



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

**REVISED**

**DATE:** June 23, 2011  
**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 – Ellen Sandt
  
- A) **2011/2012 Recommended Budget Allocations**  
CEO Class/Comp – Steve Masterson or designee
  
- B) **Countywide Equity Oversight Panel Attorney Contracts**  
Executive Office - Sachi Hamai or designee
  
- C) **Board Memo – TRANSFER OF THE ADMINISTRATION OF LIABILITY CLAIMS FROM COUNTY COUNSEL TO THE CHIEF EXECUTIVE OFFICE**  
CEO/Risk Management – Laurie Milhiser or designee
  
- D) **Board Letter - REQUEST APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE INTERNAL REVENUE SERVICE FOR ONLINE ACCESS TO THE REGISTRAR-RECORDER/COUNTY CLERK REAL PROPERTY INDEX**  
RR/CC – Dean Logan or designee
  
- E) **Board Letter - APPROVAL OF REVISED CONTRACTING POLICY FOR EVALUATION OF CONTRACTORS' PRIOR PERFORMANCE**  
ISD – Tom Tindall or designee

**F) Board Letter - APPROVAL TO EXTEND THE CURRENT CONTRACT TERM FOR ADMINISTRATIVE SERVICES FOR CAFETERIA AND NON-CAFETERIA BENEFIT PLANS AND TO ADD A WEB-BASED COUNTYWIDE ABSENCE MANAGEMENT SYSTEM**

DHR – Lisa Garrett or designee

2. Public Comment

**NOTICE OF CLOSED SESSION**

**3. CS-1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

(Subdivision (a) of Government Code Section 54956.9)

Rajendra Pershadsingh v. County of Los Angeles,

Los Angeles Superior Court Case No. BC 436267

This lawsuit challenges the 1991 increase in the Transient Occupancy Tax

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  
MICHAEL D. ANTONOVICH  
Fifth District

June 20, 2011

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 TO IMPLEMENT THE FISCAL YEAR 2011-2012 RECOMMENDED BUDGET (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)**

### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2011-2012 Recommended Budget including the consolidation of existing positions in the Office of Affirmative Action Compliance with the Departments of the Chief Executive Office, Human Resources, and Internal Services in order to offset the cost of creating an independent County Equity Oversight Panel in the Executive Office of the Board of Supervisors; and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2011-2012 Recommended Budget, including those transferred as a result of the consolidation of the Office of Affirmative Action Compliance (OAAC) with the Departments of the Chief Executive Office (CEO), Human Resources (DHR), and Internal Services (ISD); and to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

*"To Enrich Lives Through Effective And Caring Service"*

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### **PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS**

The actions recommended in this letter were approved - in concept - by your Board of Supervisors (Board) as part of FY 2011-12 Recommended Budget on April 19, 2011. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate level and classification of new positions. This letter implements these specific changes to the departmental staffing provisions to be effective July 1, 2011.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2011-2012 Recommended Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

### **Office of Affirmative Action Compliance Consolidation**

On December 14, 2010, your Board adopted a CEO recommendation to create a countywide employment discrimination complaint process. In addition, your Board action specified the creation of the Countywide Equity Oversight Panel (CEOP) in the Executive Office of the Board, the creation of which should be cost neutral. In a January 21, 2011 Board memo, it was recommended to fund the new equity panel by consolidating the majority of OAAC into DHR, with portions moving into ISD and the CEO, thereby eliminating the administrative cost of running a separate department. On April 19, 2011, your Board approved the Fiscal Year 2011-12 Recommended Budget which included the creation of the CEOP and the consolidation of OAAC with DHR, ISD, and CEO. Accordingly, we are deleting the staffing provisions for OAAC and amending the staffing provisions for DHR, ISD, and CEO to reflect the consolidation. Please note that references to OAAC in other parts of the County Code will be amended in a subsequent Board letter.

### **Technical Adjustments and Corrections**

In addition to classification actions directly related to the FY 2011-2012 approved budget, other technical and routine adjustments and corrections are being implemented to reflect earlier Board-approved budget and classification actions.

#### **Department of Health Services Hospital Enterprise Fund Transition and Title Changes**

We are amending County Code Section 6.78.055 (Coastal cluster – Positions), 6.78.070 (San Fernando Valley cluster – Positions), and 6.78.075 (Southwest cluster – Positions) to reflect changes to various facilities within DHS. First, the Southwest cluster is being transitioned into the Coastal cluster. This is a result of the transition of the Southwest Network Hospital Enterprise Fund into the Coastal Network Hospital Enterprise Fund, due to the earlier conversion of the former MLK-Harbor Hospital to the Martin Luther King, Jr. Multi-Service Ambulatory Care Center (MACC). All positions ordained to the Southwest cluster are being transferred to the Coastal cluster and this section is being deleted in its entirety. Second, the Coastal cluster is being renamed as MetroCare Network to reflect the name of the combined Coastal and Southwest Hospital Enterprise Funds. Third, the San Fernando Valley cluster is similarly being renamed as ValleyCare Network to reflect the transition of the Antelope Valley Network Hospital Enterprise Fund into the San Fernando Valley Network Hospital Enterprise Fund due to the earlier conversion of the High Desert Hospital to the High Desert MACC.

#### **Routine Adjustments and Corrections**

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position curtailments and adjusting entries from previous classification actions such as classification studies, reorganizations, and midyear allocations.

#### **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.

The Honorable Board of Supervisors  
June 20, 2011  
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### **FISCAL IMPACT/FINANCING**

The cost of and financing for the new position recommendations have been included in the FY 2011-2012 Recommended Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County. The County Charter also 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.

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 recommendations will enable departments to effect personnel actions associated with the FY 2011-2012 Recommended Budget. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:EFS:SJM  
AE:CS:ra

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

## **ANALYSIS**

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

- Repealing Chapter 6.30 (Office of Affirmative Action Compliance) and Section 6.78.075 (Department of Health Services – Southwest cluster);
- Amending Sections 6.78.055 and 6.78.070 to reflect a change in title for Coastal cluster and San Fernando Valley cluster in the Department of Health Services;  
and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Affirmative Action Compliance, Agricultural Commissioner/Weights and Measures, Animal Care and Control, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Chief Information Officer, Child Support Services, Children and Family Services, Community and Senior Services, Coroner, County Counsel, District Attorney, Fire, Health Services, Human Resources, Internal Services, Mental Health, Museum of Natural History, Parks and Recreation, Probation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, Sheriff, and Treasurer and Tax Collector.

ANDREA SHERIDAN ORDIN  
County Counsel

By: \_\_\_\_\_  
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Division

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments as a result of the budget process for FY 2011-2012.

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

**SECTION 1.** Chapter 6.30 (Office of Affirmative Action Compliance) is hereby deleted in its entirety:

**~~Chapter 6.30 OFFICE OF AFFIRMATIVE ACTION COMPLIANCE~~**

**~~6.30.010 Positions.~~**

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0888A	2	<del>ADMINISTRATIVE ASSISTANT II</del>
1042A	4	<del>ADMINISTRATIVE DEPUTY I</del>
1002A	2	<del>ADMINISTRATIVE SERVICES MANAGER I</del>
1684L	4	<del>AFFIRMATIVE ACTION COMPLIANCE OFFR</del>
1683A	4	<del>CHF DEP AFFIRM ACTION COMP OFFR(UC)</del>
1681A	56	<del>DEPY AFFIRM ACTION COMPLIANCE OFFR</del>
1677A	3	<del>EQUAL EMPLOYMENT OPPORT COMPL INVR</del>
2120A	4	<del>EXECUTIVE SECRETARY I</del>
2214A	4	<del>INTERMEDIATE TYPIST CLERK</del>
1685A	2	<del>PRIN DEPUTY AFF ACTION COMP OFFR(UC)</del>
1682A	11	<del>SR DEPUTY AFFIRM ACTION COMPL OFF</del>

2114A	1	SENIOR MANAGEMENT SECRETARY I
2100A	1	SENIOR SECRETARY I
0913A	11	STAFF ASSISTANT II
8243F	1	STUDENT PROFESSIONAL WORKER I
8242F	1	STUDENT WORKER

**SECTION 2.** Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
0004C	<del>47</del>	<u>41</u>	AGRICULTURAL INSPECTOR AID
0011A	<del>49</del>	<u>48</u>	AGRIC/WEIGHTS & MEAS INSPECTOR III
4976A	6	<u>5</u>	LABORATORY ASSISTANT

**SECTION 3.** Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
0578A	<del>3</del>	<u>2</u>	ACCOUNT CLERK II
2989A	89	<u>85</u>	ANIMAL CARE ATTENDANT I
2214A	<del>29</del>	<u>27</u>	INTERMEDIATE TYPIST-CLERK

**SECTION X.** Section 6.38.010 (Assessor) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1898A	4	PERSONNEL OFFICER,ASSESSOR

**SECTION 4.** Section 6.38.010 (Assessor) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1045A	1	ADMINISTRATIVE DEPUTY II(UC)
1884A	1	DEPTL HUMAN RESOURCES MANAGER II

**SECTION 5.** Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1965F	6	22 APPRAISER SPECIALIST I
9989A	4	2 ASSISTANT ASSESSOR(UC)
1360A	56	55 OWNERSHIP CLERK II
1361A	54	61 OWNERSHIP SERVICES SPECIALIST
1805A	2	4 STAFF ASSISTANT,ASSESSOR

**SECTION 6.** Section 6.40.010 (Auditor-Controller) is hereby amended to delete

the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1842A	1	<del>DEPARTMENTAL PERSONNEL ASSISTANT</del>

**SECTION 7.** Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2343A	<del>3</del> <u>5</u>	PROCUREMENT AID
2344A	<del>6</del> <u>7</u>	PROCUREMENT ASSISTANT I
2347A	<del>4</del> <u>2</u>	PROCUREMENT ASSISTANT III

**SECTION 8.** Section 6.42.010 (Department of Beaches and Harbors – Beaches) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>0577A</del>	<del>4</del>	<del>ACCOUNT CLERK I</del>
<del>2343A</del>	<del>4</del>	<del>PROCUREMENT AID</del>
<del>2344A</del>	<del>4</del>	<del>PROCUREMENT ASSISTANT I</del>
<del>2347A</del>	<del>4</del>	<del>PROCUREMENT ASSISTANT III</del>
<del>2058A</del>	<del>4</del>	<del>REAL PROPERTY AGENT II</del>
<del>2101A</del>	<del>4</del>	<del>SENIOR SECRETARY II</del>

**SECTION 9.** Section 6.42.010 (Department of Beaches and Harbors – Beaches) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0978A</u>	<u>1</u>	<u>PROGRAM MANAGER II</u>

**SECTION 10.** Section 6.42.010 (Department of Beaches and Harbors – Beaches) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0913A	4 <u>2</u>	STAFF ASSISTANT II

**SECTION 11.** Section 6.42.011 (Department of Beaches and Harbors - Marina) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2061A</u>	<u>1</u>	<u>PRINCIPAL REAL PROPERTY AGENT</u>
<u>8796H</u>	<u>1</u>	<u>RECREATION SERVICES LEADER</u>

**SECTION 12.** Section 6.42.011 (Department of Beaches and Harbors – Marina) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647A	2 <u>1</u>	ACCOUNTANT II
0648A	4 <u>2</u>	ACCOUNTANT III

**SECTION 13.** Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1105A	4	<del>CHIEF, SPECIAL SERVICES, BD OF SUPVRS</del>

**SECTION 14.** Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2620A</u>	<u>1</u>	<u>DATABASE ADMINISTRATOR</u>
<u>1884A</u>	<u>1</u>	<u>DEPTL HUMAN RESOURCES MANAGER II</u>
<u>1120A</u>	<u>1</u>	<u>EXECUTIVE ASSISTANT</u>
<u>2526A</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>

**SECTION 15.** Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	<del>2</del> <u>1</u>	ADMINISTRATIVE ASSISTANT III
1117A	4	<del>2</del> <u>2</u> DEP EXEC OFFR,BD OPER,BD OF SUP(UC)
1112A	<del>2</del> <u>1</u>	SR INFO RESOURCE SPEC,BD OF SUPVRS
2560A	<del>4</del> <u>3</u>	SR NETWORK SYSTEMS ADMINISTRATOR
0960A	2	<del>3</del> <u>3</u> SR STAFF ANALYST,COMMISSION SERVS
0959A	4	<del>2</del> <u>2</u> STAFF ANALYST,COMMISSION SERVS

**SECTION 16.** Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1681A</u>	<u>4</u>	<u>DEPY AFFIRM ACTION COMPLIANCE OFFR</u>
<u>1677A</u>	<u>1</u>	<u>EQUAL EMPLOYMENT OPPORT COMPL INVR</u>
<u>1682A</u>	<u>1</u>	<u>SR DEPUTY AFFIRM ACTION COMPL OFF</u>

**SECTION 17.** Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0845A	34 <u>32</u>	MANAGER,CEO
0830A	84 <u>83</u>	PRINCIPAL ANALYST,CEO
0829A	54 <u>55</u>	SENIOR ANALYST,CEO
2059A	46 <u>15</u>	SENIOR REAL PROPERTY AGENT
0853A	9 <u>10</u>	SPECIAL SERVICES ASSISTANT IV

**SECTION X.** Section 6.51.010 (Chief Information Officer) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2566A</del>	<del>4</del>	<del>CHIEF INFORMATION SECURITY OFFICER</del>

**SECTION X.** Section 6.51.010 (Chief Information Officer) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2582A</u>	<u>1</u>	<u>CHIEF INFORMATION SECURITY OFFICER(UC)</u>

**SECTION 18.** Section 6.51.010 (Chief Information Officer) is hereby amended to change the number of ordinance positions for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
2563A	3 <u>2</u>	INFO TECHNOLOGY CONSULTANT,CIO

**SECTION 19.** Section 6.52.010 (Department of Coroner) is hereby amended to change the number of ordinance positions for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
6763A	3 <u>2</u>	INSTITUTIONAL HELPER

**SECTION 20.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2575A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER I</u>
<u>2526N</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>

**SECTION 21.** 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
9086N	<del>4</del> <u>5</u>	CHILDREN SERVICES ADMINISTRATOR I
9073C	<del>104</del> <u>107</u>	CHILDREN'S SOCIAL WORKER III
9073N	<del>93</del> <u>94</u>	CHILDREN'S SOCIAL WORKER III
2595A	6 <u>5</u>	INFORMATION SYSTEMS SUPERVISOR I
2214N	<del>30</del> <u>31</u>	INTERMEDIATE TYPIST-CLERK

**SECTION 22.** Section 6.55.010 (Child Support Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>0657A</del>	<del>4</del>	<del>ACCOUNTING OFFICER II</del>
2347A	4	PROCUREMENT ASSISTANT III

**SECTION X.** Section 6.55.010 (Child Support Services Department) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<b>0752A</b>	<b>1</b>	<b>FISCAL OFFICER I</b>

**SECTION 23.** Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	<del>40</del> <u>6</u>	ADMINISTRATIVE ASSISTANT III
9008A	<del>4</del> <u>3</u>	APPEALS HEARING SPECIALIST
1623A	<del>8</del> <u>6</u>	AREA ADMINISTRATOR,CHILD SUPPORT SERVS
9286A	<del>33</del> <u>32</u>	ATTORNEY III,CHILD SUPPORT SERVS
9287A	<del>23</del> <u>22</u>	ATTORNEY IV,CHILD SUPPORT SERVS
1614A	<del>844</del> <u>791</u>	CHILD SUPPORT OFFICER II
1615A	<del>174</del> <u>156</u>	CHILD SUPPORT OFFICER III
1731A	<del>2</del> <u>1</u>	DIVISION ADMR,CHILD SUPPORT SVCS
1618A	<del>33</del> <u>31</u>	HEAD CHILD SUPPORT OFFICER
1138A	<del>12</del> <u>11</u>	INTERMEDIATE CLERK
2214A	<del>254</del> <u>236</u>	INTERMEDIATE TYPIST-CLERK
2161A	<del>34</del> <u>26</u>	LEGAL OFFICE SUPPORT ASSISTANT II
2526A	<del>6</del> <u>5</u>	PRINCIPAL APPLICATION DEVELOPER
2096A	<del>5</del> <u>4</u>	SECRETARY III
2098A	<del>8</del> <u>7</u>	SECRETARY V
2593A	<del>4</del> <u>3</u>	SENIOR INFORMATION SYSTEMS ANALYST
2547A	<del>7</del> <u>5</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
2102A	<del>2</del> <u>1</u>	SENIOR SECRETARY III
1616A	<del>124</del> <u>117</u>	SUPERVISING CHILD SUPPORT OFFICER

**SECTION 24.** Section 6.58.010 (Department of Community and Senior Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647N	3	ACCOUNTANT II
0642N	4	ACCOUNTING TECHNICIAN I
0887F	5	ADMINISTRATIVE ASSISTANT I
8108A	4	COMMUNITY SERVICES COUNSELOR
4803N	4	NUTRITIONIST II

**SECTION 25.** Section 6.58.010 (Department of Community and Senior Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
8190A	<del>19</del> <u>18</u>	COMMUNITY SERVICES ANALYST II	
2214N	24	<u>19</u>	INTERMEDIATE TYPIST-CLERK
8123A	44	<u>10</u>	SENIOR HUMAN RELATIONS CONSULTANT
8243F	<del>18</del> <u>1</u>	STUDENT PROFESSIONAL WORKER I	
8242F	<del>28</del> <u>20</u>	STUDENT WORKER	

**SECTION X.** Section 6.64.010 (County Counsel) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1006A	1	ADMINISTRATIVE DEPUTY, CO COUNSEL
1072A	1	HD, PERSONNEL & SPECIAL SERVS, CO CO

**SECTION X.** Section 6.64.010 (County Counsel) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1044A	1	ADMINISTRATIVE DEPUTY II
1884A	1	DEPTL HUMAN RESOURCES MANAGER II

**SECTION 26.** Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9207A	468 <u>169</u>	SENIOR DEPUTY COUNTY COUNSEL

**SECTION X.** Section 6.70.010 (District Attorney) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>9956A</del>	<del>1</del>	<del>ADMINISTRATIVE DEPUTY, DA(UC)</del>
<del>1897A</del>	<del>1</del>	<del>PERSONNEL OFFICER, DA</del>

**SECTION 27.** Section 6.70.010 (District Attorney) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1059A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY III(UC)</u>
<u>1004A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER III</u>
<u>1884A</u>	<u>1</u>	<u>DEPTL HUMAN RESOURCES MANAGER II</u>

**SECTION 28.** Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
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**POSITIONS**

9273A	<del>370</del>	<u>367</u>	DEPUTY DISTRICT ATTORNEY III
9274A	<del>326</del>	<u>325</u>	DEPUTY DISTRICT ATTORNEY IV
2214A	<del>66</del>	<u>65</u>	INTERMEDIATE TYPIST-CLERK
2889N	<del>3</del>	<u>1</u>	INVESTIGATOR,DA
2160A	<del>147</del>	<u>146</u>	LEGAL OFFICE SUPPORT ASSISTANT I
2111A	<del>44</del>	<u>10</u>	MANAGEMENT SECRETARY V
2098A	<del>42</del>	<u>11</u>	SECRETARY V
2890A	<del>197</del>	<u>183</u>	SENIOR INVESTIGATOR,DA
2890N	<del>28</del>	<u>23</u>	SENIOR INVESTIGATOR,DA
7068A	<del>2</del>	<u>1</u>	SENIOR PHOTOCOPY MACHINE OPERATOR
2102A	<del>40</del>	<u>9</u>	SENIOR SECRETARY III
2216A	<del>29</del>	<u>28</u>	SENIOR TYPIST-CLERK
2891A	<del>34</del>	<u>32</u>	SUPVG INVESTIGATOR,DA
1566A	<del>7</del>	<u>5</u>	VICTIM SERVICES REPRESENTATIVE II

**SECTION 29.** Section 6.76.010 (Fire Department – Executive Budget) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0208A	<del>40</del>	<u>6</u>	BATTALION CHIEF(56 HOURS)
0205A	<del>22</del>	<u>17</u>	FIRE CAPTAIN(56 HOURS)

**SECTION 30.** Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>1049A</del>	<del>4</del>	<del>CHIEF, STAFF SUPPORT OPERATIONS, FIRE</del>
2561A	4	PRINCIPAL NETWORK SYSTEMS ADMIN
3527A	4	SENIOR ASST TELECOM SYSTEM ENGINEER

**SECTION X.** Section 6.76.011 (Fire Department – Administrative Budget) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1885A</u>	<u>1</u>	<u>DEPTL HUMAN RESOURCES MANAGER III</u>

**SECTION X.** Section 6.76.012 (Fire Department – Health hazardous materials Budget) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
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**SECTION X. Section 6.76.012 (Fire Department –Health hazardous materials**

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
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**SECTION X. Section 6.76.012 (Fire Department –Health hazardous materials**

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4401A	<del>74</del> <u>65</u>	HAZARDOUS MATERIALS SPECIALIST II
4402A	<del>15</del> <u>24</u>	HAZARDOUS MATERIALS SPECIALIST III

**SECTION 31.** Section 6.76.014 (Fire Department – Operations Budget) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0208A	<del>69</del>	<u>73</u>	BATTALION CHIEF(56 HOURS)
0205A	<del>624</del>	<u>629</u>	FIRE CAPTAIN(56 HOURS)

**SECTION 32.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>1004N</u>	<u>1</u>		<u>ADMINISTRATIVE SERVICES MANAGER III</u>

**SECTION 33.** 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
0889A	<del>6</del>	<u>7</u>	ADMINISTRATIVE ASSISTANT III
0889N	14	<u>13</u>	ADMINISTRATIVE ASSISTANT III
1004A	<del>4</del>	<u>3</u>	ADMINISTRATIVE SERVICES MANAGER III
8103N	49	<u>48</u>	COMMUNITY WORKER

4614A	9	<u>8</u>	CONTRACT PROGRAM AUDITOR
4614N	11	<u>12</u>	CONTRACT PROGRAM AUDITOR
2214A	<del>166</del>	<u>167</u>	INTERMEDIATE TYPIST-CLERK
2109A	3	<u>2</u>	MANAGEMENT SECRETARY III
5776N	4	<u>5</u>	PRIN RADIATION PROTECTION SPEC
8971N	4	<u>5</u>	RESEARCH ANALYST I,BEHAVIOR SCI
8973N	26	<u>25</u>	RESEARCH ANALYST III,BEHAVIOR SCI
4594A	8	<u>9</u>	SENIOR STAFF ANALYST,HEALTH
4594N	8	<u>7</u>	SENIOR STAFF ANALYST,HEALTH
2216A	42	<u>43</u>	SENIOR TYPIST-CLERK

**SECTION 34.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>5455A</del>	11	<del>PHYSICIAN SPECIALIST(MEGAFLEX)</del>
<del>5455G</del>	4	<del>PHYSICIAN SPECIALIST(MEGAFLEX)</del>

**SECTION 35.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>1153A</u>	<u>6</u>	<u>HEALTHCARE INTERPRETER</u>
<u>5476A</u>	<u>11</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476C</u>	<u>1</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>

**SECTION 36.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0578A	<del>10</del> <u>9</u>	ACCOUNT CLERK II
2096A	<del>8</del> <u>7</u>	SECRETARY III

**SECTION 37.** Section 6.78.035 (Department of Health Services – Juvenile court health services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5455A	5	PHYSICIAN SPECIALIST(MEGAFLEX)

**SECTION 38.** Section 6.78.035 (Department of Health Services – Juvenile court health services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6022A</u>	<u>2</u>	<u>LIGHT VEHICLE DRIVER</u>
<u>5476A</u>	<u>7</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>

**SECTION 39.** Section 6.78.035 (Department of Health Services – Juvenile court health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5087A	4	<u>2</u> CLINIC NURSING ATTENDANT I
1138A	25	<u>27</u> INTERMEDIATE CLERK
2214A	44	<u>13</u> INTERMEDIATE TYPIST-CLERK

5512A	5	<u>6</u>	PHARMACIST
5504A	3	<u>4</u>	PHARMACY TECHNICIAN
4977A	4	<u>2</u>	PHLEBOTOMY TECHNICIAN I
5133A	<del>55</del>	<u>60</u>	REGISTERED NURSE I
5134A	<del>47</del>	<u>49</u>	REGISTERED NURSE II
5135A	44	<u>12</u>	REGISTERED NURSE III
5329A	43	<u>16</u>	SUPERVISING CLINIC NURSE I

**SECTION 40.** Section 6.78.055 (Department of Health Services – Coastal cluster) is hereby amended to read as follows:

**Chapter 6.78 DEPARTMENT OF HEALTH SERVICES**

...

6.78.055 ~~Coastal cluster~~ MetroCare Network - Positions.

...

**SECTION 41.** Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4776N	4	DENTAL DIRECTOR I
4112N	4	DEPARTMENTAL FACILITIES PLANNER II
6685N	<del>4</del>	<del>MANAGER I, FACILITIES OPNS &amp; CRAFTS</del>
6687N	4	<del>MGR III, FACILITIES OPNS &amp; CRAFTS</del>

5475A	2	PHYSICIAN,MD
5475F	36	PHYSICIAN,MD
5455A	205	PHYSICIAN SPECIALIST(MEGAFLEX)
5455F	22	PHYSICIAN SPECIALIST(MEGAFLEX)
5455N	3	PHYSICIAN SPECIALIST(MEGAFLEX)
2593N	4	SENIOR INFORMATION SYSTEMS ANALYST
2102N	4	SENIOR SECRETARY III
2373N	4	SUPPLY OFFICER I
2332N	5	WAREHOUSE WORKER II

**SECTION 42.** Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0647A</u>	<u>9</u>	<u>ACCOUNTANT II</u>
<u>0658A</u>	<u>7</u>	<u>ACCOUNTING OFFICER III</u>
<u>8077A</u>	<u>2</u>	<u>ASST HOSPITAL ADMINR,GENERAL HOSP</u>
<u>5287A</u>	<u>1</u>	<u>ASST NURSING DIRECTOR,EDUCATION</u>
<u>8073A</u>	<u>2</u>	<u>ASSOCIATE HOSPITAL ADMINISTRATOR I</u>
<u>5896A</u>	<u>1</u>	<u>AUDIOLOGIST II</u>
<u>5304A</u>	<u>1</u>	<u>CHIEF NURSING OFFICER I</u>
<u>5465A</u>	<u>1</u>	<u>CHIEF PHYSICIAN I(NO SPECIALTY)</u>

<u>5064A</u>	<u>4</u>	<u>CLINIC DRIVER</u>
<u>5090F</u>	<u>3</u>	<u>CLINIC LICENSED VOCATIONAL NURSE I</u>
<u>5090N</u>	<u>2</u>	<u>CLINIC LICENSED VOCATIONAL NURSE I</u>
<u>9024A</u>	<u>1</u>	<u>CLINICAL SOCIAL WORK CONSULTANT</u>
<u>8103N</u>	<u>2</u>	<u>COMMUNITY WORKER</u>
<u>6778A</u>	<u>5</u>	<u>CUSTODIAN SUPERVISOR</u>
<u>6776A</u>	<u>1</u>	<u>CUSTODIAN WORKING SUPERVISOR</u>
<u>4112A</u>	<u>1</u>	<u>DEPARTMENTAL FACILITIES PLANNER II</u>
<u>6769A</u>	<u>2</u>	<u>FLOOR CARE SPECIALIST</u>
<u>6781A</u>	<u>1</u>	<u>HEAD CUSTODIAN SUPERVISOR</u>
<u>4848A</u>	<u>1</u>	<u>HEALTH EDUCATOR</u>
<u>1409A</u>	<u>1</u>	<u>HEALTH INFO MANAGEMENT SUPERVISOR</u>
<u>8082A</u>	<u>1</u>	<u>HOSPITAL ADMINISTRATOR I(UC)</u>
<u>2565A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2571A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2598A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>6763O</u>	<u>2</u>	<u>INSTITUTIONAL HELPER</u>
<u>1254A</u>	<u>2</u>	<u>INTERMEDIATE CASHIER</u>
<u>2109A</u>	<u>1</u>	<u>MANAGEMENT SECRETARY III</u>
<u>6686A</u>	<u>1</u>	<u>MANAGER II,FACILITIES OPNS &amp; CRAFTS</u>
<u>6688A</u>	<u>1</u>	<u>MANAGER IV,FACILITIES OPNS &amp; CRAFTS</u>
<u>9001A</u>	<u>1</u>	<u>MEDICAL CASE WORKER I</u>
<u>2405A</u>	<u>1</u>	<u>MEDICAL CENTER MATERIALS MANAGER</u>

<u>3571A</u>	<u>1</u>	<u>MEDICAL ELECTRONICS EQUIPMENT SPEC</u>
<u>1394A</u>	<u>1</u>	<u>MEDICAL RECORDS DIRECTOR I</u>
<u>5215A</u>	<u>1</u>	<u>NURSE TRAINING CONSULTANT</u>
<u>4981A</u>	<u>1</u>	<u>PHLEBOTOMY TECHNICIAN II</u>
<u>5047N</u>	<u>2</u>	<u>PHYSICIAN ASSISTANT</u>
<u>5474A</u>	<u>2</u>	<u>PHYSICIAN,MD(NON MEGAFLEX)</u>
<u>5474F</u>	<u>37</u>	<u>PHYSICIAN,MD(NON MEGAFLEX)</u>
<u>5476A</u>	<u>271</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476F</u>	<u>24</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476N</u>	<u>5</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>2526A</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>
<u>2594A</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2552A</u>	<u>1</u>	<u>PRINCIPAL OPERATING SYSTEMS ANALYST</u>
<u>0977N</u>	<u>1</u>	<u>PROGRAM MANAGER I</u>
<u>4604A</u>	<u>2</u>	<u>PROGRAMS ADMINISTRATOR,HEALTH SERVS</u>
<u>5230A</u>	<u>6</u>	<u>PUBLIC HEALTH NURSE</u>
<u>5236N</u>	<u>1</u>	<u>PUBLIC HEALTH NURSING SUPERVISOR</u>
<u>1598A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSISTANT</u>
<u>5133F</u>	<u>1</u>	<u>REGISTERED NURSE I</u>
<u>0666A</u>	<u>7</u>	<u>SENIOR ACCOUNTING SYSTEMS TECH</u>
<u>2525A</u>	<u>1</u>	<u>SENIOR APPLICATION DEVELOPER</u>
<u>9019N</u>	<u>2</u>	<u>SENIOR CLINICAL SOCIAL WORKER</u>
<u>8104N</u>	<u>1</u>	<u>SENIOR COMMUNITY WORKER I</u>

<u>6780A</u>	<u>1</u>	<u>SENIOR CUSTODIAN SUPERVISOR</u>
<u>4850A</u>	<u>2</u>	<u>SENIOR HEALTH EDUCATOR</u>
<u>5597A</u>	<u>1</u>	<u>SENIOR ORTHOPEDIC TECHNICIAN</u>
<u>5051A</u>	<u>1</u>	<u>SENIOR PHYSICIAN ASSISTANT</u>
<u>2101A</u>	<u>2</u>	<u>SENIOR SECRETARY II</u>
<u>5330A</u>	<u>1</u>	<u>SUPERVISING CLINIC NURSE II</u>

**SECTION 43.** Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0657A	4 <u>2</u>	ACCOUNTING OFFICER II
0642A	34 <u>1</u>	ACCOUNTING TECHNICIAN I
0643A	4 <u>6</u>	ACCOUNTING TECHNICIAN II
0888A	2 <u>3</u>	ADMINISTRATIVE ASSISTANT II
0889A	2 <u>6</u>	ADMINISTRATIVE ASSISTANT III
8049A	4 <u>2</u>	ADMR,COMP AMBULATORY HLTH CARE CTR
8048A	4 <u>3</u>	ASST ADMR,COMP AMBUL HLTH CARE CTR
8041A	4 <u>3</u>	ASST HOSPITAL ADMINISTRATOR II
8042A	3 <u>5</u>	ASST HOSPITAL ADMINISTRATOR III
8044A	2 <u>3</u>	ASSISTANT HOSPITAL ADMINISTRATOR IV
5295A	7 <u>10</u>	ASST NURSING DIR,ADMINISTRATION

8075A	2	<u>3</u>	ASSOCIATE HOSPITAL ADMINISTRATOR II
4979A	5	<u>6</u>	BLOOD GAS LABORATORY TECHNICIAN I
5545A	44	<u>13</u>	CARDIAC ELECTRODIAGNOSTIC TECH I
5547A	4	<u>2</u>	CARDIAC ELECTRODIAGNOSTIC TECH III
1253A	4	<u>5</u>	CASHIER
5083A	24	<u>28</u>	CENTRAL SERVICES TECHNICIAN II
5457A	8	<u>12</u>	CHIEF PHYSICIAN I
5458A	4	<u>5</u>	CHIEF PHYSICIAN II
5815A	4	<u>2</u>	CHIEF RADIOLOGIC TECHNOLOGIST I
5879A	2	<u>3</u>	CHILD LIFE SPECIALIST
5090A	12	<u>54</u>	CLINIC LICENSED VOCATIONAL NURSE I
5094A	2	<u>11</u>	CLINIC LICENSED VOCATIONAL NURSE II
5094N	4	<u>2</u>	CLINIC LICENSED VOCATIONAL NURSE II
5094O	4	<u>3</u>	CLINIC LICENSED VOCATIONAL NURSE II
5087A	3	<u>55</u>	CLINIC NURSING ATTENDANT I
5088A	15	<u>90</u>	CLINIC NURSING ATTENDANT II
5468J	2	<u>4</u>	CLINIC PHYSICIAN,MD(PER SESSION)
4895A	73	<u>107</u>	CLINICAL LABORATORY SCIENTIST I
4896A	16	<u>22</u>	CLINICAL LABORATORY SCIENTIST II
5299A	4	<u>2</u>	CLINICAL NURSING DIRECTOR II
5513A	15	<u>17</u>	CLINICAL PHARMACIST
9013A	10	<u>15</u>	CLINICAL SOCIAL WORKER
9180A	4	<u>6</u>	COMMUNITY HEALTH PLAN MARKETING REP

8103A	3	<u>12</u>	COMMUNITY WORKER
5472J	5	<u>9</u>	CONSULTING SPECIALIST,MD(PER SESS)
0927A	4	<u>3</u>	CREDENTIALING SPECIALIST
6774A	4	<u>67</u>	CUSTODIAN
4776A	4	<u>2</u>	DENTAL DIRECTOR I
5794A	8	<u>16</u>	DIAGNOSTIC ULTRASOUND TECHNICIAN
5561A	2	<u>3</u>	ELECTROENCEPHALOGRAPH TECHNICIAN II
0752A	3	<u>5</u>	FISCAL OFFICER I
0755A	4	<u>2</u>	FISCAL OFFICER II,HS
1179A	7	<u>8</u>	HEAD CLERK
5591A	4	<u>2</u>	HEAD RESPIRATORY CARE PRACTITIONER
0672A	7	<u>12</u>	HEALTH CARE FINANCIAL ANALYST
4846A	4	<u>7</u>	HEALTH EDUCATION ASSISTANT
1416A	7	<u>44</u>	HEALTH INFORMATION ASSOCIATE
1418A	6	<u>9</u>	HEALTH INFO SENIOR TECHNICIAN
1417A	<del>12</del>	<u>21</u>	HEALTH INFORMATION TECHNICIAN
1153A	2	<u>3</u>	HEALTHCARE INTERPRETER
2591A	<del>12</del>	<u>19</u>	INFORMATION SYSTEMS ANALYST II
2588A	4	<u>5</u>	INFORMATION SYSTEMS ANALYST AID
2584A	2	<u>3</u>	INFORMATION TECHNOLOGY AIDE
2546A	3	<u>8</u>	IT TECHNICAL SUPPORT ANALYST II
1138A	<del>187</del>	<u>230</u>	INTERMEDIATE CLERK
1176A	5	<u>9</u>	INTERMEDIATE SUPERVISING CLERK

2221A	14	<u>16</u>	INTERMEDIATE SUPVGT TYPIST-CLERK
2214A	<del>189</del>	<u>302</u>	INTERMEDIATE TYPIST-CLERK
2214N	4	<u>4</u>	INTERMEDIATE TYPIST-CLERK
4976A	<del>43</del>	<u>51</u>	LABORATORY ASSISTANT
4902A	4	<u>2</u>	LABORATORY QUALITY CONTROL COORD
4983A	4	<u>2</u>	LABORATORY SUPPORT SUPERVISOR I
5104A	<del>111</del>	<u>119</u>	LICENSED VOCATIONAL NURSE I
6685A	3	<u>7</u>	MANAGER I,FACILITIES OPNS & CRAFTS
6687A	4	<u>2</u>	MGR III,FACILITIES OPNS & CRAFTS
5463A	4	<u>2</u>	MEDICAL DIRECTOR I
2135A	<del>12</del>	<u>16</u>	MEDICAL SECRETARY
2209A	24	<u>34</u>	MEDICAL TRANSCRIBER TYPIST
6049A	4	<u>7</u>	MEDIUM TRUCK DRIVER
2559A	5	<u>10</u>	NETWORK SYSTEMS ADMINISTRATOR II
5803A	7	<u>9</u>	NUCLEAR MEDICINE TECHNOLOGIST II
5286A	<del>31</del>	<u>44</u>	NURSE MANAGER
5359A	7	<u>10</u>	NURSE-MIDWIFE
5121A	84	<u>118</u>	NURSE PRACTITIONER
5121N	3	<u>6</u>	NURSE PRACTITIONER
5098A	<del>15</del>	<u>16</u>	NURSING ATTENDANT I
5100A	<del>120</del>	<u>122</u>	NURSING ATTENDANT II
5214A	4	<u>4</u>	NURSING INSTRUCTOR
5857A	2	<u>3</u>	OCCUPATIONAL THERAPIST II

5859A	4	<u>2</u>	OCCUPATIONAL THERAPY SUPERVISOR I
5595A	6	<u>9</u>	ORTHOPEDIC TECHNICIAN
5612A	4	<u>2</u>	ORTHOPTIC TECHNICIAN
9189A	<del>16</del>	<u>17</u>	PATIENT FINANCIAL SERVS CONT WKR
9193A	<del>48</del>	<u>58</u>	PATIENT FINANCIAL SERVS WORKER
9192A	<del>140</del>	<u>181</u>	PATIENT RESOURCES WORKER
5512A	<del>34</del>	<u>50</u>	PHARMACIST
5501A	8	<u>11</u>	PHARMACY HELPER
5529A	4	<u>3</u>	PHARMACY SERVICES CHIEF II
5516A	6	<u>11</u>	PHARMACY SUPERVISOR I
5504A	<del>26</del>	<u>44</u>	PHARMACY TECHNICIAN
4986A	4	<u>2</u>	PHLEBOTOMY SERVICE SUPERVISOR
4977A	<del>34</del>	<u>46</u>	PHLEBOTOMY TECHNICIAN I
5836A	4	<u>3</u>	PHYSICAL THERAPIST ASSISTANT
5837A	5	<u>9</u>	PHYSICAL THERAPIST I
5839A	2	<u>4</u>	PHYSICAL THERAPIST II
5827A	4	<u>2</u>	PHYSICAL THERAPY CHIEF I
5843A	4	<u>2</u>	PHYSICAL THERAPY SUPERVISOR I
5047A	7	<u>21</u>	PHYSICIAN ASSISTANT
2343A	2	<u>3</u>	PROCUREMENT AID
2344A	<del>10</del>	<u>11</u>	PROCUREMENT ASSISTANT I
2346A	2	<u>1</u>	PROCUREMENT ASSISTANT II
5237A	4	<u>2</u>	PROGRAM SPECIALIST,PUB HLTH NURSING

5568A	4	<u>2</u>	PULMONARY PHYSIOLOGY TECHNICIAN II
5801A	4	<u>2</u>	RADIATION THERAPY TECHNOLOGIST
5798A	<del>42</del>	<u>66</u>	RADIOLOGIC TECHNOLOGIST
5798F	4	<u>2</u>	RADIOLOGIC TECHNOLOGIST
7071A	4	<u>3</u>	RADIOLOGY PHOTOGRAPHIC ASSISTANT
5133A	<del>394</del>	<u>474</u>	REGISTERED NURSE I
5133N	2	<u>5</u>	REGISTERED NURSE I
5134A	<del>296</del>	<u>359</u>	REGISTERED NURSE II
5135A	74	<u>95</u>	REGISTERED NURSE III
5882A	3	<u>6</u>	REHABILITATION THERAPY TECHNICIAN
5588A	4	<u>5</u>	RESPIRATORY CARE PRACTITIONER
3033A	2	<u>3</u>	SAFETY ASSISTANT
2095A	2	<u>3</u>	SECRETARY II
2096A	5	<u>9</u>	SECRETARY III
2097A	5	<u>7</u>	SECRETARY IV
1140A	24	<u>36</u>	SENIOR CLERK
1140N	4	<u>2</u>	SENIOR CLERK
9019A	8	<u>9</u>	SENIOR CLINICAL SOCIAL WORKER
0722A	4	<u>4</u>	SENIOR HEALTH SERVS FISCAL ANALYST
2593A	9	<u>21</u>	SENIOR INFORMATION SYSTEMS ANALYST
2547A	2	<u>3</u>	SENIOR IT TECHNICAL SUPPORT ANALYST
4980A	4	<u>2</u>	SENIOR LABORATORY ASSISTANT
2560A	3	<u>5</u>	SR NETWORK SYSTEMS ADMINISTRATOR

5456A	<del>20</del>	<u>31</u>	SENIOR PHYSICIAN
5589A	<del>25</del>	<u>27</u>	SR RESPIRATORY CARE PRACTITIONER
2102A	5	<u>9</u>	SENIOR SECRETARY III
2103A	4	<u>2</u>	SENIOR SECRETARY IV
2216A	<del>37</del>	<u>53</u>	SENIOR TYPIST-CLERK
2390A	3	<u>1</u>	SERVICE UNIT MATERIALS MANAGER II
5889A	2	<u>3</u>	SPEECH PATHOLOGIST II
0907A	7	<u>9</u>	STAFF ASSISTANT I
0913A	9	<u>13</u>	STAFF ASSISTANT II
1174A	3	<u>4</u>	SUPERVISING CLERK
5329A	<del>12</del>	<u>36</u>	SUPERVISING CLINIC NURSE I
4903A	8	<u>12</u>	SUPVG CLINICAL LAB SCIENTIST I
4904A	4	<u>2</u>	SUPVG CLINICAL LAB SCIENTIST II
4905A	4	<u>3</u>	SUPVG CLINICAL LAB SCIENTIST III
2184A	-4	<u>5</u>	SUPERVISING MEDICAL STENOGRAPHER
2210A	-4	<u>5</u>	SUPVG MEDICAL TRANSCRIBER TYPIST
9194A	<del>15</del>	<u>17</u>	SUPVG PATIENT FIN SERVICE WORKER I
9195A	3	<u>5</u>	SUPVG PATIENT FIN SERVICE WORKER II
5804A	-4	<u>7</u>	SUPVG RADIOLOGIC TECHNOLOGIST I
5810A	2	<u>5</u>	SUPVG RADIOLOGIC TECHNOLOGIST II
5587A	-4	<u>5</u>	SUPVG RESPIRATORY CARE PRACTITIONER
2219A	<del>10</del>	<u>15</u>	SUPERVISING TYPIST-CLERK
2373A	2	<u>3</u>	SUPPLY OFFICER I

5111A	<del>28</del>	<u>36</u>	SURGICAL TECHNICIAN
2424A	2	<u>3</u>	TELEPHONE OPERATIONS SUPERVISOR I
2425A	4	<u>2</u>	TELEPHONE OPERATIONS SUPERVISOR II
2420A	-4	<u>10</u>	TELEPHONE OPERATOR
4954A	5	<u>6</u>	TISSUE ANALYSIS TECHNICIAN I
4955A	<del>3</del>	<u>4</u>	TISSUE ANALYSIS TECHNICIAN II
5613A	<del>3</del>	<u>4</u>	UROLOGY TECHNICIAN I
2332A	4	<u>6</u>	WAREHOUSE WORKER II

**SECTION 44.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>5579A</del>	4	<del>NEPHROLOGY TECHNICIAN</del>
<del>5475F</del>	5	<del>PHYSICIAN,MD</del>
<del>5455A</del>	102	<del>PHYSICIAN SPECIALIST(MEGAFLEX)</del>
<del>5455N</del>	4	<del>PHYSICIAN SPECIALIST(MEGAFLEX)</del>
<del>0922A</del>	4	<del>STAFF ASSISTANT,NURSING</del>

**SECTION 45.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>5474F</u>	<u>5</u>	<u>PHYSICIAN,MD(NON MEGAFLEX)</u>
<u>5476A</u>	<u>99</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476N</u>	<u>1</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>

**SECTION 46.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
5090A	<del>56</del> <u>54</u>	CLINIC LICENSED VOCATIONAL NURSE I
5087A	<del>43</del> <u>37</u>	CLINIC NURSING ATTENDANT I
5088A	<del>29</del> <u>26</u>	CLINIC NURSING ATTENDANT II
6619A	<del>46</del> <u>15</u>	GENERAL MAINTENANCE WORKER
5590A	<del>44</del> <u>13</u>	LEAD RESPIRATORY CARE PRACTITIONER
5286A	<del>82</del> <u>77</u>	NURSE MANAGER
5121A	<del>85</del> <u>90</u>	NURSE PRACTITIONER
5100A	<del>277</del> <u>276</u>	NURSING ATTENDANT II
5047A	<del>74</del> <u>69</u>	PHYSICIAN ASSISTANT
5133A	<del>942</del> <u>911</u>	REGISTERED NURSE I

5135A	484	<u>183</u>	REGISTERED NURSE III
2593A	7	<u>9</u>	SENIOR INFORMATION SYSTEMS ANALYST

**SECTION 47.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>5475A</del>	<del>4</del>	<del>PHYSICIAN,MD</del>
<del>5475F</del>	<del>44</del>	<del>PHYSICIAN,MD</del>
<del>5455A</del>	<del>54</del>	<del>PHYSICIAN SPECIALIST(MEGAFLEX)</del>

**SECTION 48.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5474A</u>	<u>1</u>	<u>PHYSICIAN,MD(NON MEGAFLEX)</u>
<u>5474F</u>	<u>11</u>	<u>PHYSICIAN,MD(NON MEGAFLEX)</u>
<u>5476A</u>	<u>51</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>

**SECTION 49.** Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to read as follows:

**Chapter 6.78 DEPARTMENT OF HEALTH SERVICES**

...

6.78.070 ~~San Fernando Valley cluster~~ ValleyCare Network – Positions.

...

**SECTION 50.** Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to delete the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
5475F	15	PHYSICIAN,MD
5455A	186	PHYSICIAN SPECIALIST(MEGAFLEX)
5455F	10	PHYSICIAN SPECIALIST(MEGAFLEX)
5455N	3	PHYSICIAN SPECIALIST(MEGAFLEX)
5589F	2	SR RESPIRATORY CARE PRACTITIONER

**SECTION 51.** Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>5474F</u>	<u>15</u>	<u>PHYSICIAN,MD(NON-MEGAFLEX)</u>
<u>5476A</u>	<u>186</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476F</u>	<u>10</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>5476N</u>	<u>3</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>

**SECTION 52.** Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
2593A	<del>4</del> <u>5</u>	SENIOR INFORMATION SYSTEMS ANALYST
5589A	<del>22</del> <u>23</u>	SR RESPIRATORY CARE PRACTITIONER

**SECTION 53.** Section 6.78.075 (Department of Health Services – Southwest cluster) is hereby deleted in its entirety:

**6.78.075 Southwest cluster--Positions.**

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	1	<del>ADMINISTRATIVE ASSISTANT II</del>
0889A	-4	<del>ADMINISTRATIVE ASSISTANT III</del>
8049A	1	<del>ADMR,COMP AMBULATORY HLTH CARE CTR</del>
8048A	2	<del>ASST ADMR,COMP AMBUL HLTH CARE CTR</del>
8041A	1	<del>ASSISTANT HOSPITAL ADMINSTRATOR II</del>
8042A	1	<del>ASST HOSPITAL ADMINISTRATOR III</del>
8044A	1	<del>ASSISTANT HOSPITAL ADMINISTRATOR IV</del>
5295A	2	<del>ASST NURSING DIR,ADMINISTRATION</del>
5287A	1	<del>ASST NURSING DIRECTOR EDUCATION</del>
5896A	1	<del>AUDIOLOGIST II</del>
4979A	1	<del>BLOOD GAS LABORATORY TECHNICIAN I</del>
5545A	2	<del>CARDIAC ELECTRODIAGNOSTIC TECH I</del>
5547A	1	<del>CARDIAC ELECTRODIAGNOSTIC TECH III</del>
1253A	-4	<del>CASHIER</del>
5083A	-4	<del>CENTRAL SERVICES TECHNICIAN II</del>
5304A	1	<del>CHIEF NURSING OFFICER I</del>
5457A	-4	<del>CHIEF PHYSICIAN I</del>
5458A	1	<del>CHIEF PHYSICIAN II</del>

5465A	1	CHIEF PHYSICIAN I(NO SPECIALTY)
5815A	1	CHIEF RADIOLOGIC TECHNOLOGIST I
5879A	1	CHILD LIFE SPECIALIST
5064A	-4	CLINIC DRIVER
5090A	-42	CLINIC LICENSED VOCATIONAL NURSE I
5090F	3	CLINIC LICENSED VOCATIONAL NURSE I
5090N	2	CLINIC LICENSED VOCATIONAL NURSE I
5094A	8	CLINIC LICENSED VOCATIONAL NURSE II
5094N	1	CLINIC LICENSED VOCATIONAL NURSE II
5094O	2	CLINIC LICENSED VOCATIONAL NURSE II
5087A	53	CLINIC NURSING ATTENDANT I
5088A	75	CLINIC NURSING ATTENDANT II
5468J	2	CLINIC PHYSICIAN,MD(PER SESSION)
4895A	34	CLINICAL LABORATORY SCIENTIST I
4896A	6	CLINICAL LABORATORY SCIENTIST II
5299A	1	CLINICAL NURSING DIRECTOR II
5513A	2	CLINICAL PHARMACIST
9024A	1	CLINICAL SOCIAL WORK CONSULTANT
9013A	5	CLINICAL SOCIAL WORKER
9180A	5	COMMUNITY HEALTH PLAN MARKETING REP
8103A	9	COMMUNITY WORKER
8103N	2	COMMUNITY WORKER
5472J	-4	CONSULTING SPECIALIST,MD(PER SESS)

0927A	2	CREDENTIALING SPECIALIST
6774A	63	CUSTODIAN
6778A	5	CUSTODIAN SUPERVISOR
6776A	1	CUSTODIAN WORKING SUPERVISOR
7072A	1	DARKROOM ATTENDANT
5794A	8	DIAGNOSTIC ULTRASOUND TECHNICIAN
5561A	1	ELECTROENCEPHALOGRAPH TECHNICIAN II
6769A	2	FLOOR CARE SPECIALIST
1179A	1	HEAD CLERK
6781A	1	HEAD CUSTODIAN SUPERVISOR
5591A	1	HEAD RESPIRATORY CARE PRACTITIONER
4846A	3	HEALTH EDUCATION ASSISTANT
4848A	1	HEALTH EDUCATOR
1416A	37	HEALTH INFORMATION ASSOCIATE
1409A	1	HEALTH INFO MANAGEMENT SUPERVISOR
1418A	3	HEALTH INFO SENIOR TECHNICIAN
1417A	9	HEALTH INFORMATION TECHNICIAN
8082A	1	HOSPITAL ADMINISTRATOR I(UC)
2591A	7	INFORMATION SYSTEMS ANALYST II
2588A	1	INFORMATION SYSTEMS ANALYST AID
2584A	1	INFORMATION TECHNOLOGY AIDE
2565A	1	INFORMATION TECHNOLOGY MANAGER I
2571A	1	INFORMATION TECHNOLOGY MANAGER II

2598A	2	INFORMATION TECHNOLOGY SUPERVISOR
2546A	5	IT TECHNICAL SUPPORT ANALYST II
6763O	2	INSTITUTIONAL HELPER
1254A	2	INTERMEDIATE CASHIER
1138A	62	INTERMEDIATE CLERK
1176A	-4	INTERMEDIATE SUPERVISING CLERK
2221A	2	INTERMEDIATE SUPVGTYPYST CLERK
2214A	114	INTERMEDIATE TYPYST-CLERK
2214N	3	INTERMEDIATE TYPYST-CLERK
4976A	8	LABORATORY ASSISTANT
4902A	1	LABORATORY QUALITY CONTROL COORD
4983A	1	LABORATORY SUPPORT SUPERVISOR I
5104A	8	LICENSED VOCATIONAL NURSE I
2109A	1	MANAGEMENT SECRETARY III
9001A	1	MEDICAL CASE WORKER I
5463A	1	MEDICAL DIRECTOR I
3571A	1	MEDICAL ELECTRONICS EQUIPMENT SPEC
1394A	1	MEDICAL RECORDS DIRECTOR I
2135A	-4	MEDICAL SECRETARY
2209A	10	MEDICAL TRANSCRIBER TYPYST
6049A	3	MEDIUM TRUCK DRIVER
2559A	5	NETWORK SYSTEMS ADMINISTRATOR II
5803A	2	NUCLEAR MEDICINE TECHNOLOGIST II

5286A	12	NURSE MANAGER
5359A	3	NURSE MIDWIFE
5121A	34	NURSE PRACTITIONER
5121N	3	NURSE PRACTITIONER
5215A	1	NURSE TRAINING CONSULTANT
5098A	1	NURSING ATTENDANT I
5100A	2	NURSING ATTENDANT II
5214A	3	NURSING INSTRUCTOR
5857A	1	OCCUPATIONAL THERAPIST II
5859A	1	OCCUPATIONAL THERAPY SUPERVISOR I
5595A	3	ORTHOPEDIC TECHNICIAN
5612A	1	ORTHOPTIC TECHNICIAN
9189A	1	PATIENT FINANCIAL SERVS CONT WKR
9193A	10	PATIENT FINANCIAL SERVS WORKER
9192A	-41	PATIENT RESOURCES WORKER
5512A	19	PHARMACIST
5501A	3	PHARMACY HELPER
5529A	2	PHARMACY SERVICES CHIEF II
5516A	5	PHARMACY SUPERVISOR I
5504A	18	PHARMACY TECHNICIAN
4986A	1	PHLEBOTOMY SERVICE SUPERVISOR
4977A	12	PHLEBOTOMY TECHNICIAN I
4981A	1	PHLEBOTOMY TECHNICIAN II

5836A	2	PHYSICAL THERAPIST ASSISTANT
5837A	4	PHYSICAL THERAPIST I
5839A	2	PHYSICAL THERAPIST II
5827A	1	PHYSICAL THERAPY CHIEF I
5843A	1	PHYSICAL THERAPY SUPERVISOR I
5047A	14	PHYSICIAN ASSISTANT
5047N	2	PHYSICIAN ASSISTANT
5475F	1	PHYSICIAN,MD
5455A	66	PHYSICIAN SPECIALIST(MEGAFLEX)
5455F	2	PHYSICIAN SPECIALIST(MEGAFLEX)
5455N	2	PHYSICIAN SPECIALIST(MEGAFLEX)
2526A	1	PRINCIPAL APPLICATION DEVELOPER
2594A	1	PRINCIPAL INFO SYSTEMS ANALYST
2552A	1	PRINCIPAL OPERATING SYSTEMS ANALYST
0977N	1	PROGRAM MANAGER I
5237A	1	PROGRAM SPECIALIST,PUB HLTH NURSING
4604A	2	PROGRAMS ADMINISTRATOR,HEALTH SERVS
5230A	6	PUBLIC HEALTH NURSE
5236N	1	PUBLIC HEALTH NURSING SUPERVISOR
1598A	1	PUBLIC INFORMATION ASSISTANT
5568A	1	PULMONARY PHYSIOLOGY TECHNICIAN II
5801A	1	RADIATION THERAPY TECHNOLOGIST
5798A	24	RADIOLOGIC TECHNOLOGIST

5798F	4	RADIOLOGIC TECHNOLOGIST
7071A	2	RADIOLOGY PHOTOGRAPHIC ASSISTANT
5133A	83	REGISTERED NURSE I
5133F	4	REGISTERED NURSE I
5133N	3	REGISTERED NURSE I
5134A	63	REGISTERED NURSE II
5135A	21	REGISTERED NURSE III
5882A	3	REHABILITATION THERAPY TECHNICIAN
5588A	4	RESPIRATORY CARE PRACTITIONER
3033A	4	SAFETY ASSISTANT
2095A	4	SECRETARY II
2096A	4	SECRETARY III
2097A	2	SECRETARY IV
2525A	4	SENIOR APPLICATION DEVELOPER
1140A	12	SENIOR CLERK
1140N	4	SENIOR CLERK
9019A	4	SENIOR CLINICAL SOCIAL WORKER
9019N	2	SENIOR CLINICAL SOCIAL WORKER
8104N	4	SENIOR COMMUNITY WORKER I
6780A	4	SENIOR CUSTODIAN SUPERVISOR
4850A	2	SENIOR HEALTH EDUCATOR
2593A	9	SENIOR INFORMATION SYSTEMS ANALYST
2547A	4	SENIOR IT TECHNICAL SUPPORT ANALYST

4980A	1	<del>SENIOR LABORATORY ASSISTANT</del>
2560A	2	<del>SR NETWORK SYSTEMS ADMINISTRATOR</del>
5597A	1	<del>SENIOR ORTHOPEDIC TECHNICIAN</del>
5456A	11	<del>SENIOR PHYSICIAN</del>
5051A	1	<del>SENIOR PHYSICIAN ASSISTANT</del>
5589A	2	<del>SR RESPIRATORY CARE PRACTITIONER</del>
2101A	2	<del>SENIOR SECRETARY II</del>
2102A	2	<del>SENIOR SECRETARY III</del>
2103A	1	<del>SENIOR SECRETARY IV</del>
2216A	13	<del>SENIOR TYPIST CLERK</del>
5889A	1	<del>SPEECH PATHOLOGIST II</del>
0907A	1	<del>STAFF ASSISTANT I</del>
0913A	3	<del>STAFF ASSISTANT II</del>
1174A	1	<del>SUPERVISING CLERK</del>
5329A	23	<del>SUPERVISING CLINIC NURSE I</del>
5330A	1	<del>SUPERVISING CLINIC NURSE II</del>
4903A	4	<del>SUPVG CLINICAL LAB SCIENTIST I</del>
4904A	1	<del>SUPVG CLINICAL LAB SCIENTIST II</del>
4905A	2	<del>SUPVG CLINICAL LAB SCIENTIST III</del>
2184A	1	<del>SUPERVISING MEDICAL STENOGRAPHER</del>
2210A	1	<del>SUPVG MEDICAL TRANSCRIBER TYPIST</del>
9194A	2	<del>SUPVG PATIENT FIN SERVICE WORKER I</del>
9195A	2	<del>SUPVG PATIENT FIN SERVICE WORKER II</del>

5804A	3	<del>SUPVG RADIOLOGIC TECHNOLOGIST I</del>
5810A	3	<del>SUPVG RADIOLOGIC TECHNOLOGIST II</del>
5587A	4	<del>SUPVG RESPIRATORY CARE PRACTITIONER</del>
2219A	5	<del>SUPERVISING TYPIST-CLERK</del>
5111A	8	<del>SURGICAL TECHNICIAN</del>
2424A	4	<del>TELEPHONE OPERATIONS SUPERVISOR I</del>
2425A	4	<del>TELEPHONE OPERATIONS SUPERVISOR II</del>
2420A	6	<del>TELEPHONE OPERATOR</del>
4954A	4	<del>TISSUE ANALYSIS TECHNICIAN I</del>
4955A	4	<del>TISSUE ANALYSIS TECHNICIAN II</del>
5613A	4	<del>UROLOGY TECHNICIAN I</del>
2331A	4	<del>WAREHOUSE WORKER I</del>

**SECTION X.** Section 6.80.010 (Department of Human Resources) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4	4	<del>PRIN DEPUTY AFF ACTION COMP OFFR(UC)</del>

**SECTION 54.** Section 6.80.010 (Department of Human Resources) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
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<u>1002A</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>1681A</u>	<u>41</u>	<u>DEPY AFFIRM ACTION COMPLIANCE OFFR</u>
<u>1677A</u>	<u>1</u>	<u>EQUAL EMPLOYMENT OPPORT COMPL INVR</u>
<u>1685A</u>	<u>1</u>	<u>PRIN DEPUTY AFF ACTION COMP OFFR(UC)</u>
<u>1682A</u>	<u>9</u>	<u>SR DEPUTY AFFIRM ACTION COMPL OFF</u>
<u>0913A</u>	<u>9</u>	<u>STAFF ASSISTANT II</u>

**SECTION 55.** Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	4 <u>2</u>	ADMINISTRATIVE ASSISTANT II
1289A	<del>4</del> <u>2</u>	EXAMINATION PROCTOR
1910A	8 <u>7</u>	HUMAN RESOURCES ANALYST I
1912A	<del>65</del> <u>63</u>	HUMAN RESOURCES ANALYST III
1913A	<del>59</del> <u>58</u>	HUMAN RESOURCES ANALYST IV
1913F	9 <u>7</u>	HUMAN RESOURCES ANALYST IV
1890F	<del>25</del> <u>24</u>	PERSONNEL ASSISTANT
<u>1914A</u>	<del>30</del> <u>31</u>	<u>PRINCIPAL ANALYST, HUMAN RESOURCES</u>
1891A	24 <u>23</u>	SENIOR PERSONNEL ASSISTANT
2216A	44 <u>10</u>	SENIOR TYPIST-CLERK

**SECTION 56.** Section 6.81.010 (Internal Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0899N</u>	<u>1</u>	<u>ADMINISTRATIVE ASSISTANT III</u>
<u>1885A</u>	<u>1</u>	<u>DEPTL HUMAN RESOURCES MANAGER III</u>
<u>1681A</u>	<u>7</u>	<u>DEPY AFFIRM ACTION COMPLIANCE OFFR</u>
<u>1677A</u>	<u>1</u>	<u>EQUAL EMPLOYMENT OPPORT COMPL INVR</u>
<u>1682A</u>	<u>1</u>	<u>SR DEPUTY AFFIRM ACTION COMPL OFF</u>

**SECTION 57.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1082A</u>	<u>27</u> <u>26</u>	<u>ADMINISTRATIVE MANAGER XIII,ISD</u>
6679A	9 <u>7</u>	BUILDING CRAFTS SUPERINTENDENT I
6257A	44 <u>10</u>	CARPENTER
6263A	5 <u>4</u>	CARPENTER WORKING SUPERVISOR
2492A	<del>13</del> <u>10</u>	COMPUTER OPERATOR SPECIALIST
2490A	<del>23</del> <u>21</u>	COMPUTER SYSTEM OPERATOR
6002A	44 <u>9</u>	CONTRACT MONITOR,PARKING SERVS,ISD
2620A	46 <u>17</u>	DATABASE ADMINISTRATOR
6504A	<del>19</del> <u>15</u>	ELEVATOR MECHANIC
6510A	3 <u>2</u>	ELEVATOR MECHANIC SUPERVISOR
6625A	<del>4</del> <u>3</u>	GENERAL MAINTENANCE SUPERVISOR

6619A	<del>30</del>	<u>29</u>	GENERAL MAINTENANCE WORKER
2568A	<del>108</del>	<u>107</u>	INFO TECHNOLOGY SPECIALIST,ISD
2214A	<del>20</del>	<u>21</u>	INTERMEDIATE TYPIST-CLERK
6704A	<del>9</del>	<u>7</u>	LOCKSMITH
2552A	<del>44</del>	<u>12</u>	PRINCIPAL OPERATING SYSTEMS ANALYST
7575A	<del>2</del>	<u>1</u>	PRINTER I
2096A	<del>37</del>	<u>36</u>	SECRETARY III
2553A	<del>40</del>	<u>11</u>	SECTION MGR,INFO TECH,SYS PROG,ISD
7665A	<del>5</del>	<u>4</u>	SHEET METAL WORKING SUPERVISOR
0913A	<del>48</del>	<u>19</u>	STAFF ASSISTANT II
2507A	<del>8</del>	<u>7</u>	SUPERVISOR,COMPUTER OPERATIONS

**SECTION 58.** Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2672A	<del>2</del>	<del>DATA CONVERSION EQUIP OPERATOR I</del>

**SECTION 59.** 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
0642A	<del>24</del>	<u>26</u> ACCOUNTING TECHNICIAN I
8697A	<del>269</del>	<u>270</u> CLINICAL PSYCHOLOGIST II

2214A	<del>369</del>	<u>372</u>	INTERMEDIATE TYPIST-CLERK
9002A	<del>175</del>	<u>179</u>	MEDICAL CASE WORKER II
5278A	<del>184</del>	<u>186</u>	MENTAL HEALTH COUNSELOR,RN
9035A	<del>666</del>	<u>709</u>	PSYCHIATRIC SOCIAL WORKER II
8162A	<del>39</del>	<u>36</u>	PSYCHIATRIC TECHNICIAN II
8163A	<del>32</del>	<u>31</u>	PSYCHIATRIC TECHNICIAN III
8593A	<del>18</del>	<u>17</u>	REHABILITATION COUNSELOR II
8972A	<del>8</del>	<u>7</u>	RESEARCH ANALYST II,BEHAVIOR SCI
2096A	<del>59</del>	<u>58</u>	SECRETARY III
8105A	<del>48</del>	<u>17</u>	SENIOR COMMUNITY WORKER II
2585A	<del>8</del>	<u>7</u>	SENIOR INFORMATION TECHNOLOGY AIDE
9038A	<del>109</del>	<u>115</u>	SUPVG PSYCHIATRIC SOCIAL WORKER
1865A	<del>30</del>	<u>31</u>	TRAINING COORDINATOR,MENTAL HEALTH

**SECTION 60.** Section 6.92.010 (Department of Museum of Natural History) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>6051A</del>	<del>4</del>	<del>HEAVY TRUCK DRIVER</del>
<del>1255A</del>	<del>4</del>	<del>SENIOR CASHIER</del>
<del>2683A</del>	<del>4</del>	<del>VOLUNTEER PROGRAMS COORDINATOR II</del>

**SECTION 61.** Section 6.92.010 (Department of Museum of Natural History) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8448A	4 <u>3</u>	COLLECTIONS MANAGER,NATURAL HISTORY

**SECTION 62.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8796N	2	<del>RECREATION SERVICES LEADER</del>
1593A	4	<del>SENIOR TOUR GUIDE</del>

**SECTION 63.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4112N</u>	<u>1</u>	<u>DEPARTMENTAL FACILITIES PLANNER II</u>
<u>4103N</u>	<u>1</u>	<u>PARK PLANNER</u>

**SECTION 64.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8595A	34 <u>29</u>	CREW INSTRUCTOR
6471A	44 <u>12</u>	ELECTRICIAN

6619A	<del>30</del>	<u>29</u>	GENERAL MAINTENANCE WORKER
0361A	44	<u>13</u>	GROUNDS MAINTENANCE SUPERVISOR
0352A	446	<u>109</u>	GROUNDS MAINTENANCE WORKER I
0354A	<del>98</del>	<u>97</u>	GROUNDS MAINTENANCE WORKER II
2214A	42	<u>11</u>	INTERMEDIATE TYPIST-CLERK
7268A	24	<u>20</u>	IRRIGATION & LAWN SPRINKLER FITTER
8737F	<del>207</del>	<u>206</u>	LOCKER ROOM ATTENDANT
1848A	5	<u>7</u>	MANAGEMENT ANALYST
6973A	<del>43</del>	<u>11</u>	PAINTER
0344A	3	<u>2</u>	PLANT NURSERY WORKER
7269A	<del>23</del>	<u>22</u>	PLUMBER
2964H	<del>449</del>	<u>446</u>	POOL LIFEGUARD
2966H	50	<u>49</u>	POOL MANAGER
8796A	<del>86</del>	<u>83</u>	RECREATION SERVICES LEADER
8796H	<del>556</del>	<u>555</u>	RECREATION SERVICES LEADER
8800N	2	<u>1</u>	RECREATION SERVICES MANAGER
8798A	72	<u>69</u>	RECREATION SERVICES SUPERVISOR
0358A	22	<u>21</u>	SENIOR GROUNDS MAINTENANCE WORKER
2965H	<del>66</del>	<u>65</u>	SENIOR POOL LIFEGUARD
2102A	44	<u>10</u>	SENIOR SECRETARY III
2216A	22	<u>20</u>	SENIOR TYPIST-CLERK
0907A	43	<u>11</u>	STAFF ASSISTANT I
8242F	7	<u>8</u>	STUDENT WORKER

7365A    ~~12~~        11        UTILITY TRACTOR OPERATOR

6117A    ~~4~~         3         WELDER-FITTER

**SECTION 65.** Section 6.100.015 (Probation Department – Special services) is hereby amended to delete the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
8103N	2	<del>COMMUNITY WORKER</del>
8626N	4	<del>TRANSPORTATION DEPUTY, PROBATION</del>

**SECTION 66.** Section 6.100.015 (Probation Department – Special services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8607N	<del>400</del> <u>102</u>	DEPUTY PROBATION OFFICER II, FIELD
2214N	<del>9</del> <u>8</u>	INTERMEDIATE TYPIST-CLERK

**SECTION 67.** Section 6.104.010 (Public Defender) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1850A</u>	<u>1</u>	<u>HEAD DEPARTMENTAL PERSONNEL TECH</u>

**SECTION 68.** Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9248N	<del>8</del> <u>6</u>	DEPUTY PUBLIC DEFENDER II
9232N	<del>15</del> <u>13</u>	PARALEGAL

**SECTION 69.** Section 6.106.010 (Public Library) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8258F</u>	<u>1</u>	<u>STUDENT PROFESSIONAL WORKER II</u>

**SECTION 70.** Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8334A	<del>476</del> <u>172</u>	LIBRARIAN I
8334F	<del>20</del> <u>17</u>	LIBRARIAN I
8335A	<del>63</del> <u>62</u>	LIBRARIAN II
8336A	<del>39</del> <u>36</u>	LIBRARIAN III
8339A	44	<u>10</u> LIBRARIAN V
8325F	<del>824</del> <u>810</u>	LIBRARY AID
8326A	<del>185</del> <u>182</u>	LIBRARY ASSISTANT I
2547A	2	<u>5</u> SENIOR IT TECHNICAL SUPPORT ANALYST
8243F	<del>26</del> <u>25</u>	STUDENT PROFESSIONAL WORKER I

**SECTION 71.** Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1058A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY III</u>
<u>7980N</u>	<u>8</u>	<u>PROGRAM ASSISTANT,PSS</u>

**SECTION 72.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8013A	5 <u>4</u>	ASST DIR OF PUBLIC SOCIAL SERVS(UC)
2591N	2 <u>1</u>	INFORMATION SYSTEMS ANALYST II
2214N	5 <u>10</u>	INTERMEDIATE TYPIST-CLERK
9058N	-4 <u>6</u>	SOCIAL SERVICES SUPERVISOR
9051N	<del>27</del> <u>29</u>	SOCIAL WORKER

**SECTION 73.** Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1032A	4	<del>ASST CHIEF, MAPPING &amp; PROP MGMT, PW</del>
<del>29130</del>	<del>3</del>	<del>INVESTIGATOR I</del>

**SECTION 74.** 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>2913A</u>	<u>3</u>	<u>INVESTIGATOR I</u>

**SECTION 75.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3433A	<del>244</del> <u>249</u>	ASSOCIATE CIVIL ENGINEER
3422F	<del>22</del> <u>72</u>	CIVIL ENGINEERING STUDENT
6642A	<del>5</del> <u>4</u>	INSTRUMENT TECHNICIAN
1138A	<del>23</del> <u>21</u>	INTERMEDIATE CLERK
1848A	<del>42</del> <u>13</u>	MANAGEMENT ANALYST
2110A	<del>8</del> <u>7</u>	MANAGEMENT SECRETARY IV
3430A	<del>470</del> <u>169</u>	PRINCIPAL CIVIL ENGINEERING ASST
3438A	<del>30</del> <u>31</u>	PRINCIPAL ENGINEER
3428A	<del>212</del> <u>210</u>	SENIOR CIVIL ENGINEERING ASSISTANT
1843A	<del>4</del> <u>3</u>	SENIOR DEPARTMENTAL PERSONNEL ASST
1849A	<del>6</del> <u>7</u>	SENIOR DEPARTMENTAL PERSONNEL TECH

8243F	<del>45</del>	<u>75</u>	STUDENT PROFESSIONAL WORKER I
2482F	4	<u>8</u>	STUDENT PROF WORKER,INFO TECH
8242F	<del>69</del>	<u>94</u>	STUDENT WORKER
3637A	<del>3</del>	<u>4</u>	SUPERVISING CADASTRAL ENGINEER II
3712A	3	<u>1</u>	SUPVVG HIGHWAY ENGRG SPECIALIST II
3923A	2	<u>1</u>	SUPERVISING VALUATION ENGINEER II
2472A	2	<u>1</u>	TITLE INSTRUMENT SPECIALIST

**SECTION 76.** Section 6.112.010 (Department of Regional Planning) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4430A	54	<u>51</u> REGIONAL PLANNING ASSISTANT II

**SECTION 77.** Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>2672A</del>	<del>5</del>	<del>DATA CONVERSION EQUIP OPERATOR I</del>
<del>2673A</del>	<del>4</del>	<del>DATA CONVERSION EQUIP OPERATOR II</del>
<del>2674A</del>	<del>4</del>	<del>SENIOR DATA CONVERSION EQUIP OPR</del>

**SECTION 78.** 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
9313H	<del>43</del>	<u>343</u>	ELECTION ASSISTANT II,NC
9315H	<del>362</del>	<u>62</u>	ELECTION ASSISTANT III,NC

**SECTION 79.** Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9144A	8		<del>STAFF DEVELOPMENT SPECIALIST,HS</del>

**SECTION 80.** Section 6.120.012 (Sheriff - Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2719A	<del>78</del>	<u>79</u>	LIEUTENANT
5141A	<del>66</del>	<u>67</u>	REGISTERED NURSE III,SHERIFF
2717A	<del>224</del>	<u>220</u>	SERGEANT

**SECTION 81.** Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4336N</u>	<u>2</u>	<u>SENIOR CRIMINALIST</u>

**SECTION 82.** 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
2560A	8 <u>9</u>	SR NETWORK SYSTEMS ADMINISTRATOR

**SECTION 83.** Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>0752A</del>	<del>1</del>	<del>FISCAL OFFICER I</del>

**SECTION 84.** Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0505A	9 <u>10</u>	FINANCE ANALYST

**SECTION 85.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect no earlier than July 1, 2011.

[PROPBUDGETFY11-12CSCEO]



# 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

**DRAFT**

June 23, 2011

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From: William T Fujioka  
Chief Executive Officer

Andrea Sheridan Ordin  
County Counsel

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

## **TRANSFER OF THE ADMINISTRATION OF LIABILITY CLAIMS FROM COUNTY COUNSEL TO THE CHIEF EXECUTIVE OFFICE**

### **Purpose**

This is to notify your Board, as we have previously discussed with your offices, of our intent to transfer the administration of third party liability claims filed against the County of Los Angeles (County) from the County Counsel's Office to the Chief Executive Office (CEO) Risk Management Branch, effective July 1, 2011. Specifically, the claims administration process will be modified to give the CEO more responsibility for initial processing and adjusting of most tort claims, under the oversight of County Counsel and in conjunction with the County's Third Party Administrators (TPAs), Carl Warren & Company and Sedgwick, CMS.

### **New Process for Claims' Administration**

Under the new process, claims will continue to be served upon the Executive Office of your Board; however, instead of the claims being forwarded to County Counsel for processing, the Executive Office will forward them to the CEO Risk Management Branch for review and to direct them, as appropriate, to either County Counsel or the TPAs or, in the case of low-value claims, retain them for internal processing. Thus, under the new intake process, the CEO Risk Management Branch will assume the role of working directly with the County's TPAs in the processing and administration of the claims. The notable exception will be employment-related claims, the administration of which will remain with the County Counsel's Office to allow them to continue to work directly with the departments to investigate and evaluate these claims from the onset. The CEO's work on pre-litigation tort claims will be done under the oversight of the County Counsel's Office so as to assure continuity of the matters which result in litigation and maintain the confidentiality of the claims administration process.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

Our offices have been working together toward a successful transition, including assuring CEO staff is properly trained, and developing protocols, procedures, and other guidelines. We are also developing ongoing systems to assure continued communication and collaboration after the transition. A Memorandum of Understanding will be executed between the departments to set forth respective roles, including the maintenance of any privileges.

### **Goals and Outcomes**

These modifications were developed with the recognition that claims administration, while related to liability exposure and possible litigation, carry a risk management aspect as well. The goal of the modified process is to allow CEO to focus the TPAs on claim processing and investigation and, when appropriate, resolution while also allowing the opportunity for early identification of appropriate remedial measures.

The CEO Risk Management Branch, in concert with the TPAs, will focus on prompt and thorough investigation of claims and settlement of legitimate claims before litigation is initiated, with the goal of eliminating the expense of litigation where liability is clear. Concurrently, while County Counsel will remain involved in the processing and adjudication of claims through general oversight and consultation, its primary focus will emphasize litigation management of those matters which cannot be resolved at the claims stage. In cases where liability is disputed or unfounded, or when reasonable settlement cannot be achieved at the claim stage, the enhanced focus on investigation should provide defense counsel with more timely and complete data in order to assist in the aggressive defense of the case.

Moreover, it is anticipated that a more proactive approach to corrective action plans will result from the CEO Risk Management Branch being more extensively involved in the claims process, thus being able to identify root causes of incidents giving rise to claims and to assist departments in initiating prompt corrective action, if warranted. If litigation ensues and settlement becomes necessary, the Corrective Action Plan or Summary Corrective Action Plan will report corrective actions already undertaken, not actions anticipated or initiated as a result of a settlement.

As a corollary to these changes in the claims administration process, we are also reviewing the settlement authority currently delegated by your Board to the County Claims Board and County Counsel (and contractually to the TPAs) to determine if increased authority is warranted. Once we have completed our review, specifically in the context of the new claims administration process, we will report to your Board with a recommendation.

For additional information, your staff may contact Laurie Milhiser, County Risk Manager, at (213) 351-5346, or Leela Kapur, Chief Deputy County Counsel, at (213) 974-1807.

If you have any questions, please have your staff contact Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov).

WTF:ASO:ES  
LM:LK:sg

c: All Department Heads



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

July 5, 2011

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:

**REQUEST APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING  
WITH THE INTERNAL REVENUE SERVICE FOR ONLINE ACCESS TO THE  
REGISTRAR-RECORDER/COUNTY CLERK REAL PROPERTY INDEX  
(ALL DISTRICTS - 3 Votes)**

**SUBJECT**

Authorize the Registrar-Recorder/County Clerk to execute a Memorandum of Understanding ("Agreement") with the Internal Revenue Service ("IRS") to provide IRS with online access to the Real Property Index ("RPI"), maintained on the County's behalf by the Department of the Registrar-Recorder/County Clerk ("RR/CC").

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Registrar-Recorder/County Clerk or designee to execute an Agreement with IRS to provide IRS with online access to the County's real property index.
2. Authorize the Registrar-Recorder/County Clerk, or designee, to prepare and execute amendments to the Agreement, as necessary, provided that County Counsel approval is obtained prior to executing any such amendment.
3. Authorize the Registrar-Recorder/County Clerk, or designee, to terminate the Agreement pursuant to the termination provisions contained in the Agreement, provided that County Counsel approval is obtained prior to terminating the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The recommended action will provide IRS with online access to RR/CC's application to view RPI for the purpose of conducting official government business. The services to be provided pursuant to the Agreement are technology-based that allow users to easily search RPI. The agency will obtain online access to the index through the RR/CC's "Your Online Document Access" (YODA) system. Authorized IRS employees will have the ability to access the RR/CC index from their work computer. The IRS will use the system to research real property transactions to identify if any fraudulent claims of gift transfer exemption have been made to avoid paying the Documentary Transfer Tax (DTT). Such fraudulent acts deprive the County of DTT revenue and the IRS of Federal Gift Tax revenue. Online access to the real property index will also enhance the efficient use of both IRS and RR/CC staff time by reducing research time, improving efficient utilization of resources, and timely completion of official government business.

**Implementation of Strategic Plan Goals:**

This request supports the County Strategic Plan as follows:

**Goal No. 1: Operational Effectiveness: Strategy 2: Service Excellence and Organizational Effectiveness:** Supports responsive County operations and improves County partnerships with external agencies.

**FISCAL IMPACT/FINANCING:**

There is no cost to the IRS for the online access to RPI. It is unlikely that County will incur any costs for maintaining or modifying the agency's online access. However, the Agreement includes a provision that if County will incur any cost associated with providing IRS with online access to real property index, the cost will be negotiated with IRS prior to imposing any additional fees. There is no negative impact to Net County Cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On August 11, 2009, your Board approved a model Memorandum of Understanding to provide online access to non-County governmental agencies to provide online access to RPI for official government business (Attachment I). This model was provided to the IRS, who in turn, proposed changes necessary to satisfy the strict guidelines of the Federal government. In particular, the IRS is unable to accept the County's indemnification provision and any issues or conflicts of law arising from this Agreement may be governed by Federal law. Also, any County claims against the IRS are only actionable through the Federal Tort Claims Act. Since the Agreement substantially changes the model approved by your Board on August 11, 2009, Board approval is requested.

The Agreement will commence upon execution by the Parties, and run consecutively for two (2) years unless sooner terminated, with five (5) one-year extension options, for an aggregate term of seven (7) years.

County Counsel has reviewed this Board letter and approved as to form the attached Agreement. CIO has reviewed the Agreement between the IRS and County and determined there is no technology issue. No CIO analysis was provided because the changes do not materially affect the MOU from a technology perspective.

**CONTRACTING PROCESS:**

This Agreement is a government to government agreement. There was no contracting process associated with this Agreement.

**IMPACT ON CURRENT SERVICES:**

Approval of the recommended action will provide IRS with online access to RR/CC's RPI to obtain required information to verify real property ownership and transfers of real property for gift purposes.

**CONCLUSION**

Upon approval of the recommendation, it is requested that the Executive Officer/Clerk of the Board return one original stamped copy of the adopted Board letter to:

County of Los Angeles Registrar-Recorder/County Clerk  
12400 Imperial Highway, Room 7201  
Norwalk, CA 90650  
Attention: Ngozi Ume, Manager  
Finance and Management Division

Respectfully submitted,

---

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

DCL:DM:NU:hwk

Attachment (1)

c: Chief Executive Officer

The Honorable Board of Supervisors  
July 5, 2011  
Page 4

County Counsel  
Executive Officer, Board of Supervisors  
Chief Information Officer



TOM TINDALL  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2101  
FAX: (323) 415-8664

*“To enrich lives through effective and caring service”*

July 12, 2011

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:

**APPROVAL OF REVISED CONTRACTING POLICY  
FOR EVALUATION OF  
CONTRACTORS' PRIOR PERFORMANCE  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Recommends approval of revised Board Policy 5.040 establishing a County standard methodology for evaluating and scoring County contractors' prior performance in competitive solicitations.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the revised Board Policy 5.040 Contractor Performance Evaluation (Attachment I) which establishes a countywide standard methodology for scoring contractor's prior performance.
2. Instruct the Director of the Internal Services Department (ISD) to issue implementation guidelines to departments effective within 60 days following approval of this recommendation.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

On November 30, 2010, your Board directed the Chief Executive Office, Auditor-Controller, County Counsel, and ISD to review the use of County contractors' prior performance information in evaluating proposals, and develop a fair and consistent scoring methodology that can be used countywide.

Board Policy 5.040 defines and incorporates the County's contractor performance evaluation process and establishes a countywide standard for using contractors' prior performance in the solicitation evaluation process. Consistent with your Board's direction, Board Policy 5.040 has been revised to incorporate a new scoring methodology for evaluating County contractors' prior performance information.

The recommended methodology addresses the following three key issues:

- Evaluate contractors with no past performance on County contracts
- Ensure due process for County-experienced contractors
- Develop a consistent evaluation procedure for all County departments to follow

#### Evaluate Contractors with No Past Performance on County Contracts

The new methodology requires that contractors without prior County experience be evaluated using the same criteria (identified on the Service Evaluation Checklist, Attachment II) by contacting references. The reference check for all contractors will use standard questions.

#### Ensure due process for County-experienced contractors

The new methodology requires notification of a contractor with an existing County contract when a negative report will be posted in the County Contract Database. Prior to posting a negative report on the County Contract Database, the contractor will be provided with notice and documentation that supports the negative report. The contractor will have an opportunity to respond to the negative report. If the response is sufficient the negative report will not be included in the database. If not sufficient, the contract's response will be included with the negative report in the database.

#### Develop a consistent evaluation procedure for all County departments to follow

The new methodology establishes guidelines for evaluating and scoring contractors' past performance with three general categories that address the severity of poor contractor performance: major, significant and minor (Attachment III). The guidelines provide criteria to determine the appropriate percentage deduction from a proposer's evaluation score for negative reports posted in the County Contract Database.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS:**

The recommended Board action supports the County's Strategic Plan Goals No. 1, Operational Effectiveness, by maximizing the effectiveness in the County's contracting processes.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On March 17, 2011, your Board's Audit Committee reviewed the proposed methodology and recommended proceeding with the revised policy and methodology. At the same meeting, the Auditor-Controller provided a status on the Contractor Alert Reporting Database (CARD) which is a system that will report and track poorly performing contractors. The Auditor-Controller is moving forward with implementing the CARD system and will provide your Board with status reports on CARD implementation separately. In the interim, to make Policy 5.0404 inclusive, CARD information is included.

The proposed methodology, solicitation language, and sample evaluation documents will be issued with implementation instructions to County departments and shall become effective 60-days after your Board's approval.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

The proposed recommendations will provide County department with a clear and consistent practice relating to the evaluation and scoring of contractors' prior performance in the competitive solicitation process.

Respectfully submitted,

TOM TINDALL  
Director

TT:JS:YY

Attachments (3)

c: Chief Executive Officer  
County Counsel  
Auditor Controller



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>5.040</b>	<b>Contractor Performance Evaluation</b>	<b>02/13/98</b>

### PURPOSE

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Defines and incorporates a vendor performance evaluation process in contracts and solicitation documents, and establishes a countywide standard for using contractors' prior performance in the solicitation and evaluation process.

### REFERENCE

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January 13, 1998 Board Order, [Synopsis 44](#)

[February 13, 1998](#) Chief Administrative Office memo, "Contractor Performance Evaluation"

December 10, 1999 Chief Administrative Office memo, "Contractor Monitoring/Debarment – Processes and Departmental Roles"

Los Angeles County Fiscal Manual, Section 12.4.4, County Contract Database

September 16, 2010 Auditor-Controller memo, "Contractor Alert Reporting Database Status Report"

July 15, 2011 Implementation Guidelines for Evaluating Contractors' Prior Performance

### POLICY

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~~All contracts and solicitation documents are to include provisions for a period/annual performance evaluation of the contractor, including reports to the Board when performance does not meet contract standards, and indicating improvement measures, if any. If improvement does not occur consistent with the corrective action plan, a department may ultimately recommend that the Board terminate the agreement, or within existing authority, may terminate the agreement and notify the Board of such~~

~~action. When a contractor's performance meets standards, departments should retain the evaluation results.~~

~~The performance evaluation language is in addition to any other quality control/quality assurance requirements that departments believe are appropriate for a particular contract.~~

**Standard language to be included in all contracts and substantive amendments:**

~~The following policy language shall be incorporated in substantially similar form into all County contracts and substantive amendments.~~

**County's Quality Assurance Plan**

~~The County or its agent will evaluate Contractor's performance under this agreement on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this agreement or impose other penalties as specified in this agreement.~~

**County Contract Database**

~~The County Contract Database will be used by departments to as a tool to record contractor performance evaluations and contractor labor law violations for Proposition A/Living Wage, information technology, and construction contracts. In addition, the database will track non-responsible contractors and the debarring of contractors.~~

~~Departments must input contract information into the County's Contract Database within five business days of the contract award. Departments will also be required to complete a Contractor Evaluation checklist before the contract expires.~~

~~Individual departments remain responsible for reviewing prior contractor performance (i.e., past labor law issues on both County and non-County contracts) prior to recommending contracts, monitoring contractor performance, inputting relevant contractor information in the database, recommending findings of non-responsibility, and initiating debarment procedures, as appropriate.~~

~~Department Heads are required to annually certify that they have complied with all required procedures including review of prior contractor performance as part of the solicitation process, at least as part of annual performance reviews, inputting required information in the database, and proceeding with non-responsibility and debarment procedures where required.~~

The overall purpose of the County Contract Database is to provide County departments with a centralized means of reporting, tracking, reviewing and using contractor performance information for Proposition A/Living Wage, information technology, and construction contracts. Using this tool to evaluate a contractor's prior performance will be an effective means for County departments to assess a contractor's ability to fulfill the contract requirements with an evaluation methodology that is applied in a consistent, objective and fair manner, and is properly documented.

#### Contractor Alert Reporting Database (CARD)

The purpose of the CARD system is to report and track poorly performing contractors. This system provides a central repository (shared database) within the County, so that departments' contract administration personnel can identify and utilize relevant information in:

- Evaluating the contractors' prior County work history during the solicitation process for new or renewed County contracts.
- Alerting other County departments of existing contractors that have prior, well-documented contract compliance issues so that the County departments can implement the appropriate levels of monitoring.

CARD will also be used in the evaluation of a contractor's work history following a standardized process. Since the nature of the violations for contractors placed in CARD are generally more severe than the negative rating(s) listed in the County Contract Database, the point percentage deduction will carry more weight in the evaluation.

The Chief Executive Office, in consultation with the Internal Services Department, the Auditor-Controller, and County Counsel, will issue Implementation Guidelines that are consistent with this Contractor Performance Evaluation policy. The Internal Services Department, County Counsel, and the Auditor-Controller shall provide training to all County departments on the Implementation Guidelines. The Internal services Department shall incorporate the Contractor Performance Evaluation Policy and Implementation Guidelines into the Services Contracting Manual.

### **RESPONSIBLE DEPARTMENT**

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Internal Services Department

| Auditor-Controller

Chief Executive Office

County Counsel

### DATE ISSUED/SUNSET DATE

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**Issue Date: January 13, 1998**

**Review Date: November 21, 2002**

**Review Date: February 22, 2007**

| **Review Date: March 17, 2011**

**Sunset Review Date: January 13, 2002**

**Sunset Review Date: November 21, 2006**

**Sunset Review Date: February 22, 2011**

**Sunset Review Date: December 14, 2014<sup>2</sup>**

Analyst Name \_\_\_\_\_  
 SOLICITATION NO. \_\_\_\_\_

## SERVICES EVALUATION CHECKLIST-COUNTY CONTRACT DATABASE

Firm Name:	
Services Provided:	
Contracting Agency:	
Agency Contact and Title:	Telephone/Email:
Evaluation Period From:	To:

QUALITY OF SERVICE	LEAVE BLANK IF NOT APPLICABLE
Was the quality of service as specified in the contract delivered?	Yes <input type="radio"/> No <input type="radio"/>
Were any quality discrepancies noted?	Yes <input type="radio"/> No <input type="radio"/>
If so, were these discrepancies significant?	Yes <input type="radio"/> No <input type="radio"/>
<b>TIMELINESS</b>	
Did the contractor meet timelines and dates for contract requirements?	Yes <input type="radio"/> No <input type="radio"/>
Did the contractor submit all required reports in a timely manner?	Yes <input type="radio"/> No <input type="radio"/>
<b>AVAILABILITY</b>	
Did the contractor respond in a timely manner when problems arose?	Yes <input type="radio"/> No <input type="radio"/>
<b>CORRECTIVE ACTION</b>	
If there were any discrepancies, did the contractor correct them in a timely manner?	Yes <input type="radio"/> No <input type="radio"/>
Were there any issues not resolved?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMPLETENESS</b>	
Did the contractor complete the contractual terms as outlined in specifications?	Yes <input type="radio"/> No <input type="radio"/>
<b>PERSONNEL</b>	
Were there any known violations of contract wage requirements?	Yes <input type="radio"/> No <input type="radio"/>
Were there any safety violations?	Yes <input type="radio"/> No <input type="radio"/>
<b>PROFESSIONALISM</b>	
Did the contractor conduct themselves in a professional manner?	Yes <input type="radio"/> No <input type="radio"/>
<b>INSURANCE</b>	
Did the contractor maintain appropriate insurance required by the contract throughout the contract period?	Yes <input type="radio"/> No <input type="radio"/>
<b>OVERALL RATING</b>	
Is the person rating this contractor familiar with the contractor's performance?	Yes <input type="radio"/> No <input type="radio"/>
Would you recommend this contractor for another project?	Yes <input type="radio"/> No <input type="radio"/>

GUIDELINES FOR ASSESSMENT OF ENTRIES  
IN COUNTY CONTRACT DATABASE

County Determination	Range of Deduction
<p style="text-align: center;"><b>Major</b></p> <p>Three or more negative reports in the County Contract Database within the past three years; and/or</p> <p>Three or more negative reports on other government contracts within the past three years (using County Contract Database criteria).</p>	<p style="text-align: center;"><b>8 - 10%</b></p> <p>Consider investigating a finding of proposer non-responsibility (refer to County Code Title 2, Chapter 2.202.030)</p>
<p style="text-align: center;"><b>Significant</b></p> <p>Two negative reports in the County Contract Database within the past three years; and/or</p> <p>Two negative reports on other government contracts within the past three years (using County Contract Database criteria).</p>	<p style="text-align: center;"><b>4 - 7%</b></p> <p>Consider investigating a finding of proposer non-responsibility (refer to County Code Title 2, Chapter 2.202.030)</p>
<p style="text-align: center;"><b>Minor</b></p> <p>One negative report in the County Contract Database within the past three years; and/or</p> <p>One negative report on other government contracts within the past three years (using County Contract Database criteria).</p>	<p style="text-align: center;"><b>0 - 3%</b></p>



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

June 28, 2011

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:

**APPROVAL TO EXTEND THE CURRENT CONTRACT TERM  
FOR ADMINISTRATIVE SERVICES FOR CAFETERIA AND NON-CAFETERIA  
BENEFIT PLANS AND TO ADD A WEB-BASED COUNTYWIDE ABSENCE  
MANAGEMENT SYSTEM  
(ALL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION: APPROVE ( X ) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

The Department of Human Resources (DHR) currently contracts with Affiliated Computer Services, Inc., and its wholly owned subsidiary, Buck Consultants, LLC (ACS/Buck) to provide administrative services for cafeteria and non-cafeteria benefit plans (administrative services). This Board letter requests amending and restating the existing contract to: 1) add a new web-based countywide absence management system; and 2) extend the contract through December 31, 2016.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the attached amended and restated contract (Contract) with ACS/Buck, effective upon Board approval, for administrative services and an absence management system to:

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

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

- a. Add an absence management system that allows for the implementation of a countywide web-based absence management system, with total fees not to exceed \$2,250,000 through December 31, 2016; and
- b. Extend the current Board authorized contract term end date for administrative services for three additional years, from December 31, 2013 through December 31, 2016, with total fees for the additional three-year term not to exceed \$13,830,000. The costs are financed by administrative fees paid by employees participating in the plans and through billings to County departments.

2. Instruct the Mayor to sign the Contract.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended action will allow ACS/Buck to: 1) provide the County with a new web-based countywide absence management system to allow for better management of employees on leave; and 2) continue to provide administrative services for approximately 100,000 employees and their dependents (for a total of approximately 225,000 individual records).

Your Board has identified that timely and appropriate management of County employees' use of leave was a priority for departments. The failure of departments to manage their individual leave programs has resulted in high dollar settlements of lawsuits and inefficient management of employees on leave. The current manual entry system requires extensive oversight to be effective.

The following are reasons to amend the existing administrative services contract with ACS/Buck to include the new web-based countywide absence management system and extend the term for three additional years.

**Enhanced management of employees on leave**

The absence management system will allow administrator access to countywide data on employees' use of leave through the existing ACS/Buck system web portal in order to identify those aspects of the leave program requiring attention and resolution. The rules based system will identify the applicable leaves available based on the employee's employment status and the reason for leave. Regulatory and County policies are utilized to build the rules. The system creates an audit trail of all activities performed by County administrators in the management of the leave including all correspondence. Further, the system's reporting tool provides individual department and aggregate reporting. The web-based system will provide management with easy access to the most current

federal and State laws and County policies governing employees' use of leave. The ongoing system access and customized dashboard reporting will promote accountability in leave management.

No increase in per unit pricing

ACS/Buck has agreed to extend the term for the administrative services contract for three years without any increase in the current per unit pricing rates. The current contract is paid on a per unit basis, based on actual employee benefit enrollment count, with a 3% annual cap. If the employee count and volume of transactions exceed 3% annually, ACS/Buck cannot charge more than the contract amount. If the employee count decreases over the term of the contract, the amount paid to ACS/Buck will decrease on a dollar-for-dollar basis. This provision continues with the recommended Contract.

Cost savings by running dual systems in tandem under a single contract

Because the existing system interfaces with the proposed absence management system, the County would not incur the costs of creating a data exchange process or a separate system interface. ACS/Buck currently receives daily electronic updates for all County employees through a secure data exchange that allows it to update the employee benefits database. ACS/Buck can leverage this existing process when implementing the absence management system.

Minimal learning curve

Because ACS/Buck currently maintains the business rules for the County's four complex cafeteria benefit plans and transmits intricate pay codes to the County's payroll system, it will have a minimal learning curve as to the complexities of the County's system. This will minimize opportunities for error. ACS/Buck currently receives daily electronic records from the Auditor-Controller systems with demographic information for all County employees, and sends electronic feeds to the County payroll system through a secure data exchange. This data exchange has been effective and secure over the last eight years. Employee records for leave processing will be fed electronically to the ACS/Buck system using the existing data feeds. A new vendor unfamiliar with the County's system would require an extensive amount of time to create and test data exchanges for a new system. ACS/Buck has proven that it has the capability and capacity to support the County's benefits enrollment system, which allows for a more efficient implementation of an absence management system.

#### Reduction in legal exposure and litigation costs

Failure by departments to manage their individual leave programs has resulted in the County paying high dollar settlements of lawsuits. The Chief Executive Office (CEO) Risk Management Division estimates that during the last three fiscal years over \$6.0 million was paid on litigation for "failure to accommodate" employees on leave. The absence management system will allow the County to identify areas in the leave management program that require immediate action and resolution. Alerting administrators and management to problems, such as expired medical certifications and accommodation requirements on a timely basis, will greatly increase compliance with federal and State law and reduce lawsuits.

#### Increase in productivity

Timely and appropriate management of the County's leave programs will reduce productivity losses caused by errors in administering employees' extended absences, and increase accountability for employees returning to work in all County departments.

#### Industry best practice

According to Mercer's 2006 Survey Report of Health Productivity and Absence Management Programs, unscheduled absences consume over 4% of the average payroll. Mercer states that employers moving from unmanaged administration of employees on leave to a managed model system can expect a 2:1 to 3:1 return on investment. Savings are achieved in the following areas: consistent administration, less time spent on processing absences, and the reduction of the duration of absences, which results in less direct expense and minimizing the cost of overtime paid to employees covering the workload of those on leave. Additionally, the County can expect a more productive and accountable workforce.

#### Reporting package

ACS/Buck will develop a strategic reporting package with metrics tracking the performance of the County's leave program under the absence management system. ACS/Buck will compare the performance of the County's program to best practices and identify program improvements that will assist the County in addressing its strategic objectives.

### **Implementation of Strategic Plan Goals**

The recommended actions support the County's Strategic Plan, Goal 1: Operational Effectiveness by (a) streamlining countywide operations and processes (specifically, the absence management system will assist the County in managing the County's leave programs); (b) implementing a cost-effective, reliable, and accessible countywide web-based system to improve and streamline the management of employees on leave; and (c) promoting the well-being of employees and their families by administering comprehensive employee benefits.

### **FISCAL IMPACT/FINANCING**

The Maximum Contract Sum for administrative services and the absence management system from July 1, 2011 to December 31, 2016, will not exceed \$25,944,000. This includes \$2,250,000 for the absence management system, \$13,830,000 for the extended contract term for administrative services, and \$9,864,000 that was previously approved by your Board for administrative services for the remainder of 2011 through 2013. The Maximum Contract Sum from the original effective date of August 1, 2003 through December 31, 2016, will not exceed \$49,023,900.

The costs for administrative services are partly offset by administrative fees paid by participating employees through payroll deduction. The remaining costs are offset by billings to County departments. Funding for this Contract is included in the FY 2011-12 Budget and funding for future fiscal years will be requested in future-year budgets.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

ACS/Buck (formerly Mellon/Buck) was selected as the highest rated bidder in a Request for Proposal process and your Board approved the original contract for administrative services on August 12, 2003. Your Board approved subsequent amendments to the contract between December 2003 and March 2011, which included extending the contract term through December 31, 2011, with two one-year option extensions through December 31, 2013. The first year optional extension was exercised on December 22, 2010, and extended the contract term through December 31, 2012. The Contract, if approved by your Board, will include the new web-based countywide absence management system, and will extend the contract term through December 31, 2016.

In addition to adding the absence management system and extending the term, the Contract amends and restates the original contract approved by the Board on August 12, 2003. Provisions which were previously negotiated were not renegotiated.

The Contract has been approved as to form by County Counsel. For certain contracts that involve information technology, outside counsel was retained to assist in contract drafting and negotiation. For this Contract, as with the original contract for administrative services approved by your Board on August 12, 2003, the law firm of Sidley Austin, LLP was retained.

The Contractor is in compliance with all Board, CEO, and County Counsel requirements. The County's Chief Information Office (CIO) concurs with DHR's recommendation (CIO Analysis - Attachment A). CEO Risk Management has reviewed and approved the insurance, indemnification, and limitation of liability provisions.

### **CONTRACTING PROCESS**

In accordance with your Board's contracting policy requirements for sole source contracts, DHR notified your Board on December 3, 2010, of its intent to enter into sole source agreement negotiations with ACS/Buck for the implementation of a web-based countywide absence management system. Due to the urgency of this project and the intent to extend the contract with ACS/Buck, DHR notified our Office on March 25, 2011, that the most expeditious process to finalize the contract documents with ACS/Buck would be to recommend that the existing contract with ACS/Buck for administrative services be extended and amended to include the absence management system.

Attached is a sole source contract checklist (Attachment B), approved by our Office, which describes in detail the justification for contracting with ACS/Buck for the absence management system.

On April 7, 2011, DHR notified your Board of its intent to extend the current ACS/Buck contract term for administrative services and amend the contract to include the new absence management system.

DHR has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Contract.

### **IMPACT ON CURRENT SERVICES**

Board approval of the recommended actions will allow ACS/Buck to implement an absence management system that will provide countywide data on employees' use of leave and allow for better management of the program. In addition, ACS/Buck will continue to provide administrative services with highly accurate and timely recordkeeping for its cafeteria and non-cafeteria benefit plans.

**CONCLUSION**

Upon approval and execution of the Contract, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and four signed originals of the Contract to DHR. It is requested that the Executive Officer notify the DHR's Employee Benefits Division at (213) 738-2192 when the documents are available.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

Reviewed by:



RICHARD SANCHEZ  
Chief Information Officer

WTF:EFS:  
RS:cg

Attachments

- c: Executive Office, Board of Supervisors
- Auditor-Controller
- Chief Information Office
- County Counsel
- Human Resources

## CIO ANALYSIS

### APPROVAL TO EXTEND THE CURRENT CONTRACT TERM FOR ADMINISTRATIVE SERVICES FOR CAFETERIA AND NON-CAFETERIA BENEFIT PLANS AND TO ADD A WEB-BASED COUNTYWIDE ABSENCE MANAGEMENT SYSTEM

CIO RECOMMENDATION:     APPROVE             APPROVE WITH MODIFICATION  
     DISAPPROVE

**Contract Type:**

New Contract                     Contract Amendment             Contract Extension  
 Sole Source Contract             Hardware Acquisition             Other

New/Revised Contract Term:    Base Term:   5 1/2   Yrs    # of Option Yrs:   0   \_\_\_

**Contract Components:**

Software                             Hardware                             Telecommunications  
 Professional Services

**Project Executive Sponsor:** Lisa M. Garrett, Director of Personnel

**Budget Information :**

Base Contract Amount	\$23,079,900
Requested Contract Amount	\$25,944,000
Aggregate Contract Amount	\$49,023,900

**Project Background:**

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project subvented? If yes, what percentage is offset?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved. It is an enterprise solution for all County departments.

**Strategic Alignment:**

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan? Operational Effectiveness (Goal 1) for Fiscal Sustainability (Strategy 1), Service Excellence and Organizational Effectiveness (Strategy 2), and Information Technology (Strategy 5).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document? It will leverage enterprise architectures to achieve County business objectives through effective and efficient use of technologies.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT Standards? It utilizes a web-based interface and runs on Windows virtual servers.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

**Project/Contract Description:**

The Department of Human Resources (DHR) is requesting approval to amend and restate Contract No. 74576 with Affiliated Computer Services, Inc. and Buck Consultants, LLC (ACS/Buck). This change will:

- Add a web-based countywide absence management system; and
- Extend the contract term for third party administrative services of County benefit plans due to expire in December 2013 for three additional years through December 2016.

This request is for an additional \$25,944,000, bringing the estimated total maximum Contract sum to \$49,023,900.

**Background:**

The Board identified improved management of employee leave as County priority in response to failures by individual departments to timely and appropriately manage their leave programs. DHR, in conjunction with our Office, County Counsel, and CEO Risk Management, recommend acquiring a web-based absence management system to provide County department access to timely, accurate, and consistent information related to employees’ use of leave.

In December 2010, DHR notified the Board of their intent to negotiate a sole source contract with ACS/Buck for a web-based absence management system. Currently, the County contracts with ACS/Buck to provide third party administration for its four cafeteria benefit plans and multiple non-cafeteria benefit programs for approximately 100,000 employees and their dependents. This includes web and telephone benefit enrollments, changes in enrollment resulting from life events, billing and accounting systems, electronic data imaging of supporting documents, COBRA notification, and Flexible Spending Account (FSA) administration.

It was determined that the most cost-effective approach was to amend the current contract with ACS/Buck instead of creating a second contract solely for the absence management system. The current Contract for benefits enrollment, with up to 2.5 years remaining, was extended by three years to be coterminous with the five-year term of the absence management system after a six-month implementation period. Contract negotiations began in January 2011 and were completed in May 2011.

**Project Justification/Benefits:**

For all potentially new administrative systems in the County, the first step is to see if the requirements can be met by the County's eCAPS/eHR system suite. Absence management functionality is not included in the system and there are no plans to have this functionality in the near future.

The ACS/Buck Absence Management solution has been available for four years and consists of LeaveLink software provided by Absentys and application hosting provided by Windstream with the overall package configured and managed by ACS/Buck. This is considered a Software as a Service (SaaS) application very similar to the online job application module used by eHR.

Due to the critical need for this system, selecting SaaS application will significantly reduce the development and implementation time needed and make it quickly available to County departments. The County is in the final months of a major implementation of the personnel administration module for the enterprise HR system, putting a constraint on the resources that could have worked on this system if developed in-house. The existing interface from the County's Personnel system to ACS/Buck will also be leveraged to reduce the deployment time.

The system functionality already includes all the relevant State and Federal rules and guidelines which are kept up to date by the vendor. The relevant regulations and County policies for our employees will be configured into the system during the six-month implementation period. The knowledge of County business rules and practices maintained by ACS/Buck for the benefits plan reduces the learning curve and will allow the system to be implemented very quickly.

**Project Metrics:**

The Contract contains Service Level Agreements (SLAs) and Performance Requirements Summary (PRS) for continued service, including ongoing monitoring and inspection. These include uninterrupted Interactive Voice Response (IVR), web systems, adequate system capacity, and distribution of forms/notifications/confirmations during the annual enrollment period.

Both the SLAs and PRS were expanded to include the new absence management system and include credits for non-compliance and late delivery of services.

**Alternatives Considered:**

No alternatives were considered for the reasons discussed above. DHR has found ACS/Buck to be a highly responsive vendor. ACS/Buck has successfully met the County's daily needs of benefits administration and has performed exceptionally well during annual enrollment. In addition, ACS/Buck has been quick to execute design modifications needed to implement new benefits when necessary.

**Project Risks:**

Project risks are minimal. ACS/Buck has met the County's varied and evolving daily needs of benefits administration and has performed exceptionally well during annual enrollment without problems. Moreover, ACS/Buck's experience with current County practices, business rules, and existing processes will be leveraged for the implementation of the new absence management system.

The Chief Information Security Officer (CISO) has reviewed the Contract and did not identify any security risks or issues.

**Risk Mitigation Measures:**

The DHR project team is developing plans to mitigate project risks through executive sponsorship, stable project staffing, performance and data validation, clear roles and responsibilities, and well-defined objectives.

**Financial Analysis:**

The proposed Amendment is for maximum amount of \$25,944,000 (see Table on the next page). This includes:

- Five year cost for absence management solution totaling \$2,250,000 (\$585,000 in implementation costs amortized over five years for an annual cost of \$117,000, plus yearly maintenance fees of \$333,000);
- Funding for three additional years of benefits administration services totaling \$13,830,000; and
- Funding in amount of \$9,864,000 that was previously approved by the Board for administrative services for the remainder of 2011 through 2013.

The three-year extension for the benefits plan is at the current pricing with no fee increases. The proposed amounts for FY2012-2016 below represent the maximum yearly amount which is capped at 3% for increases in the number of employees and another 3% for the contract COLA.

Description	Benefits Plan Administration	Absence Management	Total
2011 (7/1-12/30)	\$ 1,900,000	\$ 0	\$1,900,000
Calendar 2012	3,866,000	450,000	4,316,000
Calendar 2013	4,098,000	450,000	4,548,000
Calendar 2014	4,344,000	450,000	4,794,000
Calendar 2015	4,605,000	450,000	5,055,000
Calendar 2016	\$ 4,881,000	450,000	5,331,000
<b>Total</b>	<b>\$ 23,694,000</b>	<b>\$ 2,250,000</b>	<b>\$25,944,000</b>

The costs for cafeteria and non-cafeteria plans' administrative services are partly offset by administrative fees paid by employees participating in the plans. Employees pay these fees through payroll deduction. The remaining costs, including the entire cost of the absence management system, are billed to County departments. Funding for this contract will be included in the FY2011-2012 Proposed Budget and funding for future years will be requested in future year budgets.

**CIO Concerns:**

None.

**Recommendations:**

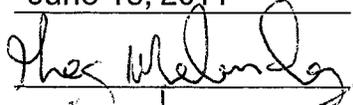
This project addresses a critical County need for management of employee absences and use of leave. My Office supports this action and recommends approval by the Board.

**CIO APPROVAL**

Date Received: May 25, 2011

Prepared by: Tom Travis

Date: June 15, 2011

Approved: 

Date: 6/16/2011

Check (✓)	<p align="center"><b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b></p> <p><i>Identify applicable justification and provide documentation for each checked item.</i></p>
	<ul style="list-style-type: none"> <li>➤ Only one bona fide source for the service exists; performance and price competition are not available.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Quick action is required (emergency situation).</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Proposals have been solicited but no satisfactory proposals were received.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Maintenance service agreements exist on equipment which must be serviced by the authorized manufacturer's service representatives.</li> </ul>
✓	<ul style="list-style-type: none"> <li>➤ It is more cost-effective to obtain services by exercising an option under an existing contract.</li> </ul> <p>ACS/Buck has an existing contract with the County for administrative services for cafeteria and non cafeteria benefit plans. The contract will be amended to add the absence management system that allows for the implementation of a countywide, web-based absence management system to allow departments to access timely and accurate information and better manage their employee's use of leave. As there is an existing contract with ACS/Buck, which will be amended, the main terms and conditions of the contract will not need to be renegotiated.</p> <p>The existing ACS/Buck contract, entered into on August 12, 2003, has a term ending December 31, 2011, with two additional one year optional extensions. The optional extension for calendar year 2012 has already been exercised.</p> <p>The contract term for the absence management system is for five years following implementation. The existing ACS/Buck contract will be amended to extend the term for three additional years to coincide with the contract term for the absence management system, and the contract term for both systems will extend to December 31, 2016. The administrative costs of the cafeteria and non cafeteria benefit plans system, and the absence management system, provided by a single contractor under one combined contract, with coinciding terms, will thereby be significantly reduced.</p>
✓	<ul style="list-style-type: none"> <li>➤ It is in the best interest of the County, e.g., administrative cost savings, excessive learning curve for a new service provider, etc.</li> </ul> <p>The ACS/Buck contract will provide for the implementation of a countywide, web-based absence management system to allow departments to access timely and accurate information and better manage their employees' use of</p>

Check (✓)	<p align="center"><b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b></p> <p><i>Identify applicable justification and provide documentation for each checked item.</i></p>
	<p>leave.</p> <p>ACS/Buck is the selected solution for this system implementation for reasons that include:</p> <ol style="list-style-type: none"> <li>1. Because ACS/Buck has a current contract with the County for employee benefits administration, the County will not incur costs to recreate an existing data exchange process or need to create a separate system interface. Additional County resources are not required to identify, test, and maintain the daily electronic updates in the system. This data exchange has been successfully in place over the last five years and proven to be secure.</li> </ol> <p>ACS/Buck currently receives daily electronic updates for all County employees through a secure data exchange that allows ACS/Buck to update the employee benefit database. They can leverage this existing process when implementing the absence management system</p> <ol style="list-style-type: none"> <li>2. ACS/Buck will have a minimal learning curve about the County system complexities as they currently maintain the business rules for the departments, cafeteria plans and county pay codes. They have a proven track record for capability and capacity to support the County system which allows for a more expeditious implementation of an absence management system.</li> </ol> <p>ACS/Buck feeds to the County payroll system through a secure data exchange reflecting the correct County pay codes, departments and employees. Changes in the employee record will be fed from ACS/Buck to the County reflecting population-based business rules already documented by ACS/Buck. ACS/Buck will update the business rules for the leave policies for each of these populations.</p> <ol style="list-style-type: none"> <li>3. County will not incur costs to set up or have additional maintenance work to support administrator access to the leave system for the County departments.</li> </ol> <p>Once implemented, the absence management system will be easily accessible to County staff through the existing benefits portal. ACS/Buck will be able to leverage the existing rules that define administrator access to the system.</p> <ol style="list-style-type: none"> <li>4. County will not be required to coordinate data records and program updates across different vendors which will minimize inconsistencies in</li> </ol>

