a disaster.

PROJECT ORGANIZATION:

Steven Saunders, Associate Chief Information Systems, is the DHS IT Project Executive Sponsor, Laurie Martinez, DHS IT Project Director, and Sid Skoulphong is the DHS IT Lead within DHS who will be working with the Enterprise Medical Digital Imaging Systems Project Management team.

PERFORMANCE METRICS:

Currently, the full back-up of 200TB of PACS data takes over two months. The RPO (Recovery Point Objective) and RTO (Recovery Time Objective) is over three months, in case of a total disaster. Performing a full restore on the PACS data, in the event of a disaster on the Enterprise PACS Archive SAN, can take over three months. RPO and RTO will significantly improve from three months down to less than three days using the proposed Quantum Scalar i6000 system. Full back-up window will be improved from two months, down to less than 20 hours.

STRATEGIC AND BUSINESS ALIGNMENT:

The project supports the following County Strategic Plan goal: Operational Effectiveness.

PROJECT APPROACH:

The vendor will perform the installation and configuration of the Scalar i6000 to DHS' PACS back-up and archive requirements in a single phase. Reggie McElroy, PACS Section Manager, will provide the appropriate project planning and guidance. DHS' Technology Services Back-up and Recovery team will work with the team to ensure a smooth transition for day-to-day operational support.

ALTERNATIVES ANALYZED:

DHS has considered using Avamar, however, it was not a cost-effective solution for PACS. The PACS data is primarily image files, which cannot be reduplicated. DHS has also considered other tape library solutions from both Spectralogic and IBM. Both solutions lacked the Extended Data Life Management (EDLM) capability that is very critical. EDLM allows for the validation of data against data corruption.

**Technical
Analysis****ANALYSIS OF PROPOSED IT SOLUTION:**

The Philips Xcelera and Fuji SYNAPSE PACS data repositories collect and store up-to-date x-ray images from all six main DHS' hospitals and other DHS affiliated facilities and organizations. As a result, there is a significant amount of Philips Xcelera and Fuji SYNAPSE PACS data residing at the six main DHS facilities and on the DHS Enterprise PACS Archive Storage Area Network (SAN). This data places a substantial strain on disk storage and results in system-wide back-up and recovery inefficiencies.

This hardware will be used to support a new central back-up and archive solution that will deploy one central back-up and archive solution to the DHS Enterprise PACS Archive SAN, rather than to the six individual DHS facilities. This solution will also reduce the storage needs by eliminating redundant data, ensure business continuity by avoiding critical data loss through failure of end-of-life back-up systems, and will provide better recovery time objectives for longer retention periods of critical data.

This back-up and archive solution will also provide weekly full back-ups that can be quickly recovered in just one step and will eliminate the time required to restore full and subsequent, incremental back-ups to reach the desired recovery point. This new hardware will also provide the latest infrastructure and tools to integrate, validate, back-up, and archive data to meet HIPAA retention requirements for x-ray images. The last full back-up of the current System was done in 2010. Since then only incremental back-ups have occurred as it takes about two months to do a full System back-up.

Quantum Scalar i6000 Technical Specifications

Health Services needs to procure a Quantum Scalar i6000 tape library to back-up and archive the PACS for both Fuji Synapse and Philip Xcelera. The enterprise class Scalar i6000 is designed with redundancy and growth built in. The main hardware components of the Quantum Scalar i6000 are listed below:

- 22 Quantum Scalar i6000 LTO-6 tape drive modules;
- 2 Quantum Scalar i6000 LTO-6 EDLM (Extended Data Life Management) drives;
- 540 Quantum LTO-6 Data Cartridges; and
- 2 Quantum 42u racks, 19" rack footprint.

The Quantum Scalar i6000 is capable of supporting up to 45PB capacity with 96 LTO-6 drives and 7,224 data cartridges.

<p>Financial Analysis</p>	<p>BUDGET:</p> <p>Contract costs minus the sales tax:</p> <p>One-time costs:</p> <table border="0"> <tr> <td>Hardware</td> <td>\$ 323,210.69</td> </tr> <tr> <td>Software</td> <td>\$ 17,212.50</td> </tr> <tr> <td>Support</td> <td>\$ 40,214.20 (for 1 year)</td> </tr> <tr> <td>Services.....</td> <td>\$ 19,362.61</td> </tr> </table> <p>Other County costs: N/A</p> <p>Total one-time costs: \$ 429,088.96</p>	Hardware	\$ 323,210.69	Software	\$ 17,212.50	Support	\$ 40,214.20 (for 1 year)	Services.....	\$ 19,362.61
Hardware	\$ 323,210.69								
Software	\$ 17,212.50								
Support	\$ 40,214.20 (for 1 year)								
Services.....	\$ 19,362.61								
<p>Risk Analysis</p>	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> 1. The contract as it is is for one year. CIO recommends at least a three year maintenance and support for the equipments. 2. The Chief Information Security Officer (CISO) has reviewed the Request and did not identify any IT security or privacy related issues. 								
<p>CIO Approval</p>	<p>PREPARED BY:</p> <p>_____</p> <p>Sanmay Mukhopadhyay, Sr. Associate CIO Date</p> <hr/> <p>APPROVED:</p> <p>_____</p> <p>Richard Sanchez, County CIO Date</p>								

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES

COST DETAIL - HARDWARE PURCHASE FOR THE NEW CENTRAL BACKUP AND
ARCHIVE SOLUTION FOR THE PACS

Description *	One-Time Cost
Hardware (Quantum Scalar i6000) Subtotal	\$323,210.69
Software Subtotal	\$17,212.50
Support Subtotal	\$40,214.20
Services Subtotal	\$19,362.61
Sales Tax	\$29,088.96
Grand Total	\$429,088.96

* This acquisition will be competitively bid by the Purchasing Agent.



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
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Fourth District
MICHAEL D. ANTONOVICH
Fifth District

July 2, 2013

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 changing the salary of one (1) unclassified MAPP classification and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the salary of one (1) unclassified MAPP classification in the Department of Military and Veterans Affairs and to reclassify 44 positions to implement results of classification studies in the Departments of Children and Family Services, Health Services, Internal Services, Public Health, Public Social Services, and Regional Planning.

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 recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

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Please Conserve are **Two-Sided**
Intra-County Correspondence Sent Electronically Only*

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A and 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.

Salary Change

We are recommending a salary range adjustment for one (1) unclassified MAPP position. Specifically, we are recommending a salary range increase for Director, Military and Veterans Affairs, from salary range R11 to R12, to reflect the increased demand in services and the expanding role of the Department of Military and Veterans Affairs.

Reclassifications

Based upon individual position studies, we recommend that 44 positions in six (6) departments be reclassified (Attachment A). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions are more appropriately classified in the recommended classes.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. 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 44 positions that will be reclassified is estimated to total \$XXX,XXX (all funds). Net County cost is estimated to be \$XXX,XXX. Cost increases associated with the upward reclassification actions will be absorbed within your 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.

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:JA
AE:KP:ra

Attachments (2)

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

NON-REPRESENTED CLASS RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary Schedule & Level	Recommended Salary Schedule & Level
8143	Director, Military and Veterans Affairs	N23 R11	N23 R12

DRAFT

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Secretary III Item No. 2102A NM 79K Non-Represented	Management Secretary III Item No. 2109A NM 83K Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Information Systems Analyst I Item No. 2590A NM 89F Represented
1	Welfare Fiscal Analyst Item No. 7993A NM 86G Represented	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented

The Senior Secretary III position provides secretarial support to the upper management position of Chief Physician I, which oversees the Bureau of Clinical Resources and Services. Reclassification was recommended to maintain consistency in the department with the level of secretarial support for managerial positions of similar level. Therefore, based upon the level of the respective supervisor to which this position reports and the overall scope of responsibility, we recommend upward reclassification to Management Secretary III.

The Senior Typist-Clerk position reports to an Information Systems Supervisor III and is assigned to the Business Information Systems Division. The position is responsible for eliciting and documenting user requirements of new systems and system enhancements. By definition, the Information Systems Analyst I is a classification which defines and analyzes requirements and business functions, defines functional system specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems. Therefore, we recommend upward reclassification to Information Systems Analyst I.

The Welfare Fiscal Analyst position reports to an Administrative Services Manager III. The position is assigned to the Civil Rights Section of the Human Resources Management Division, where it serves as lead Civil Rights Investigator, analyzing complex and highly sensitive cases, and supervising the work of Administrative Services Manager I Investigators. Based on the level of accountability and supervisory responsibilities assigned, this position meets the allocation standard for Administrative Services Manager II, a classification which supervises a central staff unit providing budget, personnel or other administrative services. Therefore, we recommend upward reclassification to Administrative Services Manager II.

HEALTH SERVICES - ADMINISTRATION

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Office of Nursing Affairs Division		
1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented
1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	Assistant Nursing Director, Education Item No. 5287A N41 RN17 Non-Represented

The subject Assistant Nursing Director, Administration positions are assigned to the Department of Health Services (DHS) Office of Nursing Affairs Division.

The first Assistant Nursing Director, Administration position reports to the Director of Nursing Affairs, Health Services and is responsible for assisting the Director in the development, implementation, maintenance, and enhancement of DHS nursing services and programs. Duties include providing senior nursing management oversight for various sections (i.e., Nursing Care Administration, Educational Compliance, and Nurse Recruitment.) The duties and responsibilities assigned to this position meets the allocation standards for the Nursing Director, Administration, a classification which functions as a senior nursing management team member with responsibility for planning, organizing, directing and controlling the total nursing staff and administrative programs of an operating unit. Therefore, we are recommending upward reclassification of this position to Nursing Director, Administration.

The second Assistant Nursing Director, Administration position will report to the aforementioned reclassified Nursing Director, Administration position and will provide direction and oversight for DHS Nursing and Allied Health Competency Assessment and Testing. The duties and responsibilities include overseeing the annual assessment; planning, development, and implementation of nursing and allied health competency programs; and tracking, monitoring, and reporting of competency results to the Board of Supervisors. The subject position will work with DHS Performance Management Unit and nursing and allied health leadership at each DHS facility in administering the disciplinary action process related to non-compliance with competency assessment and testing. The duties and responsibilities assigned to this position meets the classification definition and standards for the Nursing Director, Education, a classification which serves as an expert educational resources to nursing management and provide leadership for educational service and/or programs. Therefore, we recommend lateral reclassification of this position to Nursing Director, Education.

HEALTH SERVICES – ADMINISTRATION (continued)

Number of Positions	Present Classification and Salary	Classification Findings and Salary
Supply Chain Network Unit		
1	Contract Program Auditor Item No. 4614A NM 88K Non-Represented	Principal Information Systems Analyst Item No. 2594A NM 103H Non-Represented
1	Contract Program Auditor Item No. 4614A NM 88K Non-Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented
1	Staff Analyst, Health Item No. 4593A NM 96D Non-Represented	Senior Staff Analyst, Health Item No. 4594A NM 103E Non-Represented
1	Supply Officer II Item No. 2374A NM 86L Non-Represented	Procurement Assistant II Item No. 2346A NM 76C Represented

In conjunction with Phase I of a departmental reorganization, a review of 24 positions from the Materials Management Organization to the Supply Chain Network Unit has been conducted and five (5) positions are being recommended for reclassification.

To provide appropriate staffing levels for the assigned functions, we recommend one (1) Contract Program Auditor, one (1) Senior Typist-Clerk and one (1) Staff Analyst, Health positions assigned to the Supply Chain Analytics Group be reclassified upward to two (2) Staff Analyst, Health and one (1) Senior Staff Analyst, Health, respectively. In addition, we recommend that one (1) Contract Program Auditor position assigned to the Information & Communications Group be reclassified upward to Principal Information Systems Analyst. Lastly, we recommend that the Supply Officer II position assigned to the Network Purchasing Group be reclassified downward to Procurement Assistant II.

HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Nuclear Medicine Technologist II Item No. 5803 NM 89B Represented	Nuclear Medicine Technologist, Special Procedures Item No. 5809A NM 91B

The subject position is assigned to the Department of Nuclear Medicine and reports to a Supervising Nuclear Medicine Technologist. This position is responsible for performing specialized nuclear medicine diagnostic studies using the latest available technology. By definition, the Nuclear Medicine Technologist, Special Procedures is a classification which performs specialized diagnostic nuclear imaging studies using a dual-mode scanner to produce high-quality three-dimensional images of the body. Therefore, we recommend upward reclassification to Nuclear Medicine Technologist, Special Procedures.

HEALTH SERVICES – METROCARE NETWORK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Senior Medical Stenographer Item No. 2183A N3M 73D Represented	Senior Typist-Clerk Item No. 2216A NMV 67D Represented

The subject position is assigned to the Department of Pathology Residency Training Program, where it has primary responsibility for providing clerical support and reports a Senior Physician functioning as the Chief, Anatomical Pathology. The position serves as the residency coordinator by performing a full range of specialized clerical support, which requires the application of residency program procedures to comply with multiple deadlines imposed by accrediting agencies. Duties include processing information, compiling data, maintaining office records, keeping a calendar and informing staff of deadlines. Additional duties include providing secretary support to the Chief, Anatomical Pathology by preparing correspondence and medical reports from dictation.

The duties are more consistent with those typically perform by the Senior Typist-Clerk, a classification which 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 downward reclassification to Senior Typist-Clerk.

HEALTH SERVICES – RANCHO LOS AMIGOS REHABILITATION CENTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Head Clinical Psychologist Item No. 8699A NM 103B Represented	Clinical Psychologist II Item No. 8697A N2M 99F Represented

The subject position is assigned to the Psychology Department and reports to a Chief, Psychological Services, where it performs the full-range of professional services relating to the diagnosis and treatment of psychiatric disorders. Responsibilities include providing direct patient care including assessment, evaluation, and consultation. Other duties include participating in interdisciplinary team conferences and crisis management as well as providing psychotherapy. The scope of work is consistent with the classification definition of the Clinical Psychologist II, a classification which serves as a staff psychologist at the full professional level by applying psychological principles in the following areas: assessment, treatment, research, training, and clinical consultation. Therefore, we recommend downward reclassification to Clinical Psychologist II.

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Inventory Control Assistant I Item No. 0735A NMV 66G Represented	Procurement Aid Item No. 2343A NM 68D Represented
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Telecommunications Services Instructor Item No. 2439A NM 70F Represented

The subject Inventory Control Assistant I positions are assigned to the Materials Management/Procurement Management Section, where they serve as liaisons between vendors, internal customers and supervisors. Responsibilities include performing routine, emergency, and clerical tasks related to inventory control of the procurement of supplies, equipment and services as well as reviewing and verifying orders with Accounts Payable staff. The responsibilities meet the classification definition of Procurement Aid, a classification which prepares various procurement documents and maintains related clerical records and controls. Therefore, we recommend upward reclassification of these positions to Procurement Aid.

The subject Senior Typist-Clerk position is assigned to the Telecommunications Request Management Section. The position is responsible for instructing County employees in the use of various telecommunications systems and equipment as well as preparing training materials. The responsibilities are consistent with the Telecommunications Services Instructor classification standards in which positions have responsibility for training County employees in the proper usage and service features of a variety of telecommunication systems. Therefore, we recommend upward reclassification to Telecommunications Services Instructor.

PUBLIC HEALTH – PUBLIC HEALTH SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Medical Record Technician Item No. 1401A NM 70G Represented	Supervising Typist-Clerk Item No. 2219A Senior Typist-Clerk Item No. 2216A NMV 67D Represented
8	Patient Resources Worker Item No. 9192A N3M 64K Represented	Community Worker Item No. 8103A NR 61L Represented

The subject Medical Record Technician positions report to a Staff Assistant II and are assigned to the Community Health Services. The positions supervise lower-level clerical staff providing clerical support to the Business Office, Medical Records, and Clinic Registration within Service Planning Areas 3 and 8, respectively. Responsibilities include ensuring established County rules, guidelines and policies are followed by subordinate staff; preparing performance evaluations; and reviewing and approving time sheets. The responsibilities duties assigned to these positions are more consistent with the definition standards for the **Senior Typist-Clerk**, a classification which 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 downward reclassification to **Senior Typist-Clerk**.

The subject Patient Resources Worker positions are assigned to the Office of Women's Health (OWH) and report to a Staff Analyst, Health. Their primary responsibility is answering calls made to the multilingual hotline. Duties include assessing needs and eligibility for public programs as well as referring callers to appropriate organizations for services. Other duties include making presentations to educate on women's health topics; promoting OWH services; administering scripted Heart Disease Risk Assessment tests; collecting information for the Human Papillomavirus research project; conducting follow-up surveys; and tracking and recording data. By definition, the Community Worker classification assists professional staff in providing direct health, mental health, or social services to clients and patients. Therefore, we recommend upward reclassification of these classes

PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
15	Eligibility Worker II Item No. 9179A N3MW 68A Represented	Accounting Technician II Item No. 0643A NM 72F Represented

The subject positions are assigned to the Bureau of Administrative Services, Fiscal Operations Division. The positions are responsible for performing technical accounting work in the areas of general accounting, accounts receivable, and expenditures and accounts payable as well as compiling various accounting reports for management. The scope of the responsibilities meets the allocation criteria for Accounting Technician II, a classification which supervises accounting technical and clerical personnel and personally performs the more complex technical accounting work. Therefore, we recommend upward reclassification of these positions to Accounting Technician II.

REGIONAL PLANNING

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Regional Planner II Item No. 4440A 101C Represented	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Senior Network Systems Administrator Item No. 2560A NM 97F Represented	Senior Application Developer Item No. 2525A NM 97B Represented
1	Information Technology Technical Support Analyst II Item No. 2546A NM 87F Represented	Senior Network Systems Administrator Item No. 2560A NM 97F Represented

The subject positions listed above are assigned to the Information and Fiscal Services Division, Systems Analysis Section.

The subject Regional Planner II position reports to the Chief Deputy and oversees the Systems Analysis Section, where it functions as the department's Chief Information Officer. The position is responsible for managing the Information Technology (IT) infrastructure and development as well as implementation, maintenance and administration of IT programs and projects including departmental websites, applications, databases and networks. The position also serves as the department's Information Security Officer and has responsibility for the departments' technical resources and assets, and the Annual Business Automation and Continuity Plans. The duties and responsibilities meet the allocation criteria for the Information Technology Manager I, a classification which is responsible for managing the staff and resources of a small division or large section that provide information technology services for business users. Therefore, we recommend upward reclassification to Information Technology Manager I.

The subject Senior Network Administrator position reports to the Information Technology Manager I and is responsible for systems analysis and design. Specific duties include programming, testing, and implementing and maintaining the department's systems applications. The position performs database related functions approximately 25% of the time. By definition, the Senior Application Developer performs a wide range of application development related duties including analysis, design, evaluation, development, coding, testing and maintenance of complex application systems. Therefore, we recommend downward reclassification to Senior Application Developer.

The subject Information Technology Technical Support Analyst II position reports to the Information Technology Manager I and functions as the department's LAN administrator. The position also serves as the assistant Departmental Security Officer and has responsibility for the department's IT asset management function; performing security protocols; securing and maintaining the network infrastructure and services; serving as lead to lower-level network staff, and managing various server operating systems. The responsibilities are consistent with the allocation standard for Senior Network Administrator, a classification which provides comprehensive support of complex network and server operating system environments as well as performs a wide-range of network-related duties, including the design, implementation, and maintenance of complex networks. Therefore, we recommend upward reclassification to Senior Network Systems Administrator.

DRAFT



TOM TINDALL
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
FAX: (323) 264-7135

"To enrich lives through effective and caring service"

July 2, 2013

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:

REQUEST FOR APPROVAL AND AWARD OF AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES MASTER AGREEMENTS WITH FIVE CONTRACTORS (ALL DISTRICTS – 3 VOTES)

SUBJECT

Requesting approval to award and execute five (5) master agreements for As-Needed Architectural and Engineering (A&E) Services for various small projects.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD), or designee, to execute five (5) master agreements, substantially similar to Attachment 1 to provide as-needed A&E services following approval by your Board for a one-year term, with option to extend four (4) additional one-year periods with the firms listed on Attachment 2, for an annual amount not-to-exceed \$1 million for each contract.
2. Authorize the Director of ISD or his designee to exercise the renewal option extensions in accordance with the attached contracts; execute individual work orders; and execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD provides repair, maintenance and refurbishment services to County facilities. Some County renovation and repair work requires programming, design or engineering to fully define the work and obtain the required local jurisdictional approvals (e.g., building permits). ISD does not have sufficient in-house engineering and design capabilities to perform this work. The recommended A&E master agreements will provide ISD with an avenue to obtain the as-needed design and engineering services. The services will enable ISD to facilitate approved repairs, maintenance and refurbishment projects, as well as ensure that A&E services can continue past the July 31, 2013 expiration date of the current agreements.

Implementation of Strategic Plan Goals

The recommended contracts support County Strategic Plan Goal Number 1, Operational Effectiveness, by effectively managing County resources.

FISCAL IMPACT/FINANCING

Approval of the recommended agreements does not guarantee a contractor any minimum amount of work. The County only incurs an obligation as individual work orders are issued. These agreements will only be used where sufficient budgeted funds are available from departments requesting work. ISD will incur A&E expenditures not-to-exceed \$5 million per year to the extent that they are offset through County department billings and within available appropriation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended agreements have been approved as to form by County Counsel. The master agreements contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

ISD has determined that the proposed master agreements are not subject to the County's Living Wage Program. County Code 2.201 does not apply to the A&E services as these agreements are for non-Proposition A services. The A&E services agreements are temporary and intermittent, and the work performed by these firms is highly technical.

Two (2) of the five (5) recommended firms (Attachment 2) are certified as LSBEs. A summary of the CBE Firm Organization Information for the five (5) recommended firms is provided in Attachment 3. Selections were made without regard to gender, race, creed, or color or national origin.

When A&E services under these agreements are required, ISD will request the services via Work Order from one (1) of the five (5) recommended firms on a rotation basis. It is ISD's intent to equitably distribute A&E services among the five (5) recommended firms.

CONTRACTING PROCESS

On January 10, 2013, ISD released a Request for Statement of Qualifications (RFSQ) for As-Needed A&E Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 4).

Representatives from thirty-four (34) firms attended the mandatory proposer's conference held on January 28, 2013. Twenty-five (25) Statements of Qualification (SOQs) were received on February 14, 2013. Each SOQ was reviewed for compliance with the minimum requirement criteria stated in the RFSQ. Two (2) SOQs were disqualified for not meeting the minimum requirements.

Honorable Board of Supervisors

July 2, 2013

Page 3

The twenty-three (23) SOQs that met the minimum requirements were evaluated by a committee in accordance with the evaluation process identified in the RFSQ. The Evaluation Committee consisted of representatives from ISD and the Department of Public Works.

Ten (10) non-selected firms requested debriefings; nine (9) firms received debriefings from April 22 through April 25, 2013. There were no protests resulting from this solicitation. The firms with the highest scores, Choy Associates, Inc., J.C. Chang & Associates, Inc., John T Chan Architects, Inc. dba JTC Architects, Inc., Owen Group Inc., and RAW International, Inc, are being recommended for Master Agreement awards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts will expedite the completion of maintenance, repair, and refurbishment of County infrastructure and facilities work managed by ISD. Minor impacts to tenant departments may occur while maintenance, repairs and refurbishments of County infrastructure and facilities work is underway.

CONCLUSION

Approval of the recommended agreements will allow ISD to continue providing timely A&E services to client County departments.

Respectfully submitted,

TOM TINDALL
DIRECTOR, ISD

TT:JS:YY
Attachments (4)

c: Chief Executive Officer
County Counsel

**AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES
SELECTED/RECOMMENDED FIRMS**

FIRM	ADDRESS	CITY/STATE/ZIP
Choy Associates, Inc.	P.O. Box 2778	Redondo Beach, CA 90278
J.C. Chang & Associates, Inc.	385 Van Ness Ave. Suite 208	Torrance, CA 90501
John T Chan Architects, Inc. dba JTC Architects, Inc.	65 North First Ave. Suite 201	Arcadia, CA 91006
Owen Group, Inc.	600 Wilshire Blvd. Suite 880	Los Angeles, CA 90017
RAW International, Inc.	801 S. Grand Ave. Suite 502	Los Angeles, CA 90018

Community Business Enterprise Program Information

FIRM INFORMATION*	CHOY ASSOCIATES	J.C. CHANG & ASSOCIATES	JTC ARCHITECTS	OWEN GROUP	RAW International	
BUSINESS STRUCTURE	Corporation	Corporation	"S" Corporation	Corporation	Corporation	
CULTURAL/ETHNIC COMPOSITION						
OWNERS/PARTNERS	Black/African American	0	0	0	0	2
	Hispanic/Latino	2	0	0	1	0
	Asian or Pacific Islander	0	1	2	3	0
	American Indian	0	0	0	0	0
	Filipino	0	0	1	1	0
	White	0	2	0	3	0
	<i>Female (included above)</i>	1	0	0	2	0
MANAGER	Black/African American	0	0	0	0	0
	Hispanic/Latino	0	0	0	2	0
	Asian or Pacific Islander	0	1	2	3	2
	American Indian	0	0	0	0	0
	Filipino	0	0	1	3	0
	White	0	3	0	4	1
	<i>Female (included above)</i>	0	0	1	4	1
STAFF	Black/African American	0	0	0	0	2
	Hispanic/Latino	0	4	2	11	2
	Asian or Pacific Islander	0	12	4	13	1
	American Indian	0	0	0	0	0
	Filipino	0	2	3	5	1
	White	0	10	2	12	2
	<i>Female (included above)</i>	0	0	3	14	2
Total # of Employees	2	35	17	61	13	
COUNTY CERTIFICATION						
CBE	Y	N/A	N/A	Y	N/A	
LSBE	Y	N/A	N/A	Y	N/A	
OTHER CERTIFYING AGENCY	California Dept. of General Services	N/A	N/A	N/A	LA County MTA	

*Information as provided by vendor.

Award information has not been added at this time.

Bid Information

Bid Number : 104379

Bid Title : As-Needed Architectural and Engineering Services RFSQ

Bid Type : Service

Department : Internal Services Department

Commodity : ARCHITECT SERVICES, PROFESSIONAL

Open Date : 1/10/2013

Closing Date : 2/14/2013 2:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : [Available](#)

Bid Description : The County of Los Angeles (County), through its Internal Services Department (ISD) is seeking qualified consultants to provide as-needed Architectural and Engineering (A/E) Services to assist ISD in the planning, evaluation/study, documentation, and design of emerging facility maintenance and refurbishment projects. A/E Services shall be provided in accordance with the Maintenance & Refurbishment Projects A/E Design Manual, dated September 2000, Appendix J and may include, but not be limited to, the following services:

- Programming (Architectural and/or Facilities Services)
- Feasibility studies, building assessments and evaluations, and conceptual designs
- Design/Engineering services for maintenance, repair, refurbishment, landscape and LEED-EB projects
- Construction cost estimating
- Technical specifications
- Value Engineering Studies and Life Cycle Cost Benefit Analysis
- Computer Aided Design and Drafting (CADD) Services, Document Imaging and Record Drawing Digitizing
- Constructability and Peer Reviews
- Space Planning

The objective of this Request for Statement of Qualifications (RFSQ) is for the County to enter into Master Agreement(s) with up to five (5) as-needed A/E firms to enable ISD to provide timely services to ISD's clients.

Contact Name : Ruben Lopez

Contact Phone# : (323) 267-3182

Contact Email : rlopez4@isd.lacounty.gov

Last Changed On : 1/24/2013 4:14:47 PM

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July 2, 2013

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:

**CELLULAR PHONE AND DATA STIPEND PROGRAM PILOT PHASE II
(ALL AFFECTED) (3 VOTES)**

SUBJECT

Approval of the recommend action will authorize the Chief Executive Officer to implement Phase II of the pilot cellular phone and data stipend program, which will extend the pilot program at the Auditor-Control for twelve additional months, and expand the pilot to include up to two other County departments for twelve months. The pilot allows employees to use a personal cellular device to conduct County business in lieu of a County-issued device, as a cost-effective option to reduce County cellular equipment, usage, and administrative costs.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and delegate authority to the Chief Executive Officer to implement Phase II of the current pilot cellular phone and data stipend program, which will extend the pilot at the Department of Auditor-Controller for an additional twelve months, and allow the Chief Executive Officer to identify up to two other County departments for inclusion in the pilot program for twelve months, as an alternative to issuing County cellular equipment to authorized employees.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 8, 2013, the Board approved and delegated authority to the Chief Executive Officer to implement a six-month pilot cellular phone and data stipend program (Pilot) at the Department of Auditor-Controller, to lower the expense for the County by providing a taxable stipend to authorized employees, in exchange for using their personal cellular phone to conduct County business instead of County-provided cellular equipment. The purpose of the Pilot was to determine if the results would justify a recommendation to implement the cellular and data stipend program on a countywide basis. The Auditor-

Controller was selected for the Pilot because it had a small number of County-issued cellular phones and could (1) refine draft policies and procedures quickly, (2) determine cost savings easily, and (3) adjust payroll-related issues expeditiously.

The Pilot has proven to be successful at the Auditor-Controller and the department is realizing more than 14% in annual cost savings. However, Auditor-Controller had only a total 23 employees who were assigned County-issued cellular phones at the beginning of the Pilot, and all were non-represented. This Office believes that before a countywide program is recommended to the Board for implementation, the Pilot should be expanded to include department(s) with a larger pool of assigned County-issued cellular phone users, and include both represented and non-represented employees. The recommended Phase II Pilot will allow for this Office to identify at most two County departments and implement the stipend program for up to twelve months, further refine the policies and procedures related to implementation of the program, and continue the existing Pilot cost savings being realized at the Auditor-Controller.

Should the result of Phase II Pilot justify a recommendation to implement the cellular phone and data stipend program on a countywide basis, this Office will work with the Pilot departments to propose a Board Policy and any applicable County Code changes to the Audit Committee, prior to the completion of the twelve-month period, before subsequent consideration by the Board.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan Goal 1 of Operational Effectiveness and Goal 2 of Fiscal Sustainability. The recommendation also supports the County's Efficiency Initiative for achieving cost-savings, cost-avoidance, and time savings for County employees.

FISCAL IMPACT/FINANCING

On May 9, 2013, the Los Angeles County Employee Retirement Association's Board of Retirement made a determination that the employee-received stipend through the cellular telephone stipend program, as recommended by this Office and the Auditor-Controller, is not pensionable based on the fact that the employee has a choice of receiving the cellular equipment or the stipend.

Through the Pilot rollout at the Auditor-Controller, the department also re-examined the justification of their employees with County-issued cellular phones, and realized additional annual savings totaling \$1,881 by reducing the total number of users from 23 to 20. Twelve employees elected to receive the \$40 monthly stipend and eight

employees decided to stay with County-issued cellular phones. The Pilot then resulted in a cost savings of \$12.25 per stipend recipient per month, compared with the current \$52.25 per-month cost of providing those same users with County-issued cellular phones. Over a twelve month period, assuming the current level of participation continues, the stipend program will save the department \$1,764. This does not include equipment purchases/maintenance savings or administrative labor savings to review monthly statements, both were not analyzed as part of this Pilot. Overall, the Auditor-Controller is projected to spend \$10,776 annually per year in cellular phone expenses at the current rate of participation, versus \$12,540 without the Pilot, for an annual savings of \$1,764, or 14 percent of the total cost. In Fiscal Year 2011-12, the County spent approximately \$11.6 million for County-issued cellular phones and devices. Using the Pilot savings percentage, an annual savings of \$1.6 million could be achieved if implemented countywide. Additional savings may be realized through justification re-examination of existing users, as in the case with the Auditor-Controller.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Auditor-Controller employees who participated in the stipend program responded positively to the Pilot and indicated that the Policy (Attachment I), Terms and Acceptable Use Agreement (Attachment II), and stipend Activation Form (Attachment III) worked well. Based on user feedback, minor modifications will be made to the Activation Form and the Terms and Acceptable Use Agreement, with no changes to the Policy.

The Auditor-Controller identified several issues they believe should be addressed if the cellular phone and data stipend program is implemented countywide. First, uncertainty about privacy and legal considerations were deciding factors for some Auditor-Controller employees not to participate. More clarity and communication on privacy issues is recommended, and should be incorporated into existing policies where appropriate. Secondly, careful evaluation of who receives a County issued phone/stipend should be emphasized, possibly requiring an annual re-evaluation to ensure all recipients continue to have a compelling business need. Lastly, periodic review of stipend amounts and/or levels should be required for both voice and data to ensure they are representative of pricing available from major phone carriers, especially since pricing models for data service are rapidly evolving, and data is becoming a more important component of the service price than voice.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on the Phase II Pilot departments' ability to provide their current services to its customers. Countywide implementation of the cellular phone and data

The Honorable Board of Supervisors
July 2, 2013
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stipend program may significantly lower the County's cellular phone service and equipment costs, at the same time reduce the efforts required to administer County-issued cellular devices.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:FC
JR:ib

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller

**COUNTY OF LOS ANGELES
PERSONAL ELECTRONIC COMMUNICATION DEVICES STIPEND PROGRAM POLICY**

PURPOSE

The County's Personal Electronic Communication Devices Stipend Program (Cellular Telephone Stipend) encourages the utilization of a stipend to reduce County cellular equipment, service and administrative costs. This policy is intended to provide uniform and consistent standards for the use of personal cellular telephones¹ for County business purposes and to define the responsibilities for the costs of personal cellular telephone service.

Implementation of this policy is intended to achieve countywide cost savings while providing a fair and practical reimbursement plan for employees conducting County business on personal communication devices. Participation in this program is voluntary and may be terminated by the employee and/or the department at any time, for any reason.

JUSTIFICATION

The County will provide a taxable stipend to eligible employees for the purpose of offsetting the costs for business use of personal cellular telephones. The person receiving the stipend will be solely responsible for the costs of private ownership including but not limited to the purchase, activation, maintenance, support, monthly usage, late fees, interest, term commitment obligations and replacement of such devices and any increase in personal income tax liability. Any employee who receives a taxable stipend may add extra services, equipment or features as desired at his/her own expense. The stipend is not intended to compensate the employee for the actual dollar-for-dollar cost of the cellular telephone service. The employee shall pay any costs exceeding the amount of the cellular telephone stipend to maintain service coverage.

ELIGIBILITY

At the discretion of the department head or his/her designee, employees who have a business need for cellular telephone service and/or remote access to their County email, network files and other information resources may be authorized to use a personal telephone, smart phone or tablet device in lieu of a County-issued device.

Requests for a stipend to offset the costs of using a personally-owned cellular telephone to conduct County business must be approved by the department head or his/her designee. Authorized employees must maintain cellular phone service in order to remain eligible for the monthly stipend. Authorized employees shall provide documentation to the department coordinator, when requested, to verify continued ownership and business use of a personal cellular telephone.

¹ Includes any personal phone, smart phone, tablet or other similar device and broadband cards/hotspots used pursuant to this program.

COMPLIANCE WITH APPLICABLE LAWS AND COUNTY POLICIES

In accordance with the Terms and Acceptable Use Agreement (Attachment II), participants must adhere to the Board of Supervisors (BOS) policies and the County's Mobile Devices Security Standards with respect to County-related data accessed, transmitted, received or stored on the participant's device:

- a. BOS 6.100 Information Technology and Security Policy
- b. BOS 6.101 Use of County Information Technology Resources (County Acceptable Use Agreement)
- c. BOS 6.102 Countywide Antivirus Security Policy
- d. BOS 6.104 Use of Electronic Mail by County Employees
- e. BOS 6.105 Internet Usage Policy
- f. BOS 6.109 Security Incident Reporting
- g. BOS 6.110 Protection of Information on Portable Computing Devices
- h. BOS 6.112 Secure Deposition of Computing Devices
- i. Chief Information Office-Smartphone Security and Privacy Requirements Standard
- j. Chief Information Office-Portable Device Strategy

TAXABLE INCOME

The cellular telephone stipend will be paid through the County payroll system as taxable. For determination of individual taxability, the employees should check with their tax advisor.

STIPEND RATES AND PAYMENT

The department head shall determine the appropriate stipend type/amount for each eligible employee within their area of responsibility. Cellular telephone stipends will be paid through the County eHR system. A Stipend Activation Form (see Attachment III) must be completed for any new, change or cancellation of services or eligibility.

The stipend will be paid starting the first full month of cellular telephone service coverage following activation in eHR. Each department will be responsible for approving and entering the authorized employee's information in eHR. No retroactive requests will be processed. Payments will be split and paid on a semi-monthly basis. Monthly Compensation rates are as follows:

- a. Voice ONLY for \$25
- b. Data ONLY for \$15
- c. Voice and Data for \$40

**Stipend rates will be reviewed periodically by the Chief Executive Office and Auditor-Controller, and the rates adjusted as deemed appropriate and necessary.*

Paid/Unpaid Leave Status

In order to receive the stipend, an employee must have a business need for cellular telephone service and/or remote access to the County's network for the entire pay period. No stipend will be paid once an employee is placed on an unpaid leave status (i.e., Absence Without Pay or AWOP) for an entire pay period. The stipend will be automatically suspended by the eHR system for employees who report AWOP for all scheduled hours for a pay period.

If an employee is on a paid or unpaid long-term leave (e.g., sabbatical, etc.) and is not expected to use their cellular phone for County related business, the employee's department must suspend the stipend. The stipend may be reactivated when the employee returns for a full pay period.

STIPEND CHANGES/CANCELLATION

An employee must be active on the last day of a pay period to receive the stipend for the pay period. The stipend will be automatically suspended by the eHR system if an employee is not active on the last day of the pay period.

An employee that has a job, assignment or responsibility change resulting in the employee not requiring cellular phone access for County business for the entire pay period, will not receive the stipend for that pay period. When this occurs, the department must cease the stipend.

Department coordinators shall enter and transmit the approved activation form for any stipend change or cancellation into eHR as instructed by the Auditor-Controller's Payroll Division. Changes/cancellations will be effective the first full month after the change. No retroactive adjustments will be processed.

If an employee terminates cellular service and/or becomes ineligible (i.e., there is no longer a business need) but does not report the change to his department timely, the County has the authority to recover the stipend from the time the service terminates or the employee otherwise becomes ineligible.

ACCOUNTABILITY

Each department head, operating under the authority of this policy, will have the responsibility to maintain accountability over business cellular telephone usage and the related stipends. Departments must establish adequate internal controls to ensure 1) only authorized employees are approved to receive the stipend; and 2) employees are following cellular telephone policies, including the Board of Supervisors and County Mobile Device Security Standards.

The Auditor-Controller may review departmental policies and compliance with the Personal Electronic Communication Devices Stipend Policy.

Specifically, departmental policies should include, but not be limited to, the following:

- Annual verification that the employee has a valid contract in effect;
- Maintenance of a current listing of all active (authorized) cellular telephone accounts;
- Periodic review of supported cellular telephone usage to eliminate stipends for unnecessary cellular telephones; and
- Periodic review of cellular telephone stipends to ensure appropriate level of payment.

SECURITY AND REPORTING REQUIREMENTS

Under the Terms and Acceptable Use Agreement (see Attachment II), participants must report to their management or departmental designee, within one business day, whenever any personal device used pursuant to this program is suspected or known to be lost or stolen. Upon notification of loss/theft, the employee's department may issue a *remote wipe* of the device to ensure that County-related data is safeguarded. Participants consent to use this function and agree the County is not liable for the potential loss of personal (e.g., contacts, apps, photos, etc.) data, including the potential to restore the device to factory default settings.

PROCEDURES

This policy requires the following steps for obtaining a stipend:

1. The department head identifies eligible employees;
2. The department coordinator completes a Stipend Activation Form;
3. The employee reads and signs the Terms and Acceptable Use Agreement;
4. The department head or his/her designee approves the authorization/request form, indicating the approved monthly stipend amount based on guidelines;
5. The department coordinator inputs the information into the eHR payroll system for automatic payment. (*Note: The deadlines to enter will be based on the annual memo "Payroll Deadline Schedule" provided by the Auditor-Controller's Payroll Division to all departments.*)

**COUNTY OF LOS ANGELES
PERSONAL ELECTRONIC COMMUNICATION DEVICES STIPEND PROGRAM**

Terms and Acceptable Use Agreement

At the discretion of the department head or his/her designee, employees who have a business need for cellular telephone service and/or remote access to their County email, network files and other information resources may be authorized to use a personal phone, smart phone or tablet device in lieu of a County-issued device. Employees authorized by management to participate in this program must agree and adhere to the following terms and conditions:

1. Participation in this program is voluntary and may be terminated by the employee and/or the department at any time, for any reason.
2. Any personal phone, smart phone, tablet or other similar device (air card, broadband card, etc.) used pursuant to this program shall be expressly defined as the personal property and sole responsibility of the employee. The County assumes no liability for damage, loss or theft of the employee's device, under any circumstances.
3. Participants receiving the stipend will be solely responsible for the costs of private ownership, including but not limited to the purchase, activation, maintenance, support, monthly usage, late fees, interest, term commitment obligations and replacement of such devices, as well as any increase in personal income tax liability. The cellular telephone stipend will be paid through the County payroll system as taxable income. Any participant who receives the stipend may add extra services, equipment or features as desired at his/her own expense. The participant shall pay any costs exceeding the amount of the cellular phone stipend to maintain service coverage.
4. The County is not liable for the loss or corruption of personal data on the employee's device, loss of use, or any repairs or maintenance arising from the use of the device for County business. Updates to, maintenance, repair and replacement of the device are the sole responsibility of the participant.
5. Participants must report to their management/departmental designee, within one business day, when the following events take place:
 - a. Whenever any personal device used pursuant to this program is suspected or known to be lost or stolen;
 - b. Participants terminate employment with or retire from the County of Los Angeles;
 - c. Participants' job responsibilities changed and is no longer eligible to participate in the stipend program;
 - d. Participants change/transfer position that is not eligible to participate in the stipend program; or
 - e. Participants elect to stop participation in the stipend program

Upon notification of loss/theft or change in status as indicated above, the employee's department may initiate a remote wipe of the device to ensure that County-related data is safeguarded. Participants consent to remote wiping when one of the events listed above has taken place and remote wiping is deemed necessary by the department. Participants also agree the County will not be liable for any personal data loss. When the remote wipe command is issued, all data including personal data such as contacts, apps, picture/data files, etc. may be deleted and the device may be restored to factory default settings.

6. Participants understand that County-related data and correspondence accessed or received via the a personal device may be subject to disclosure pursuant to the California Public Records Act,

and may also be compelled via a discovery request, subpoena or other legal process. In addition, in some cases, personal email transmissions may also be subject to such disclosure (i.e. using a personal email account to conduct County business).

7. Participants must adhere to the Board of Supervisors policies (BOS) and the County's Mobile Device Security Standards with respect to County-related data, correspondence and communications accessed, transmitted, received or stored on the participant's device:
 - a. BOS 6.100 Information Technology and Security Policy
 - b. BOS 6.101 Use of County Information Technology Resources (County Acceptable Use Agreement)
 - c. BOS 6.102 Countywide Antivirus Security Policy
 - d. BOS 6.104 Use of Electronic Mail by County Employees
 - e. BOS 6.105 Internet Usage Policy
 - f. BOS 6.109 Security Incident Reporting
 - g. BOS 6.110 Protection of Information on Portable Computing Devices
 - h. BOS 6.112 Secure Deposition of Computing Devices
 - i. Chief Information Office-Smartphone Security and Privacy Requirements Standard
 - j. Chief Information Office-Portable Device Strategy
8. The County reserves the right to inspect, at any time and without prior notice, any personal device connected to any County mobile enterprise servers such as BlackBerry Enterprise Server (BES) or Microsoft Exchange ActiveSync (AS) server. Other inspections shall be in accordance with Board-adopted Information Technology Security Policies.
9. Participants must not allow others to use or access County resources/data via their personal device(s).
10. Participants must activate a password lock and autolock (30 minute maximum), and shall not disable it at any time.
11. Participants must not use personal devices connected to County networks or information resources for illegal activity.
12. Participants must maintain cellular phone service in order to remain eligible for the monthly stipend. Participants must provide documentation to the department coordinator, when requested, to verify continued ownership and business use of a personal cellular device.
13. Participants will not be paid once an employee is placed on an unpaid leave status (Absence Without Pay or AWOP) for an entire pay period. The stipend will automatically be suspended by the eHR system for employees who report AWOP for all scheduled hours for a pay period. In addition, participants must be active on the last day of a pay period to receive the stipend for the pay period. The stipend will automatically be stopped by the eHR system if participants are not active on the last day of the pay period.
14. Participants must submit to their management/departmental designee or department coordinator a revised Stipend Activation Form, when they:
 - a. Change or terminate cellular carriers
 - b. Replace or retire their mobile device
 - c. Sell or transfer device to another individualIf participants do not report the change to the department in a timely manner, the County has the authority to recoup the stipend from the time the service coverage terminates or the employee otherwise becomes ineligible. Participants are required to bring the old device to their department

and perform the data wipe procedure in the presence of the Departmental Information Security Officer or designee to ensure that all County confidential/sensitive data is properly sanitized.

- 15. Participants must disable Bluetooth pairing/discovery when not in use.
- 16. Participants must not store County data on a memory card (e.g., MicroSD card) used in the portable device.
- 17. Participants agree to the following monthly stipend compensation:
 - a. Voice ONLY for \$25
 - b. Data ONLY for \$15
 - c. Voice and Data for \$40

The participant acknowledges that they have read, understand and agree to abide by the terms and conditions stated above. Participants who violate these terms and conditions will be disconnected from the mobile enterprise servers such as BES or AS and may be subject to disciplinary action. I understand that this agreement will be placed in my official personnel folder.

Print Name

Employee ID

Signature

Date

County of Los Angeles
**PERSONAL ELECTRONIC COMMUNICATION DEVICES
 STIPEND ACTIVATION FORM**

ACTIVATION REQUEST				
ADD	MODIFY	REMOVE		
PARTICIPANT INFORMATION SECTION				
LAST NAME	FIRST NAME	M.I.	EMPLOYEE NO.	DEPT CODE
PAYROLL TITLE	ITEM # / SUB	DIVISION / UNIT		EMPLOYEE'S WORK TEL. NO.
BUSINESS STREET ADDRESS				
CITY		STATE	ZIPCODE	
DIVISION MANAGER'S/DESIGNEE NAME			MANAGER/DESIGNEE'S WORK TEL. NO.	
ELECTRONIC DEVICE INFORMATION				
DEVICE PHONE CARRIER	DEVICE MODEL		DEVICE PHONE NO.	
POLICY ACKNOWLEDGEMENT				
<p>I understand that this form will be placed in my official personnel folder.</p> <p>By signing this form, I acknowledge that I have received, read, and signed the Personal Electronic Communication Devices Stipend Program Terms and Acceptable User Agreement.</p>				
Signature of Participant			Date	

STIPEND INFORMATION		
Voice ONLY (690)	Data ONLY (691)	Voice and Data (692)
JUSTIFICATION FOR THE STIPEND		
Signature of Division Manager or Designee		Date

DEVICE ACTIVATION INFORMATION	
DEVICE OPERATING SYSTEM	DEVICE SERIAL #
ACTIVATION DATE	DEACTIVATION DATE
Signature of Technical Support Active Sync/BES Adm. or Designee	
Date	