



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

WILLIAM T FUJIOKA
Chief Executive Officer

REVISED

DATE: July 21, 2011
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, **Room 864**

AGENDA

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

1. Call to order – Gevork Simdjian
 - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS**
CEO Class/Comp – Steve Masterson or designee
 - B) **Board Letter - REQUEST APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA FRANCHISE TAX BOARD FOR AN ELECTRONIC INTERFACE TO RECORD AND RELEASE LIEN DOCUMENTS**
RR/CC – Dean Logan or designee
 - C) **SB 1732 Building Crafts Positions Update**
ISD – Tom Tindall or designee
 - D) **Board Letter – APPROVAL TO EXTEND CONTRACTS FOR BUSINESS MACHINE MAINTENANCE SERVICES**
ISD – Tom Tindall 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

DRAFT

August 2, 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
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

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

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending

- Title 2 – Administration, of the County Code to reflect classification deletions;
- Title 5 – Personnel, of the County Code to reflect classification deletions;
- Title 6 – Salaries, of the County Code to delete 57 non-represented classifications, to change the titles of three (3) non-represented classifications, to reclassify 21 positions to implement results of classification studies in the departments of the Assessor, Board of Supervisors, Child Support Services, County Counsel, Fire, Health Services, Human Resources, Internal Services, Mental Health, and Registrar-Recorder/County Clerk, and to make technical corrections.

*"To Enrich Lives Through Effective And Caring Service"
Please Conserve are **Two-Sided**
Intra-County Correspondence Sent Electronically Only*

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

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

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

Deleted Non-Represented Classifications

In conjunction with our Human Resources Transformation Strategic Initiative Project to reduce classifications, we are recommending deleting 57 non-represented classifications (Attachment A). As part of our standard process we have obtained concurrence from department-users for these obsolete classification deletions, which have been vacant for a significant amount of time. In addition, any compensation provisions that identify any of the classes up for deletion will be amended accordingly.

We are further recommending the deletion of 54 vacant non-represented Superior Court classifications (Attachment A). The responsibility for these classifications was transferred as a result of the passage of SB 1732, which required the transfer of county courthouses to the State. These classes were previously deleted from the County's classification plan; however, they remain in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). Since these classes have been vacant since 2005 and the department no longer exists, we recommend that they be deleted from CWTAPPS.

Title Changes/Departmental Provision

We are recommending a title change for Supervising Psychiatric Social Worker (Attachment A). The proposed new title, Mental Health Clinical Supervisor, is a more general title that reflects the broadening of the Minimum Requirements to include licensure and experience as either a Clinical Social Worker or Marriage and Family Therapist. In addition, this title is referenced in a separate compensation provision and will be amended accordingly.

Additionally, we are recommending that "Affirmative Action" be removed from the title of the classes of Senior Deputy Affirmative Action Compliance Officer and Deputy Affirmative Action Compliance Officer. The term "Affirmative Action" is considered outdated in the field of human resources as it now falls under the overall concept of employment equity.

We are further recommending a title change of the department-specific classification of Information Technology Manager, Eligibility Systems to a generic title of Senior Information Technology Manager. This classification, which is allocated in the Department of Public Social Services, is being revised so that it can be used to cover other IT management assignments that are similar in size and scope.

Reclassifications

Based upon individual position studies conducted at the request of eight (8) departments, we recommend that 17 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Further, based on our continuing implementation of the Countywide Human Resources Manager Study in conjunction with the current HR Transformation Project to consolidate single position classifications to broader, generic classifications, we recommend that four (4) positions in three (3) departments be reclassified (Attachment C). The assigned duties, responsibilities, and/or utilization of these positions are sufficiently similar to those within the Departmental Human Resources Manager Series and Administrative Deputy Series, respectively.

Technical Corrections

We are amending the staffing provisions for the Departments of Beaches and Harbors and Mental Health to make technical corrections to our Countywide Contracting Occupational Study recommendations adopted by your Board on March 29, 2011. For the Department of Beaches and Harbors we inadvertently reclassified one (1) Contracts Monitor, Recreational Services that was allocated to their Contract & Grants Unit to an Administrative Services Manager I classification. As such in Sections 20 and 21 of the attached ordinance we are recommending the deletion of one (1) Administrative Services Manager I item and the addition of one (1) Contract Monitor, Recreational Services item, respectively. For the Department of Mental Health, one (1) additional Administrative Services Manager I item was inadvertently ordained to their Contracts Development and Administration Division. As such, in Section 43 of the attached ordinance we are recommending the deletion of one (1) Administrative Services Manager I item. These technical corrections were identified after further review of each department's item control and additional information that was provided by each department.

Implementation of Strategic Plan Goals

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

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 21 positions that will be reclassified is estimated to total \$148,555 (all funds). Net County cost estimated to be \$74,870. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:LR:KP:ra

Attachments (3)

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

ATTACHMENT A

NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
0862	Assistant Chief Executive Officer
8129	Assistant Director, Human Relations Commission (UC)
8127	Assistant Executive Director, Human Relations Commission
2637	Assistant Manager, Systems Maintenance and Operations, Sheriff
5541	Biomedical Equipment Technician Supervisor
9260	Bureau Chief, Public Defender
4449	Case and Hearing Coordinator, Regional Planning
0991	Chief, Administration and Contract Services, Animal Care and Control
1018	Chief, Administrative Services, Library
8128	Chief Deputy Director, Human Relations Commission (UC)
1633	Chief Deputy Director, Ombudsman (UC)
4544	Chief Deputy, M.D., Health Services, Public Health Program (UC)
1762	Chief Epidemiologist, Public Health
2618	Chief, Information Systems, Fire
0999	Chief, Management Services, Assessor
5302	Chief Nurse, Midwifery Services
1050	Chief, Quality Assurance Program
2607	Chief, Systems Division, Assessor

ATTACHMENT A

Item No.	Title
9096	Children's Services Inspector General
1506	Claims Adjuster Analyst I
1507	Claims Adjuster Analyst II
6651	Clinical Laboratory Equipment Technician
2898	Commander, District Attorney
1606	Coordinator, Community Anti-Gang/Anti-Street Crime Program
2820	Crossing Guard
1906	Deputy, Administration and Special Programs, DHR
4563	Deputy Director, M.D., Public Health Programs
9959	Deputy District Attorney (UC)
8193	Division Chief, Community Services
0944	Executive Assistant, Narcotics and Dangerous Drugs Commission
8126	Executive Director, Human Relations Commission
9095	Executive Director, Inter-Agency Council on Child Abuse and Neglect (ICAN)
5117	Graduate Vocational Nurse, Unlicensed
1017	Head, Budget Services, Regional Planning
4617	Head, Management Information Center, Health Services
1079	Head, Management Services, Board of Supervisors
1864	Hospital Training Coordinator
9451	Management Development Participant

ATTACHMENT A

Item No.	Title
2306	Manager, Evidence and Property Operations, Sheriff
6657	Manager I, Crafts Operations
4577	Medical Director, Public Health Programs (UC)
5294	Nursing Systems Consultant
5823	Occupational Therapy Chief I
5824	Occupational Therapy Chief II
1852	Personnel Officer I
8060	Resident, Hospital Administration
9209	Senior Assistant, County Counsel
4627	Special Assistant I, Health Services
9981	Special Assistant, Attorney, District Attorney (UC)
9982	Special Assistant, Attorney, District Attorney (UC)
9983	Special Assistant, Attorney, District Attorney (UC)
9984	Special Assistant, Attorney, District Attorney (UC)
9952	Special Assistant, District Attorney (UC)
9953	Special Assistant, District Attorney (UC)
0919	Staff Assistant, Central Court Operations, Public Defender
8244	Student Intern Worker
1508	Supervising Claims Adjuster Analyst

ATTACHMENT A

**OBSOLETE SUPERIOR COURT CLASSES
RECOMMENDED FOR DELETION IN CWTAPPS ONLY**

Item No.	Title
3112	Accountant, Municipal Court, NCS
3113	Accounting Technician, Municipal Court, NCS
3114	Administrative Assistant, Municipal Court, NCS
3164	Administrative Services Manager, Municipal Court, NCS
3168	Assistant Payroll Technician, Municipal Court, NCS
3157	Computer Operations Supervisor, Municipal Court, NCS
3158	Data Conversion Supervisor, Municipal Court, NCS
3159	Data Conversion Supervisor III, Municipal Court, NCS
3163	Data Processing Specialist I, Municipal Court, NCS
3170	Data Systems Analyst Aid, Municipal Court, NCS
3116	Data Systems Coordinator, Municipal Court, NCS
3117	EDP Staff Aid, Municipal Court, NCS
3171	EDP Support Analyst II, Municipal Court, NCS
3118	Executive Secretary, Municipal Court, NCS
3121	General Maintenance Supervisor, Municipal Court, NCS
3123	Graphic Artist, Municipal Court, NCS
3124	Intermediate Accountant, Municipal Court, NCS
3125	Interpreter, Municipal Court, NCS

ATTACHMENT A

Item No.	Title
3126	Light Vehicle Driver, Municipal Court, NCS
3127	Management Secretary, Municipal Court, NCS
3184	Management Secretary II, Municipal Court, NCS
3172	Management Services Specialist, Municipal Court, NCS
3128	Personnel Assistant, Municipal Court, NCS
3129	Personnel Clerk, Municipal Court, NCS
3130	Personnel Technician, Municipal Court, NCS
3131	Principal Administrative Assistant, Municipal Court, NCS
3199	Principal Budget Analyst, Planning and Research
3132	Principal Personnel Assistant, Municipal Court, NCS
3133	Principal Programmer Analyst, Municipal Court, NCS
3134	Procurement Aid, Municipal Court, NCS
3136	Secretary, Municipal Court, NCS
3137	Secretary to Presiding Judge, Municipal Court, NCS
3138	Senior Accountant, Municipal Court, NCS
3139	Senior Administrative Assistant, Municipal Court, NCS
3140	Senior Courtroom Clerk, Municipal Court, NCS
3141	Senior Judicial Secretary, Municipal Court, NCS
3142	Senior Management Secretary, Municipal Court, NCS
3143	Senior Personnel Assistant, Municipal Court, NCS

ATTACHMENT A

Item No.	Title
3145	Senior Secretary I, Municipal Court, NCS
3146	Senior Secretary II, Municipal Court, NCS
3147	Senior Secretary III, Municipal Court, NCS
3177	Senior System Aid, Municipal Court, NCS
3148	Staff Assistant, Municipal Court, NCS
3198	Staff Attorney II, Planning and Research
3149	Staff Development Specialist, Municipal Court, NCS
3150	Statistical Analyst, Municipal Court, NCS
3162	Stenographer, Municipal Court, NCS
3151	Supervising Computer Operator, Municipal Court, NCS
3152	Supervising Law Clerk, Municipal Court
3180	Supervising Payroll Technician, Municipal Court, NCS
3181	Systems Aid, Municipal Court, NCS
3153	Systems Programmer, Municipal Court, NCS
3154	Telecommunications Technician, Municipal Court
3155	Warehouse Manager, Municipal Court, NCS

ATTACHMENT A

REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE

Item No.	Current Title	New Title
9038	Supervising Psychiatric Social Worker	Mental Health Clinical Supervisor

NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE

Item No.	Title	New Title
1681	Deputy Affirmative Action Compliance Officer	Deputy Compliance Officer
1682	Senior Deputy Affirmative Action Compliance Officer	Senior Deputy Compliance Officer
2619	Information Technology Manager, Eligibility Systems	Senior Information Technology Manager

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ASSESSOR

Number of Positions	Present Classification and Salary	Classification Findings and Salary
10	Ownership Clerk II Item No. 1360A NMV 67E Represented	Ownership Services Specialist Item No. 1361A NMV 71E Represented

The subject Ownership Clerk II positions report to a budgeted Ownership Services Supervisor I and are assigned to one of the two Proposition Investigation Units within the Ownership Services Division of the Roll Services Branch. The positions' primary duties include investigating denied ownership proposition claims; analyzing and determining the eligibility of the denied proposition claims; and applying various complex laws and Revenue and Taxation Code regulations in order to respond to constituents regarding their denied proposition claims.

The assigned duties are consistent with the classification standards for Ownership Services Specialist. By definition, the Ownership Services Specialist class requires the possession of higher-level knowledge, skill and ability to analyze, interpret and correctly apply the aforementioned regulations and laws. Therefore, we recommend upward reclassification to Ownership Services Specialist.

BOARD OF SUPERVISORS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Assistant III Item No. 0889A NM 85K Represented	Executive Assistant Item No. 1120A NM 103E Non-Represented

The subject Administrative Assistant III position is currently vacant and will report directly to the Chief Deputy, Executive Officer, Board of Supervisors (UC), located in the Executive Office's Administration Division, which will work collaboratively with division managers, the Chief Executive Office's (CEO) Intergovernmental and External Affairs Branch, Department Heads, Board Deputies, and State Legislators and their staff. The position will be primarily utilized to function as the department's legislative expert as well as oversee and coordinate all public records requests.

Specifically, the position's main legislative duties will include analyzing and reviewing pending legislation and making recommendations for changes to proposed and existing legislation that impact the Executive Office, the Board and numerous County Commissions; developing legislative proposals that directly impact the Board and the Executive Office; and tracking the status of proposed changes and assisting in the implementation of adopted legislative changes.

Additional responsibilities will include public records request to determine if a request meets the requirements of the Public Records Act; providing information that complies with regulations set forth by the Public Records Act; and analyzing and responding, in writing, to subpoenas, court orders and other requests for information while ensuring that responses to requests are made within the timeframe mandated by California law.

As such, the aforementioned duties will be more reflective with those performed by an Executive Assistant, a classification which encompasses critical aspects of the subject job including conducting legislative analyses; recommending changes in legislation; and serving as legislative liaison with the Chief Executive Office, various commissions, and external public and private entities. Therefore, we recommend upward reclassification of this position.

CHILD SUPPORT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Accounting Officer II Item No. 0657A NM 90B Represented	Fiscal Officer I Item No. 0752A NM 97A Non-Represented

The subject Accounting Officer II position reports directly to a Fiscal Officer II and is assigned to the Fiscal Management Division, Accounting Services Section, which prepares administrative claims to capture detailed departmental expenditures. The position provides oversight of the daily operation, through subordinate supervisors, to four (4) units: General Accounting, Internal Control, Claim/Revenue/Cashier, and Accounts Payable. In addition to its supervisory duties, the position functions as the departmental liaison to the Auditor-Controller, the State, and other outside auditor agencies to address the State's claiming procedures, internal controls compliance, and audits.

The duties and responsibilities assigned to this position are consistent with the classification standards for the Fiscal Officer I classification. By definition, the Fiscal Officer I directs the work of a moderate staff in the operation of a moderate to large scale complex accounting program through a subordinate accounting officer and has major non-accounting financial responsibility which involves the supervision of an active collection program, making recommendations concerning the management and investment of large funds, preparation of highly technical financial analyses and projections, or negotiation and administration of revenue producing agreements. Therefore, we recommend upward reclassification of this position.

HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Electroencephalograph Technician I Item No. 5560A NM 72G Represented	Electroencephalograph Technician II Item No. 5561A NM 75H Represented

The subject Electroencephalograph (EEG) Technician I position reports to a Physician Specialist and is assigned to the Epilepsy Unit in the Neurology Department. The position is responsible for performing long-term, noninvasive video-EEG monitoring studies on inpatients who are suffering from medically intractable epilepsy. Additional duties consist of the completion of appropriate EEG reports, minor repairs, maintenance of inventory supplies, as well as providing technical guidance and hands-on training to community college students on proper EEG techniques and test administration.

The scope of the subject position's duties is more consistent with the class specifications for the EEG Technician II classification, which performs more complex testing procedures. The duties and requisite skill is more than those expected of a journey-level EEG Technician I, which performs routine EEG exams. Therefore, we recommend the upward reclassification to Electroencephalograph Technician II.

HUMAN RESOURCES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Principal Deputy Affirmative Action Compliance Officer (UC) Item No. 1685A N23 R11 Non-Represented	Principal Analyst, Human Resources Item No. 1914A NM 107D Non-Represented

The subject position is recommended to be removed from the unclassified service based on the severance of its direct reporting relationship to the Chief Deputy. The severance of this reporting relationship was a result of the implementation of the January 21, 2011 Board memo recommendation to consolidate the majority of the Office of Affirmative Action and Compliance into the Department of Human Resources, as a cost neutral way to fund the new equity oversight panel. As a result, this classification no longer meets the criteria for unclassified status, based on County Charter, Article IX, Section 33, which requires that unclassified positions be next in line of authority to Chief Deputy.

The subject position most closely matches the Principal Analyst, Human Resources in terms of duties, as well as level and scope of responsibility, and is consistent with the class concept and allocation standards for Principal Analyst, Human Resources. The Principal Analyst, Human Resources has immediate charge of a major program providing operating departments with professional services and guidance in the administration of Countywide programs. The subject position will report to a Senior Human Resources Manager and will be responsible for managing, planning, organizing, and evaluating the work of one or more sections of professional staff engaged in investigating, monitoring and enforcing compliance of employment equity, diversity and civil rights-related programs. Therefore, we recommend the upward reclassification to Principal Analyst, Human Resources. This department specific classification will be deleted from the Classification Plan once vacated.

INTERNAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Manager XI, ISD Item No. 1080A N23 S11 Non-Represented	Administrative Manager XIII, ISD Item No. 1082A N23 S13 Non-Represented

The subject Administrative Services Manager XI, ISD position reports directly to an Administrative Manager XV, ISD, UC who serves as the departmental Administrative Deputy, and is assigned to the Support Division within Administration and Finance Service. The position's primary responsibility is to manage all department strategic planning, as well as develop, implement, and manage the Quality Assurance Program. The subject position also serves as the departmental public information officer and legislative analyst.

The position's duties and responsibilities have grown from providing administrative oversight to encompass full time management and supervision of the entire Division. The wider scope and higher level duties of the subject position are more consistent with the Administrative Services Manager XIII, ISD, a class which manages a division within a Service of the Internal Services Department, with responsibility for planning, organizing, business development and directing services and products. Therefore, we recommend upward reclassification to Administrative Services Manager XIII, ISD.

MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Psychiatric Social Worker II Item No. 9035A N3MW 88B Represented	Mental Health Clinical Supervisor (Title Change) Item No. 9038A N3MW 92C Represented

The subject Psychiatric Social Worker II position reports to the Mental Health Clinical Program Head and is responsible for overseeing the Older Adult Services West Valley Mental Health Center Field-Capable Clinical Services (FCCS) Program. The position supervises a staff comprised of three (3) Psychiatric Social Workers, one (1) Mental Health Counselor, R.N., and one (1) Mental Health Services Coordinator II, which provides treatment to persons with severe and persistent mental illness throughout the San Fernando Valley area.

The duties and responsibilities of the subject position place the position in a supervisory role rather than a lead or senior-level role. The breadth of duties and the higher-level responsibility for both technical as well as administrative supervision are more consistent with the allocation standards of the Mental Health Clinical Supervisor. Therefore, we recommend upward classification of the position to Mental Health Clinical Supervisor (title changed from Supervising Psychiatric Social Worker).

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Printing Production Supervisor I Item No. 7577A NM 71G Represented	Printer I Item No. 7575A NM 67G Represented

The subject Printing Production Supervisor I position reports to a Printing Production Supervisor II and is assigned to the Information Technology Bureau, Network and Voter Systems Division, Printing Services Section. Duties include the operation of a high-speed production printer, the operation of a production paper folder for legal, letter, and ledger sized papers; and the operation of a power paper cutter to accommodate custom sized requests.

The scope of the subject position's duties is more consistent with the Printer I, a class which operates a sheet fed offset press, offset duplicator, or a high speed programmable computerized photocopier in the production of routine, standardized printing jobs. Further, the subject position does not provide supervision, technical or administrative, to any lower-level staff. Therefore, we recommend downward reclassification to Printer I.

ATTACHMENT C

**RECOMMENDED RECLASSIFICATIONS FOR
COUNTYWIDE HUMAN RESOURCES MANAGER STUDY**

Department	No. of Pos.	Present Classification	No. of Pos.	Classification Findings
County Counsel	1	Administrative Deputy, County Counsel Item No. 1006A N23 S13 Non-Represented	1	Administrative Deputy II Item No. 1044A N23 S13 Non-Represented
	1	Head, Personnel & Special Services, County Counsel Item No. 1072A N23 S11 Non-Represented	1	Departmental Human Resources Manager II Item No. 1884A N23 S11 Non-Represented
Fire	1	Chief, Staff Support Operations, Fire Item No. 1049A N23 S13 Non-Represented	1	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented
Internal Services	1	Administrative Manager XIII, ISD Item No. 1082A N23 S13 Non-Represented	1	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented

In the continuing implementation of the Countywide Human Resources Manager Study and in conjunction with the current HR Transformation Project to consolidate single position classifications to broader classifications, we recommend the lateral reclassification of the above four (4) subject positions to the more generic Departmental Human Resources Manager II, Departmental Human Resources Manager III, and Administrative Deputy II classifications, respectively. These single-position department specific classifications will be deleted from the Classification Plan once vacated.

ANALYSIS

This ordinance amends Title 2 – Administration, Title 5 – Personnel, and Title 6 – Salaries, of the Los Angeles County Code by

- Amending Sections 2.10.090 (Risk management inspector general), 5.02.050 (Department head), 5.36.027 (Contributions to health plan-- Additional eligible employees), 5.36.029 (Contribution to health insurance for non-student part-time employees), 5.72.053 (Uniform allowance-- Peace officers), 6.04.045 (Department head), 6.08.175 (Step placement-- For management development participants), 6.08.210 (Physician P pay schedules), 6.08.250 (Special credits), 6.08.310 (Definitions), 6.08.395 (Tier I and Tier II departmental special rates), 6.08.425 (Management Physician E pay schedules), 6.08.450 (Special credits), 6.10.105 (POST bonus), 6.10.150 (Various special rates), 6.28.060 (Table of positions without compensation and positions paid in accordance with special provisions in Chapters 6.02--6.24 and Division 3), 6.70.020 (District Attorney - Additional information), 6.86.020 (Mental Health - Additional information) and to reflect classification deletions and title changes;
- Deleting 55 non-represented classifications;
- Changing the titles of three (3) non-represented classifications; and

- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Assessor, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Child Support Services, County Counsel, Fire, Health Services, Human Resources, Internal Services, Mental Health, Public Health, Public Defender, Public Social Services, and Registrar-Recorder/County Clerk.

ANDREA SHERIDAN ORDIN
County Counsel

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

HSM:kp

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration, Title 5 – Personnel, and Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

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

SECTION 1. Section 2.10.090 is hereby amended to read as follows:

2.10.090 Risk management inspector general.

. . .

B. The risk management inspector general shall be responsible for performing independent and impartial reviews and investigations of the processes, procedures, actions and omissions relating to instances or events resulting in liability for claims or litigation alleging county liability for damages, including but not limited to damages for injury to persons or property or for denial or loss of public services or benefits. The risk management inspector general shall provide to the board of supervisors, chief administrative officer and county counsel comprehensive and confidential analyses and reports of the facts and findings based on such reviews and investigations and his or her recommendations for risk management measures. The functions and responsibilities of the risk management inspector general are not intended to duplicate the role, functions or responsibilities of the ~~children's services inspector general~~, special counsel, ombudsman or other positions or authorities performing review and/or investigatory functions, but rather to focus on the processes, procedures, actions and omissions relating to specific instances and events resulting in county

liability in order to provide the county's legal counsel, chief administrative officer and board of supervisors with independent and impartial assessments which will enable the formulation, implementation and ongoing monitoring and review of appropriate corrective action measures to minimize risks of county liability.

. . .

SECTION 2. Section 5.02.050 is hereby amended to read as follows:

5.02.050 Department head.

For purposes of Section 5.20.072 of the County Code, "department head" means a person formally designated as an acting department head, the employee who has the highest classification in a department which has no regularly appointed department head or designated acting department head, ~~the executive director of the human relations commission~~ and the director of the Museum of Natural History, as well as regularly appointed department heads. For purpose of Section 5.20.070 department head shall also mean the executive officer of the Superior Court and marshal.

SECTION 3. Section 5.36.027 is hereby amended to read as follows:

5.36.027 Contributions to health plan -- Additional eligible employees.

. . .

B. The provisions of this section shall apply to each daily as-needed, daily recurrent, hourly as-needed, or hourly recurrent employee (designated as C, E, F, or H, respectively, in Section 6.28.020 of this Code) who:

. . .

3. Is not employed in:

.....

b. In any of the following positions:

Item No.	Title
8338	Librarian Intern
8242	Student Worker
8243	Student Professional Worker
5113	Student Worker, Nursing
5118	Senior Student Worker, Nursing
9344	Student X-Ray Technician (1st year) NC
9344	Student X-Ray Technician (2nd year) NC
9339	Student Case Worker, NC
9340	Student Clinical Social Worker, NC
9345	Student Diagnostic Ultrasound Technician, NC
8244	Student Intern Worker
5792	Student Nuclear Medicine Technician
9343	Student Psychiatric Case Worker, NC

5791	Student Radiation Therapy Technician
9342	Student Therapist, NC

. . .

SECTION 4. Section 5.36.029 is hereby amended to read as follows:

5.36.029 Contribution to health insurance for non-student part-time employees.

. . .

B. The provisions of this section shall apply to each daily as-needed, daily recurrent, hourly as-needed, hourly recurrent, monthly permanent 1/2 time, monthly permanent 3/5 time, monthly permanent 5/8 time, monthly permanent 2/3 time, monthly permanent 3/4 time and monthly permanent 4/5 permanent time (designated as C, E, F, H, U, V, W, X, Y and Z, respectively, in Section 6.28.020 of this Code) who:

. . .

3. Is not employed in any of the following positions:

Item No.	Title
3422	Civil Engineering Student
8338	Librarian Intern
5118	Sr. Student Worker, Nursing
9339	Student Case Worker, NC

Item No.	Title
9345	Student Diagnostic Ultrasound Tech
8244	Student Intern Worker
9240	Student Medical Social Worker, NC
5792	Student Nuclear Medicine Technician
5355	Student Nurse - Midwife
8243	Student Professional Worker
9343	Student Psychiatric Case Worker, NC
5791	Student Radiation Therapy Tech
9342	Student Therapist, NC
8242	Student Worker
5113	Student Worker, Nursing
9344	Student X-Ray Technician (1st Year), NC
9344	Student X-Ray Technician (2nd Year), NC

...

SECTION 5. Section 5.72.053 is hereby amended to read as follows:

5.72.053 Uniform allowance— Peace officers.

A. Any person employed in a position of Captain (Item No. 2721), Captain, DA (Item No. 2896), Commander (Item No. 2723), ~~Commander, DA (Item No. 2898),~~ Detective (UC) (Item No. 9977), Detective (UC) (Item No. 9978), or Detective (UC) (Item No. 9980) shall be entitled to annual lump-sum payments as follows:

. . .

2. Effective March 1, 2005, for persons employed on positions of ~~Commander, DA (Item No. 2898)~~ or Detective (UC) (Item No. 9978), paid in accordance with the provisions contained in Title 6, Chapter 6.08, Part 3 of the Los Angeles County Code, shall receive a one-time only lump-sum uniform allowance supplement payment of \$2,500.00 upon departmental certification that such person's performance is "Met Expectations" or better;

. . .

SECTION 6. Section 6.04.045 is hereby amended to read as follows:

6.04.045 Department head.

For purposes of Section 6.10.075 of the County Code, "department head" means a person formally designated as an acting department head, the employee who has the highest classification in a department which has no regularly appointed department head or designated acting department head, ~~the executive director of the human relations commission,~~ and the director of the Museum of Natural History, as well as regularly appointed department heads.

SECTION 7. Section 6.08.175 is hereby deleted in its entirety:

~~6.08.175 Step placement -- For management development participants.~~

~~Notwithstanding any other provision of this Title 6, when any person is assigned to a position of Management Development Participant (Item No. 9451), he shall continue to be compensated as though he still held the position he held immediately prior to such assignment, for a period not to exceed two years. Such appointment shall not set a new anniversary date.~~

SECTION 8. Section 6.08.210 is hereby amended to read as follows:

6.08.210 Physician P pay schedules.

. . .

B. Compensation of Management Physicians and Dental Directors.

1. The following Management Physician and Dental Director classifications shall be compensated on the indicated schedule of the effective M Table:

Item No.	Title	Schedule Number
4544	Chief Deputy Director, MD, Public Health Programs (UC)	11
5405	Chief Medical Examiner-Coroner	14A
4739	Chief Mental Health Psychiatrist	14
4476	Dental Director I	3
4777	Dental Director II	5
5491	Deputy Director, MD, Mental Health	8

Item No.	Title	Schedule Number
5489	Deputy Director, MD, Mental Health (UC)	8
4563	Deputy Director, MD, Public Health Programs	11
5447	Medical Director I, MD	8
5449	Medical Director II, MD	11
5450	Medical Director II, MD (UC)	11
5451	Medical Director III, MD	12
5452	Medical Director III, MD (UC)	12
4564	Medical Director, MD, Health Services	12
4566	Medical Director, Juvenile Court Health Services	8
4567	Medical Director, MD, Mental Health	11
4574	Medical Director, MD, Mental Health (UC)	11
4565	Medical Director, Public Health Programs	11
4577	Medical Director, Public Health Programs (UC)	11
5492	Mental Health Clinical District Chief, MD	7
4737	Supervising Mental Health Psychiatrist	11

. . .

SECTION 9. Section 6.08.250 is hereby amended to read as follows:

6.08.250 Special credits.

. . .

C. Any person appointed to the position of Medical Director I, MD; Medical Director II, MD; Medical Director II, MD (UC); Medical Director III, M.D.; Medical Director III, MD (UC); Medical Director, Juvenile Court Health Services; Medical Director, MD, Health Services; Medical Director, Public Health Programs; ~~Medical Director, Public Health Programs (UC);~~ Medical Director, MD, Mental Health; Mental Director, M.D., Mental Health (UC) shall receive a flat rate monthly bonus pursuant to one of the following:

. . .

SECTION 10. Section 6.08.310 is hereby amended to read as follows:

6.08.310 Definitions.

. . .

A. "Appointing Authority" means the board of supervisors for any person employed and paid as an appointed " department head." The Chief Executive Officer (UC) shall be the Appointing Authority for the Chief Deputy, Chief Executive Officer (UC) and Deputy, Chief Executive Officer (UC) positions. ~~The commission on human relations shall be the Appointing Authority for any person employed in the position of Executive Director, Human Relations Commission.~~ County department heads are the Appointing Authority for all other persons compensated pursuant to this Part 3.

. . .

SECTION 11. Section 6.08.395 is hereby amended to read as follows:

6.08.395 Tier I and Tier II departmental special rates.

. . .

2. Longevity Pay.

a. Eligibility. Beginning July 1, 2005, each person employed in one of the following positions shall be eligible to receive longevity pay based on years of completed aggregate service in accordance with the implementation schedule provided in subparagraph d:

Item No.	Title
2898	Commander, DA
9968	Division Chief, Sheriff (UC)
9969	Assistant Sheriff (UC)
9970	Undersheriff (UC)

. . .

SECTION 12. Section 6.08.425 is hereby amended to read as follows:

6.08.425 Management Physician E pay schedules.

. . .

B. Compensation of Management Physicians and Dental Directors.

The following Management Physician and Dental Director classifications shall be compensated on the indicated schedule of the effective E Table as follows:

Item No.	Title	Schedule Number
4544	Chief Deputy Director, MD, Public Health Programs (UC)	26
4739	Chief Mental Health Psychiatrist	18
4776	Dental Director I	7
4777	Dental Director II	9
5489	Deputy Director, MD, Mental Health (UC)	24
4563	Deputy Director, MD, Public Health Programs	26
5463	Medical Director I	24
5461	Medical Director II	26
5462	Medical Director II (UC)	26
5460	Medical Director III (UC)	28
4567	Medical Director, MD, Mental Health	24
4574	Medical Director, MD, Mental Health (UC)	24
4565	Medical Director, Public Health Programs	26
4577	Medical Director, Public Health Programs (UC)	26
5492	Mental Health Clinical District Chief, MD	11

Item No.	Title	Schedule Number
4737	Supervising Mental Health Psychiatrist	15

SECTION 13. Section 6.08.450 is hereby amended to read as follows:

6.08.450 Special credits.

. . .

C. Any person appointed to the position of Medical Director I; Medical Director II; Medical Director II (UC); Medical Director III, M.D.; Medical Director III (UC); Medical Director, Juvenile Court Health Services; Medical Director, Health Services; Medical Director, Public Health Programs; ~~Medical Director, Public Health Programs (UC)~~; Medical Director, MD, Mental Health; and Medical Director, M.D., Mental Health (UC) shall receive a flat rate monthly bonus pursuant to one of the following:

. . .

SECTION 14. Section 6.10.105 is hereby amended to read as follows:

6.10.105 POST bonus.

A. Any person who is employed in one of the following positions and who possesses a POST Certificate issued by the California Commission on Peace Officer Standardization and Training, shall be eligible to receive the compensation indicated in addition to the compensation set forth in Section 6.28.050, provided he does not elect to receive compensation pursuant to Section 6.10.100:

. . .

2. Five percent additional compensation for possession of a Basic POST Certificate, or eight percent for possession of an Intermediate POST Certificate, or 11 percent for possession of an Advanced POST Certificate or Executive POST Certificate:

Item No.	Title
2898	Commander, DA
9969	Assistant Sheriff (UC)
9968	Division Chief, Sheriff (UC)
9970	Undersheriff (UC)
9978	Detective (UC)
9979	Detective (UC)

. . .

SECTION 15. Section 6.10.150 is hereby amended to read as follows:

6.10.150 Various special rates.

. . .

B.

. . .

2. Persons employed on any of the following registered nurse classes, shall not receive the compensation provided by this subsection B:

Item No.	Title
5295	Assistant Nursing Director, Administration
5287	Assistant Nursing Director, Education
5302	Chief Nurse, Midwifery Services
5304	Chief Nursing Officer I
5308	Chief Nursing Officer II
5309	Chief Nursing Officer III
5298	Clinical Nursing Director I
5299	Clinical Nursing Director II
5300	Clinical Nursing Director III

5288	Nursing Director, Education
5296	Nursing Director, Administration
5297	Nursing Director, Research
5286	Nurse Manager

. . .

SECTION 16. Section 6.28.050 is hereby amended to delete the following

classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
0862	ASSISTANT CHIEF EXECUTIVE OFFICER	10/01/2006	N23	R16
		04/01/2007	N23	R19
		07/01/2007	N23	R19
		01/01/2008	N23	R19
		01/01/2009	N23	R19
8129	ASST DIR,HUMAN REL COMM(UC)	10/01/2006	N23	R9
		04/01/2007	N23	R9
		07/01/2007	N23	R9
		01/01/2008	N23	R9
		01/01/2009	N23	R9
8127	ASST EXEC DIR,HUMAN RELATIONS COMM	10/01/2006	N23	R9
		04/01/2007	N23	R9
		07/01/2007	N23	R9
		01/01/2008	N23	R9
		01/01/2009	N23	R9
2637	ASST MGR,SYSTEMS MAINT & OPNS,SHER	10/01/2006	N23	R10
		04/01/2007		103L
		07/01/2007	NN	103L
		01/01/2008	NN	105A
		07/01/2008	NM	105A
	01/01/2009	NM	106B	

5541	BIOMEDICAL EQUIPMENT TECH SUPVR	01/01/2006		78C
		10/01/2006		79H
		04/01/2007		81H
		07/01/2007	NN	81H
		01/01/2008	NN	82J
		07/01/2008	NM	82J
		01/01/2009	NM	83K
9260	BUREAU CHIEF,PUBLIC DEFENDER	10/01/2006	N23	A3
		04/01/2007	N23	S19
		07/01/2007	N23	S19
		01/01/2008	N23	S19
		01/01/2009	N23	S19
-4449	CASE & HEARING COORDINATOR,REG PLNG	01/01/2006	N2	102G
		10/01/2006	N2	103H
		07/01/2007	N2N	103H
		01/01/2008	N2N	104J
		07/01/2008	N2M	104J
		01/01/2009	N2M	105K
0991	CHIEF,ADMIN & CONTRACT SERVS,AC&C	10/01/2006	N23	R10
		04/01/2007	N23	S11
		07/01/2007	N23	S11
		01/01/2008	N23	S11
		01/01/2009	N23	S11
1018	CHIEF,ADMINISTRATIVE SERVS,LIBRARY	10/01/2006	N23	R11
		04/01/2007	N23	S13
		07/01/2007	N23	S13
		01/01/2008	N23	S13
		01/01/2009	N23	S13
8128	CHF DEPY DIR,HUMAN REL COMM(UC)	10/01/2006	N23	R10
		04/01/2007	N23	R11
		07/01/2007	N23	R11
		01/01/2008	N23	R11
		01/01/2009	N23	R11
1633	CHIEF DEPUTY DIRECTOR,OMBUDSMAN(UC)	10/01/2006	N23	R8
		04/01/2007	N23	R11
		07/01/2007	N23	R11
		01/01/2008	N23	R11
		01/01/2009	N23	R11

4544	CHF DEP DIR,MD,HS PUB HLTH PROG(UC)	01/01/2006	N19	M11
		10/01/2006	N19	M11
		01/01/2008	N42	E26
		01/01/2009	N42	E26
1762	CHIEF EPIDEMIOLOGIST,PUBLIC HEALTH	01/01/2006	NW	99F
		10/01/2006	NW	100L
		07/01/2007	NNW	100L
		01/01/2008	NNW	102A
		07/01/2008	NMW	102A
		01/01/2009	NMW	103B
0999	CHIEF,MANAGEMENT SERVICES,ASSESSOR	10/01/2006	N23	R11
		04/01/2007	N23	S11
		07/01/2007	N23	S11
		01/01/2008	N23	S11
		01/01/2009	N23	S11
5302	CHIEF NURSE,MIDWIFERY SERVICES	01/01/2006	N23	R14
		10/01/2006	N23	R14
		04/01/2007	N23	S14
		07/01/2007	N23	S14
		01/01/2008	N23	S16
		01/01/2009	N23	S16
2607	CHIEF,SYSTEMS DIVISION,ASSESSOR	10/01/2006	N23	R12
		04/01/2007	N23	S12
		07/01/2007	N23	S12
		01/01/2008	N23	S12
		01/01/2009	N23	S12
2618	CHIEF,INFORMATION SYSTEMS,FIRE	10/01/2006	N23	R12
		04/01/2007	N23	S13
		07/01/2007	N23	S13
		01/01/2008	N23	S13
		01/01/2009	N23	S13
1050	CHIEF,QUALITY ASSURANCE PROGRAM	10/01/2006	N23	R11
		04/01/2007	N23	S11
		07/01/2007	N23	S11
		01/01/2008	N23	S11
		01/01/2009	N23	S11

9096	CHILDREN'S SERVS INSPECTOR GENERAL	10/01/2006	N23	R13
		04/01/2007	N23	S13
		07/01/2007	N23	S13
		01/01/2008	N23	S13
		01/01/2009	N23	S13
1506	CLAIMS ADJUSTER ANALYST I	01/01/2006		86E
		10/01/2006		87K
		07/01/2007	NN	87K
		01/01/2008	NN	88L
		07/01/2008	NM	88L
01/01/2009	NM	90A		
1507	CLAIMS ADJUSTER ANALYST II	01/01/2006		90E
		10/01/2006		91K
		07/01/2007	NN	91K
		01/01/2008	NN	92L
		07/01/2008	NM	92L
01/01/2009	NM	94A		
6651	CLINICAL LAB EQUIPMENT TECHNICIAN	01/01/2006	N3	75D
		10/01/2006	N3	76J
		04/01/2007	N3	78J
		07/01/2007	N3N	78J
		01/01/2008	N3N	79K
		07/01/2008	N3M	79K
01/01/2009	N3M	80L		
2898	COMMANDER,DA	10/01/2006	N23	R14
		04/01/2007	N23	S14
		07/01/2007	N23	S14
		01/01/2008	N23	S14
		01/01/2009	N23	S14
1606	COORD,COM ANTIGANG/ANTIST CRIME PRO	10/01/2006	N23	R9
		04/01/2007		101C
		07/01/2007	NN	101C
		01/01/2008	NN	102D
		07/01/2008	NM	102D
01/01/2009	NM	103E		

2820	CROSSING GUARD	01/01/2006		FH	9.57
		10/01/2006		FH	9.95
		07/01/2007		FH	10.22
		01/01/2008		FH	10.53
		07/01/2008		FH	10.82
		01/01/2009		FH	11.14
9959	DEPUTY DISTRICT ATTORNEY(UC)	01/01/2006		F	7028.20
		10/01/2006		F	7309.33
		07/01/2007		F	7510.34
		01/01/2008		F	7735.65
		07/01/2008		F	7948.38
		01/01/2009		F	8186.83
1906	DEPUTY ADMIN & SPEC PROGRAMS,DHR	10/01/2006	N23	R15	
		04/01/2007	N23	R15	
		07/01/2007	N23	R15	
		01/01/2008	N23	R15	
		01/01/2009	N23	R15	
-4563	DEPY DIR,MD,PUBLIC HEALTH PROGRAMS	01/01/2006	N19	M11	
		10/01/2006	N19	M11	
		01/01/2008	N42	E26	
		01/01/2009	N42	E26	
8193	DIVISION CHIEF,COMMUNITY SERVICES	10/01/2006	N23	R12	
		04/01/2007	N23	S12	
		07/01/2007	N23	S12	
		01/01/2008	N23	S12	
		01/01/2009	N23	S12	
0944	EXEC ASST,NARC & DANG DRUGS COMM	01/01/2006		87H	
		10/01/2006		89B	
		07/01/2007	NN	89B	
		01/01/2008	NN	90C	
		07/01/2008	NM	90C	
		01/01/2009	NM	91D	
8126	EXECUTIVE DIR,HUMAN RELATIONS COMM	10/01/2006	N23	R12	
		04/01/2007	N23	R13	
		07/01/2007	N23	R13	
		01/01/2008	N23	R13	
		01/01/2009	N23	R13	

9095	EXECUTIVE DIRECTOR,ICAN	10/01/2006	N23	R13
		04/01/2007	N23	R13
		07/01/2007	N23	R13
		01/01/2008	N23	R13
		01/01/2009	N23	R13
1017	HEAD,BUDGET SERVICES,REG PLANNING	01/01/2006		91B
		10/01/2006		92G
		07/01/2007	NN	92G
		01/01/2008	NN	93H
		07/01/2008	NM	93H
01/01/2009	NM	94J		
-4617	HEAD,MANAGEMENT INFO CENTER,HS	01/01/2006		94D
		10/01/2006		95J
		07/01/2007	NN	95J
		01/01/2008	NN	96K
		07/01/2008	NM	96K
01/01/2009	NM	97L		
1079	HEAD,MANAGEMENT SERVICES,BD OF SUPV	10/01/2006	N23	R10
		04/01/2007	N23	S10
		07/01/2007	N23	S10
		01/01/2008	N23	S10
		01/01/2009	N23	S10
1864	HOSPITAL TRAINING COORDINATOR	01/01/2006		86H
		10/01/2006		88B
		07/01/2007	NN	88B
		01/01/2008	NN	89G
		07/01/2008	NM	89G
01/01/2009	NM	90D		
2306	MGR,EVIDENCE & PROPERTY OPNS,SHER	10/01/2006	N23	R8
		04/01/2007		98G
		07/01/2007	NN	98G
		01/01/2008	NN	99H
		07/01/2008	NM	99H
01/01/2009	NM	100J		

6657	MANAGER I,CRAFT OPERATIONS	10/01/2006	N23	R10
		04/01/2007	N23	S10
		07/01/2007	N23	S10
		01/01/2008	N23	S10
		01/01/2009	N23	S10
4577	MEDICAL DIRECTOR,PUBLIC HEALTH PROG(UC)	01/01/2006	N19	M11
		10/01/2006	N19	M11
		01/01/2008	N42	E26
		01/01/2009	N42	E26
5294	NURSING SYSTEMS CONSULTANT	01/01/2006		99G
		10/01/2006		101A
5823	OCCUPATIONAL THERAPY CHIEF I	01/01/2006		101C
		10/01/2006		102H
		07/01/2007	NN	102H
		01/01/2008	NN	103J
		07/01/2008	NM	103J
		01/01/2009	NM	104K
5824	OCCUPATIONAL THERAPY CHIEF II	01/01/2006		105C
		10/01/2006		106H
		07/01/2007	NN	106H
		01/01/2008	NN	107J
		07/01/2008	NM	107J
		01/01/2009	NM	108K
1852	PERSONNEL OFFICER I	01/01/2006		88H
		10/01/2006		90B
		07/01/2007	NN	90B
		01/01/2008	NN	91C
		07/01/2008	NM	91C
		01/01/2009	NM	92D
8060	RESIDENT,HOSPITAL ADMINISTRATION	01/01/2006	N4	66A
		10/01/2006	N4	67F
		07/01/2007	N4N	67F
		01/01/2008	N4N	68G
		07/01/2008	N4M	68G
		01/01/2009	N4M	69H

9209	SENIOR ASSISTANT COUNTY COUNSEL	10/01/2006	N23	A4
		04/01/2007	N23	R21
		07/01/2007	N23	R21
		01/01/2008	N23	R21
		01/01/2009	N23	R21
4627	SPECIAL ASSISTANT I,HEALTH SERVICES	01/01/2006		91F
		10/01/2006		92L
		07/01/2007	NN	92L
		01/01/2008	NN	94A
		07/01/2008	NM	94A
		01/01/2009	NM	95B
9981	SPECIAL ASSISTANT,ATTORNEY,DA(UC)	01/01/2006	N3	83A
		10/01/2006	N3	84F
		07/01/2007	N3N	84F
		01/01/2008	N3N	85G
		07/01/2008	N3M	85G
		01/01/2009	N3M	86H
9982	SPECIAL ASSISTANT,ATTORNEY,DA(UC)	01/01/2006	NX	94E
		10/01/2006	NX	95K
		07/01/2007	NNX	95K
		01/01/2008	NNX	96L
		07/01/2008	NMX	96L
		01/01/2009	NMX	98A
9983	SPECIAL ASSISTANT,ATTORNEY,DA(UC)	01/01/2006	NW	103E
		10/01/2006	NW	104K
		07/01/2007	NNW	104K
		01/01/2008	NNW	105L
		07/01/2008	NMW	105L
		01/01/2009	NMW	107A
9984	SPECIAL ASSISTANT,ATTORNEY,DA(UC)	01/01/2006	NW	107F
		10/01/2006	NW	108L
		07/01/2007	NNW	108L
		01/01/2008	NNW	110A
		07/01/2008	NMW	110A
		01/01/2009	NMW	111B

9952	SPECIAL ASSISTANT,DA(UC)	01/01/2006		79J	
		10/01/2006		81C	
		07/01/2007	NN	81C	
		01/01/2008	NN	82D	
		07/01/2008	NM	82D	
		01/01/2009	NM	83E	
9953	SPECIAL ASSISTANT,DA(UC)	01/01/2006		89J	
		10/01/2006		91C	
		07/01/2007	NN	91C	
		01/01/2008	NN	92D	
		07/01/2008	NM	92D	
		01/01/2009	NM	93E	
0919	STAFF ASST,CENTRAL COURT OPNS,PD	01/01/2006		82H	
		10/01/2006		84B	
		07/01/2007	NN	84B	
		01/01/2008	NN	85C	
		07/01/2008	NM	85C	
		01/01/2009	NM	86D	
8244	STUDENT INTERN WORKER	01/01/2006	N1	FH	6.77
		10/01/2006	N1	FH	7.04
		07/01/2007	N1	FH	7.23
		01/01/2008	N1	FH	7.45
		07/01/2008	N1	FH	7.65
		01/01/2009	N1	FH	7.88
1508	SUPVG CLAIMS ADJUSTER ANALYST	01/01/2006		95E	
		10/01/2006		96K	
		07/01/2007	NN	96K	
		01/01/2008	NN	97L	
		07/01/2008	NM	97L	
		01/01/2009	NM	99A	

SECTION 17. Section 6.28.050 is hereby amended to change the title of the

following classes:

ITEM NO.	TITLE
1681	DEPY AFFIRM ACTION COMPLIANCE OFFR <u>DEPUTY COMPLIANCE OFFICER</u>
2619	INFO TECH MGR, ELIGIBILITY SYSTEMS <u>SR INFORMATION TECHNOLOGY MANAGER</u>
1682	SR DEPUTY AFFIRM ACTION COMPL OFF <u>SR DEPUTY COMPLIANCE OFFICER</u>

SECTION 18. Section 6.28.060 is hereby amended to read as follows:

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

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

Item No.	Title
9444	Att. Staff Dentist, W/O Comp.
9445	Att. Staff Physician, MD, W/O Comp.
9448	Career Development Participant*
9391	Chairman, Emeritus Employee Relations Commission
9463	Chf. Dep. Fire Chf., Co. FPD, W/O Comp.
9491	Chief of Protocol, W/O Comp.
9452	Clinical Pastoral Trainee, W/O Comp.
9456	Dentist, W/O Comp.
9461	Deputy Assessor, W/O Comp.
9462	Deputy Auditor-Controller, W/O Comp.
9464	Deputy Coroner, W/O Comp.
9465	Deputy County Clerk, W/O Comp.
9482	Deputy County Counsel, W/O Comp.
9477	Deputy County Surveyor, W/O Comp.
9466	Deputy County Veterinarian, W/O Comp.
9467	Deputy District Attorney, W/O Comp.
9468	Deputy Engineer, W/O Comp.
9470	Deputy Fire Warden, W/O Comp.
9471	Deputy Fish & Game Warden, W/O Comp.
9472	Deputy Probation Officer, W/O Comp.
9473	Deputy Public Defender, W/O Comp.

Item No.	Title
9474	Deputy Purchasing Agent, W/O Comp.
9475	Deputy Registrar-Recorder, W/O Comp.
9308	Deputy Sheriff, NC*
9476	Deputy Sheriff, W/O Comp.
9478	Deputy Tax Collector, W/O Comp.
9479	Deputy Treasurer, W/O Comp.
9458	Dietetic Intern., W/O Comp.
9485	Fellow, MD, Clinical, W/O Comp.
9486	Fellow, MD, Research, W/O Comp.
9487	Fire Captain (56 hour), W/O Comp.
9450	Fire Chf., County FPD, W/O Comp.
9488	Fish & Game Warden, W/O Comp.
9489	Government Relations Cns., W/O Comp.
9490	Graduate Nurse, W/O Comp.
9492	Hearing Officer, Coroner, W/O Comp.
9494	Inspr. Of Wts. & Measures, W/O Comp.
9307	Keeper, NC*
9324	Laborer, Relief, NC*
9495	Law Clerk, W/O Comp.
9451	Mgmt. Development Participant*
9496	Medical Student, W/O Comp.

Item No.	Title
9453	Member, Accessibility Appeals Board
9408	Member, Arts Commission*
9389	Member, Assessment Appeals Board*
9390	Member, Aviation Commission
9392	Member, Board of Education*
9446	Memb., Bd.-Govs., Arb. & Bot. Grdns., W/O Comp.
9386	Member, Board of Investments
9394	Member, Board of Retirement
9396	Memb., Building Appeals Bd., W/O Comp.
9429	Member, Bldg. Rehab. Appeals Board*
9426	Member, Business License Commission*
9397	Memb., Ctzn. Advy. Comm. On Commun. Dev.*
9400	Member, Citizens Council, Reg. Plng.*
9399	Member, Civil Service Commission*
9421	Member, Comm. For Pub. Social Servs.*
9436	Member, Comm. On Disabilities*
9401	Memb., Commission on Human Relations*
9402	Memb., Comm. On Judicial Proc.
9405	Member, Commission on Youth*
9407	Memb., County Comm. On Alcoholism*
9406	Member, County Energy Commission*

Item No.	Title
9410	Member, Delinquency & Crime Comm.*
9409	Memb., Elections Comm.*
9411	Member, Employee Relations Comm.*
9412	Member, Engrg. Geol. & Soils Review & Appls. Bd.
9415	Member, Fish & Game Commission*
9437	Member, Grand Jury
9416	Member, Health Systems Plng. Com.
9459	Member, Horizons Plan Committee
9417	Member, Hospital Commission*
9432	Memb., Institutional Inspn. Comm.*
9413	Memb., LA Co. Comm. For Women*
9388	Member, LA Co. Comm. For Children and Families
9418	Member, LA Co. Highway Safety Comm.*
9419	Member, LA Co. Pks. & Rec. Comm.*
9420	Member, LA Co. Public Hlth. Commission*
9449	Member, Local Agency Formation Comm.*
9422	Mem., Narcotics & Dangerous Drugs Comm.*
9423	Member, Native American Indian Comm.*
9424	Member, Probation Committee*
9425	Memb., Productivity Advisory Cmte.
9398	Member, Real Estate Mgmt. Commission

Item No.	Title
9428	Member, Regional Planning Comm.*
9498	Member, Search & Rescue Team, W/O Comp.
9430	Memb., Small Craft Harbor Commission*
9431	Memb., Sm. Craft Harb. Design Contr. Bd.*
9493	Mbr., Solid Waste Facil. Hrg. Bd.
9394	Mbr. Solid Waste Mgmt. Cmte.
9427	Mbr., Special Assessment Appeals Bd.*
9434	Member, Veterans' Advy. Comm.*
9433	Member, Water Appeals Board*
9480	Depy. Director, Regional Servs., MHS., W/O Comp.
9500	Nutrition Assistant, W/O Comp.
9504	Park Ranger, W/O Comp.
9328	Patient Helper, NC*
9505	Pharmacy Student, W/O Comp.
9506	Physician, MD, W/O Comp.
9520	Physician Specialist, MD, W/O Comp.
9435	Plumbing Examiner*
9510	Postgraduate Stu. Phys., MD, W/O Comp.
9512	Public Health Physician, MD, W/O Comp.
9513	Public Health Registrar, W/O Comp.
9515	Reader Driver, W/O Comp.

Item No.	Title
9514	Recreation Therapy Student, W/O Comp.
9335	Referee, Business Lic. Commission*
9516	Resident Physician, MD, W/O Comp.
9501	Safety Police Officer, W/O Comp.
9518	Social Worker, W/O Comp.
9526	Special Counsel, DA, W/O Comp.
9519	Special Health Officer, W/O Comp.
9520	Specialist, W/O Comp.
9457	Student Dentist, W/O Comp.
9522	Student Nurse, W/O Comp.
9524	Student Physician, MD, W/O Comp.
9523	Student Physician, W/O Comp.
9531	Student Podiatrist, W/O Comp.
9525	Stu. Psychiatric Case Wkr., W/O Comp.
9527	Stu. Public Health Nurse, W/O Comp.
9528	Stu. Pub. Health Nutritionist, W/O Comp.
9529	Stu. Sanitarian, W/O Comp.
9530	Student Therapist, W/O Comp.
9532	Stu. Vocational Nurse, W/O Comp.
9533	Stu. X-Ray Technician, W/O Comp.
9349	Veteran Burial Escort, NC*

Item No.	Title
9535	Volunteer Worker, W/O Comp.

SECTION 19. 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
1360A	56 <u>46</u>	OWNERSHIP CLERK II
1361A	54 <u>61</u>	OWNERSHIP SERVICES SPECIALIST

SECTION 20. Section 6.42.011 (Department of Beaches and Harbors - Marina) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4002A	4	ADMINISTRATIVE SERVICES MANAGER I

SECTION 21. Section 6.42.011 (Department of Beaches and Harbors - Marina) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8861A</u>	<u>1</u>	<u>CONTRACT MONITOR, RECREATIONAL SVCS</u>

SECTION 22. 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>1120A</u>	<u>1</u>	<u>EXECUTIVE ASSISTANT</u>

SECTION 23. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	2 <u>1</u>	ADMINISTRATIVE ASSISTANT III

SECTION 24. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the title for the following classes:

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

SECTION 25. 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
0657A	4	ACCOUNTING OFFICER II

SECTION 26. Section 6.55.010 (Child Support Services Department) is hereby amended to add the following class and number of ordinance positions:

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

SECTION 27. 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
4006A	4	ADMINISTRATIVE DEPUTY, CO COUNSEL
4072A	4	HD, PERSONNEL & SPECIAL SERVS, CO CO

SECTION 28. Section 6.64.010 (County Counsel) is hereby amended to add the following classes and number of ordinance positions:

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

SECTION 29. Section 6.70.020 is hereby amended to read as follows:

6.70.020 Additional information.

~~A. No appointment shall be made to any position under Item No. 9959O, Deputy District Attorney (Unclassified) except for the preparation or trial, or both (including attendance upon the grand jury), of a case or cases of special importance, and then only upon approval of the board of supervisors, by order formally adopted and entered upon its minutes, which order shall specify the time for which such appointment is authorized, and further, the provisions of Sections 5.44.020 and 5.44.050 of the County Code shall not apply to any person appointed under this item. Single appointments at any one time under this item shall not be for more than 60 days' service.~~

~~B.A.~~ 1. Notwithstanding any other provisions of this code, persons employed on the item of Deputy District Attorney II (Item No. 9272A) and assigned to the Antelope Valley Area Office in Lancaster shall be compensated on an abbreviated salary range, the first step of which is the fifth step of the indicated salary range. When such persons cease to hold this assignment, their salary shall be adjusted to reflect that

step within the salary range for Deputy District Attorney II which such persons would have earned had they been employed without respect to the provisions of this subsection.

. . .

C.B. Persons appointed to positions under Item 9980C, Detective (Unclassified) shall be employed temporarily as needed, and not permanently.

D.C. Any person employed as a Lieutenant, DA (Item No. 2894), Captain, DA (Item No. 2896), or Supervising Investigator, DA (Item No. 2891), ~~or Commander, DA (Item No. 2898)~~ who is assigned in an acting capacity by his department head to fill a vacant budgeted higher-level position and who is on a promotional list for such classification from which appointments are enjoined or stayed for any reason, shall, commencing on the thirty-first consecutive calendar day of such acting-capacity assignment, and continuing for the duration of such assignment, be compensated one standard salary schedule above that provided elsewhere in this code for his classification.

E. D. Notwithstanding any other provision of this code, any person employed in a position of Investigator, DA (Item No. 2889) who possesses an Associate of Arts degree from an accredited college shall be compensated upon appointment at the second step of the salary range. Persons so employed who possess a Bachelor's Degree from an accredited college shall be compensated upon appointment at the third step of the salary range. Other persons so employed shall be compensated upon appointment at the first step of the salary range. The rate or rates established by this provision constitute a base rate.

F. E 1. Any person employed in one of the following classes who possesses a valid Certified Public Accountant license or Public Accountant license issued by the state of California and who is assigned by the district attorney to perform or direct the performance of audits in accordance with generally accepted auditing standards of the United States General Accounting Office and the American Institute of Certified Public Accountants, with approval of the Chief Administrative Officer shall be entitled to compensation at a rate two schedules higher than that established for his class in Section 6.28.050 of this code:

Title	Item No.
Investigative Auditor, DA	0681
Supervising Investigative Auditor, DA	0683

. . .

G. E In exchange for the additional compensation provided in paragraph 2 of subsection A of Section 6.10.105 on January 1, 1998 persons employed in the classes listed therein on December 31, 1997, shall have the pay rate provided by Chapter 6.08 Part 3 on January 1, 1998 reduced to an amount obtained by dividing that pay rate by 1.03, if the highest level of certificate possessed is the Basic POST Certificate, or by 1.06, if the highest level of certificate possessed is the Intermediate POST Certificate, or by 1.09, if the highest level of certificate possessed is the Advanced POST Certificate or Executive POST Certificate.

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

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4049A	4	CHIEF, STAFF SUPPORT OPERATIONS, FIRE

SECTION 31. 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 32. Section 6.77.030 (Department of Public Health – Antelope valley rehabilitation centers) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038A	1	SUPVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 33. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038A	3	SUPVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 34. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5560A	4	ELECTROENCEPHALOGRAPH TECHNICIAN I

SECTION 35. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5561A	4 <u>2</u>	ELECTROENCEPHALOGRAPH TECHNICIAN II

SECTION 36. Section 6.78.070 (Department of Health Services – ValleyCare network) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038A	1	SUPVGR PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 37. 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
1685A	4	PRIN DEPTY AFF ACTION COMP OFFR(UC)

SECTION 38. Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1914A	30 <u>31</u>	PRINCIPAL ANALYST,HUMAN RESOURCES

SECTION 39. Section 6.80.010 (Department of Human Resources) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1681A	41	DEPY AFFIRM ACTION COMPLIANCE OFFR <u>DEPUTY COMPLIANCE OFFICER</u>
1682A	9	SR DEPUTY AFFIRM ACTION COMPL OFF <u>SR DEPUTY COMPLIANCE OFFICER</u>

SECTION 40. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

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

SECTION 41. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1080A	2 <u>1</u>	ADMINISTRATIVE MANAGER XI,ISD

SECTION 42. Section 6.81.010 (Internal Services Department) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1681A	7	DEPY AFFIRM ACTION COMPLIANCE OFFR <u>DEPUTY COMPLIANCE OFFICER</u>
1682A	1	SR DEPUTY AFFIRM ACTION COMPL OFF <u>SR DEPUTY COMPLIANCE OFFICER</u>

SECTION 43. 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
1002A	24 <u>23</u>	ADMINISTRATIVE SERVICES MANAGER I
9035A	709 <u>708</u>	PSYCHIATRIC SOCIAL WORKER II

SECTION 44. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions and amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038A	115 <u>116</u>	SUPVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 45. Section 6.86.010 (Department of Mental Health) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038N	10	SUPVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 46. Section 6.86.020 (Department of Mental Health) is hereby amended to read as follows:

6.86.020 Additional Information.

A. Standby Compensation for Persons Assigned to Mental Health Mobile Response Teams.

. . .

2. The provisions of this subsection A shall be applicable only to persons who are employed by the department in one of the following classes:

Item No.	Title
4739	Chief Mental Health Psychiatrist
5469	Clinic Physician, M.D.
5470	Mental Health Consultant, M.D.
5471	Consulting Specialist, M.D.
5475	Physician, M.D.
5477	Physician Specialist, M.D.
5492	Mental Health Clinical District Chief, M.D.
9038	Supervising Psychiatric Social Worker <u>Mental Health Clinical Supervisor</u>

. . .

SECTION 47. Section 6.104.010 (Public Defender) is hereby amended to change the title for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038A	1	SUPVVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>
9038N	1	SUPVVG PSYCHIATRIC SOCIAL WORKER <u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 48. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2619A	1	INFO TECH MGR, ELIGIBILITY SYSTEMS <u>SR INFORMATION TECHNOLOGY MANAGER</u>

SECTION 49. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7577A	4	PRINTING PRODUCTION SUPERVISOR I

SECTION 50. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7575A	4 <u>5</u>	PRINTER I

SECTION 51. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSAUG11KPCEO]



DEAN C. LOGAN
Registrar-Recorder/County Clerk

August 9, 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 OF MEMORANDUM OF UNDERSTANDING WITH THE
CALIFORNIA FRANCHISE TAX BOARD FOR AN
ELECTRONIC INTERFACE TO RECORD AND RELEASE LIEN DOCUMENTS
(ALL DISTRICTS - 3 Votes)**

**CIO RECOMMENDATION: APPROVE APPROVE WITH MODIFICATION
 DISAPPROVE**

SUBJECT

Approve the Memorandum of Understanding ("Agreement") for an electronic recording interface ("e-Recording") between the Los Angeles County Department of Registrar-Recorder/County Clerk ("RR/CC") and the California Franchise Tax Board ("FTB"), to record lien documents. The Agreement provides for an Electronic Lien Filing System ("e-Lien") for transmission, filing, recording of lien documents, and lien release documents. The paperless transaction expedites the lien recording process. The transactions generate revenue for the RR/CC. There is no net County cost.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Registrar-Recorder/County Clerk, or designee to execute the attached Agreement (Attachment II) with the FTB for e-Lien. The base term of the Agreement would commence upon execution by the parties and run consecutively for two (2) years, unless sooner terminated, with five (5) one-year renewal options. The aggregate term of the Agreement will not exceed seven (7) years. There is no cost to the County to provide the FTB with e-Lien.
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 such amendment.

3. Authorize the Registrar-Recorder/County Clerk, or designee to terminate the Agreement pursuant to the termination provisions contained in the Agreement if needed, provided that: (i) County Counsel approval is obtained prior to terminating the Agreement; and (ii) your Board and Chief Executive Office (CEO) are notified in writing within fifteen (15) days of terminating the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The recommended action provides the FTB with an electronic interface for the purpose of transmitting lien documents electronically to RR/CC for recording, storage and returning recorded lien documents to the FTB. The online electronic lien interface assists in conducting official government business. Online access to e-Liens greatly enhances the efficient use of staff time and public service delivery by decreasing research time, improving efficient utilization of resources, and timely completion of official government business, as well as reduce paper consumption.

Implementation of Strategic Plan Goals:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness: Maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

Strategy 2: Service Excellence: The e-Lien process provides RR/CC with the ability to expedite the recording of lien documents, reducing both FTB and RR/CC staff processing time, and eliminates the mailing of paper documents.

Strategy 2: Organizational Effectiveness: e-Lien is a paperless transaction between the County RR/CC and FTB which expedites the lien recording process as well as sharing recorded lien information for official government business. Consequently, this makes the otherwise manual process more effective, efficient, and consistent with Board order to improve operational efficiencies and reduce paper consumption.

FISCAL IMPACT/FINANCING:

The recommended action does not impose any new fees. The fees for recording lien and lien releases are set forth in Government Code section 27360 et seq. and states that if a taxpayer's address is within the State of California the county does not charge the requesting government agency a fee to record a lien; however, a \$16 fee is assessed to release the lien. Government Code section 7171(d), allows the county to charge the requesting government agency an \$18 fee to record a lien and an \$18 fee to release a lien if a taxpayer's address is outside the State of California. In FY 2009-

2010, the RR/CC collected approximately \$400,000 from the FTB for recording and releasing liens, which was placed in the RR/CC Recorder Trust Account and distributed via statutory requirements such as the Modernization Fund (GC 27361), Micrographics Fund (GC 27361.4), eRecording Program (GC 27390), and Social Security Number truncation Program (GC 27300).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On August 30, 2005, your Board approved the County's participation in the State of California Electronic Recording Delivery Act of 2004 (Board letter Attachment III). The RR/CC worked with County's Chief Information Office (CIO) and the Chief Information Security Officer (CISO) to ensure all security measures were addressed. In 2009, RR/CC joined eighteen other California counties in processing FTB liens electronically. RR/CC worked closely with the FTB to successfully test an interface between the parties and thereafter began accepting FTB liens electronically. The parties determined the need for an Agreement that required parties to comply with all established security and technical requirements necessary to maintain a secure electronic system. In order to minimize the impact on the FTB and customers, the RR/CC continued to process FTB liens electronically while both agencies worked on finalizing an Agreement. County Counsel, working with FTB has approved the attached Agreement as to form. The Agreement will enhance operational efficiencies for both the FTB and RR/CC.

Under California Government Code section 27279, the recorder of any county may, in lieu of written paper, accept for recording digitized images, digital images, or both, of a recordable instrument, paper, or notice if the requester and addressee for delivery of the recorded images are the same and can be readily identified as a local or state government entity, or an agency, branch or instrumentality of the federal government. The transmission is done through a secure electronic interface between the FTB and RR/CC in a secure format. The e-Lien allows the RR/CC to receive, file, record, and transmit FTB's recorded lien data for official government business. The electronic interface eliminates the filing of paper liens between the FTB and the RR/CC.

The CEO and CIO have reviewed and approved this Board letter (CIO Analysis Attachment I). County Counsel has reviewed this Board letter and approved as to form the attached Agreement.

CONTRACTING PROCESS:

This is a government to government Agreement. There was no solicitation process associated with this recommended action.

The Honorable Board of Supervisors
August 9, 2011
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IMPACT ON CURRENT SERVICES:

Approval of the recommended action will provide a fast, efficient, and effective method for transmitting, recording, and returning recorded paperless documents and have them available sooner for electronic viewing by the public.

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,

Reviewed by:

DEAN C. LOGAN
Registrar-Recorder/County Clerk

RICHARD SANCHEZ
Chief Information Officer

DCL:NU:EB:yt

Attachment (3)

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF LOS ANGELES
AND
CALIFORNIA FRANCHISE TAX BOARD
FOR
ELECTRONIC INTERFACE TO RECORD REAL PROPERTY
LIEN DOCUMENTS

Prepared by:

Department of the
Registrar-Recorder/County Clerk
Finance and Management Division/Contracts Section
12400 Imperial Highway, Room 5203
Norwalk, CA 90650

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ATTACHMENT

- 1. E-Lien TIFF Architecture & System Requirements

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF LOS ANGELES
AND
CALIFORNIA FRANCHISE TAX BOARD
FOR
ELECTRONIC INTERFACE TO RECORD REAL PROPERTY
LIEN DOCUMENTS**

This Memorandum of Understanding ("Agreement") is made and entered into effect this ____day of _____, 2011 by and between the County of Los Angeles, a political subdivision of the State of California ("County"), by and through its Department of the Registrar-Recorder/County Clerk ("RR/CC"), and the State of California Franchise Tax Board ("FTB"). County, RR/CC and FTB are hereinafter referred to collectively as the "Parties" and each individually as a "Party."

WHEREAS, California Government Code section 27279 provides for the recording of digitized images, digital images of real property documents between government entities;

WHEREAS, the FTB has the ability and the desire to submit the lien documents electronically to County; and

WHEREAS, the County "Electronic Lien Recording System" ("E-Lien") allows an interface with the FTB enabling the County to electronically process lien filing and lien release of documents to FTB.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the Parties agree as follows:

1.0 PURPOSE

1.1 The purpose of this Agreement is to set the terms and conditions of the Parties' participation in E-Lien recording with the Los Angeles County Registrar-Recorder/County Clerk. The E-Lien process is summarized as follows: (1) FTB creates an electronic file of lien information (henceforth, a "Data File"); (2) FTB electronically transmits the Data File to County for recordation of the Data File in the Official Records of the County of Los Angeles; (3) County processes the Data File and fills in applicable recording information; and (4) County electronically returns the processed Data File (henceforth the "Recording File") to FTB.

1.2 This Agreement includes the Franchise Tax Board's Attachment 1, "E-Lien TIFF Architecture & System Requirements July 2010", and any and all amendments made from time to time in accordance with the terms herein.

2.0 COUNTY RESPONSIBILITIES

2.1 Data File Processing Timeframe

- 2.1.1 County shall process each Data File and return to FTB a corresponding Recording File within five (5) working days of County's receipt of such Data File from FTB. In the event County cannot comply with the foregoing Data File processing timeframe, County will make a courtesy telephone call to FTB to inform FTB of the delay in processing such Data File and shall indicate an expected timeframe for processing.

County shall process Data Files received from FTB on a first in–first out (FIFO) basis in concurrence with other participating agencies.

2.2 Notification of Changes in Electronic Addresses

- 2.2.1 If County requires changes to any electronic address used by FTB to transmit Data Files or Data File transfer notifications to County, County will notify FTB 30 days in advance of such changes to allow FTB to make necessary changes to its system which are essential to continue the services provided in this Agreement.
- 2.2.2 If County is unable to give prior notification thereof to FTB, County shall give notification thereof to FTB as soon as possible after the electronic address change is made in accordance with Paragraph 2.1 (Data File Processing Timeframe) if service deliverables would be affected.

2.3 Data File Processing

- 2.3.1 County shall return Recording Files to FTB using the naming convention established by FTB.
- 2.3.2 County shall process the Data File within each file sequentially (e.g. record 1, record 2...record *n*).
- 2.3.3 County shall not split a Data File or merge Data File. The records contained in each Data File generated by FTB must be returned by County to FTB in a corresponding Recording File without being removed or combined with records from another Data File. Rejected packages (as described in the provision immediately following) will not be removed from the Data File or corresponding Recording File.
- 2.3.4 In the event that the County program finds error in the formatting of the XML file or tiff image(s), the County will reject the **entire** package. The County will not reject individual files from the package. The County will contact the

FTB immediately when a package has an error so it can be fixed and sent again for processing.

- 2.3.5 The County must ensure a file is not processed twice. If a file is processed twice, the County will correct the duplicate records in the County system. The return data file containing the duplicate recording information should not be returned to FTB. The County will notify FTB when there is a duplicate recording and when corrections are completed.

2.4 Space Allocation

County shall ensure the availability of sufficient computer disc storage space to receive Data Files transmitted by FTB hereunder, taking into account (i) the Data File types (txt or XML) being transmitted, (ii) TIFF images, if any, and (iii) the frequency of Data File transfers.

2.5 Archiving Recording Files

County shall maintain an archive of the Recording Files for a period of One Hundred Eighty (180) days.

2.6 Testing

- 2.6.1 If County (or any County contractor at the direction of County) makes any change to the program, data format or notice templates hereunder, County and FTB shall undertake such joint testing as the Parties determine necessary to validate the change before such change is implemented into production.
- 2.6.2 If FTB (or any FTB contractor at the direction of FTB) makes any change to the program, data format or notice templates hereunder, FTB and County shall undertake such joint testing as the Parties determine necessary to validate the change before such change is implemented into production.

2.7 Confidentiality Provision

- 2.7.1 The County, its employees, and agents agree to maintain the confidentiality of the file transmitted by FTB to the County. Once the County has recorded the information contained in the file the information becomes part of the County's official public records. All parties understand that the file transmitted by FTB to the County contains confidential taxpayer information and is protected by State and Federal law. Unauthorized inspection or disclosure of confidential taxpayer information is a misdemeanor. Revenue and Taxation Code Section 19542 and 19542.1

3.0 FTB RESPONSIBILITIES

3.1 System Monitoring

FTB shall monitor E-Lien data to ensure Data Files are being transmitted to and received by County in a timely manner. If FTB does not receive a Recording File from County within five (5) working days from the receipt by County of a corresponding Data File, FTB will contact County to determine whether the Data File has been received and processed by County and returned to FTB, or if there has been a technical problem.

3.2 Data File Generation

3.2.1 FTB shall generate Data Files with sequential data (daily liens followed by releases).

3.2.2 FTB shall name Data Files using a standard naming convention as outlined in Attachment 1, which is incorporated herein.

3.2.3 If FTB has generated any Data Files for County, FTB will transmit Data Files (or make Data Files available for transmission) to County no less than once a week.

3.2.4 FTB will contact County via email and/or phone to inform County of any delays in transmitting the Data File within five (5) business days of discovering the transmission error.

3.2.5 To ensure a Data File is not mistakenly processed and recorded twice by County, FTB will re-transmit a Data File to County only after receiving confirmation from County that (i) County did not receive a previously transmitted Data File, or (ii) County was unable to process a previously transmitted Data File and County no longer has such previously transmitted Data File on E-Lien.

3.3 Space Allocation

FTB shall ensure the availability of sufficient computer disc storage space to receive Data Files transmitted by the County hereunder, taking into account (i) the Data File types (txt or XML) being transmitted, (ii) TIFF images, if any, and (iii) the frequency of Data File transfers.

3.4 Archiving Data Files

FTB shall maintain an archive of the Recording Files for a period of One Hundred Eighty (180) days.

- 3.5 FTB shall maintain the confidentiality of all information obtained from E-Lien recordings in accordance with all applicable Federal, State and local laws, rules, and regulations.
- 3.6 FTB shall restrict its use of E-Lien recording to official FTB business. Any unauthorized use of the E-Lien system by FTB's employee, will be cause for immediate termination of this Agreement.
- 3.7 FTB shall establish appropriate procedures, which County can request at any time, to ensure that all information is safeguarded from improper disclosure in accordance with all applicable Federal, State, and local laws, rules, and regulations. FTB shall inform all of its officers, employees, and agents having access to E-Lien recordings of the confidentiality provisions of this Agreement.
- 3.8 County retains the right to audit FTB compliance with the terms and conditions of this Agreement. In the event that an audit is conducted by County, or any State or Federal auditor in connection to this Agreement, FTB shall be solely liable for the respective audit findings, costs and sanctions, if any.

3.9 TIFF File

County requires FTB to provide County with complete image documents hereunder, County will accept a Tag Image File Format (TIFF) file.

4.0 GENERAL TERMS AND CONDITIONS

- 4.1 This Agreement shall take effect upon the execution hereof by the Parties and the day, month and year first above written, and shall expire two (2) years thereafter (hereinafter, the "Initial Term"), unless sooner terminated or extended, in whole or in part, as provided in this Agreement. Upon expiration of the Initial Term, and upon mutual written consent of the Parties, the FTB and County may renew this Agreement for up to five (5) additional one-year periods (each such additional period, hereinafter an "Extended Term"), one (1) year at a time through a written amendment to this Agreement.
- 4.2 Either Party may terminate this Agreement by giving thirty (30) days prior written notice thereof to the other Party.
- 4.3 This Agreement may be modified or amended only upon the mutual written consent of the Parties.
- 4.4 On an annual basis the Parties shall review the Agreement for desired changes/modifications. Such review shall be completed by the Agreement

anniversary date. Notifications of any changes/modifications shall be made at least 30 days prior to the anniversary date. Any changes/modifications to the Agreement shall be executed per Paragraph 4.3 of this Agreement.

- 4.5 Both Parties shall establish mutually satisfactory and appropriate procedures to ensure that all information transmitted in connection with E-Lien recording is safeguarded from improper disclosure in accordance with applicable state and federal laws and regulations.
- 4.6 Each Party will appoint a person to serve as the official contact and coordinate the activities of the respective Party in carrying out this Agreement. Unless otherwise provided under this Agreement, all notices, submissions or deliveries to be made to County and FTB under this Agreement shall be directed as indicated below.

The County contact for this Agreement is:

**Willie Wilson, Manager
Document Recording Division
County of Los Angeles Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 5001A
Norwalk, CA 90650
Telephone Number: (562) 462-2889
Fax Number: (562) 868-5139
E-mail Address: WWilson@rrcc.lacounty.gov**

And

The FRANCHISE TAX BOARD contact for this Agreement is:

Kent Yabumoto, Manager
PO Box 2952
Sacramento CA 95812-2952
Ph: (916) 845-3298
Fx: (916) 855-5789
Email: Kent.Yabumoto@ftb.ca.gov

5.0 INDEMNIFICATION

- 5.1 FTB shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the FTB's acts and/or omissions arising from and/or relating to this Agreement.

- 5.2 County shall indemnify, defend and hold harmless the FTB, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the County's acts and/or omissions arising from and/or relating to this Agreement.

6.0 MUTUAL EXPECTATIONS AND COMMITMENTS

- 6.1 FTB shall use agreed-upon flat file type utilizing XML elements. The file shall be transferred using the FTB SWIFT process, with the County checking on weekdays for new files and pushing files back as appropriate.
- 6.2 FTB shall have Data Files available for County for processing every Tuesday, Wednesday and Thursday of each week.
- 6.3 County shall process each Data File and return a corresponding Recording File to FTB within five (5) working days of County's receipt of such Data File.
- 6.4 FTB will transmit to County a statement (the "Data File Statement") with each Data File setting forth (i) the total number of records in the Data File, (ii) the lien release document count, and (iii) the lien issued document count. The Data File Statement shall be forwarded to County's accounting department for processing and invoicing. If any of the records in a Data File are rejected by County, County shall manually adjust the corresponding Data File Statement to ensure proper invoicing.
- 6.5 The technical requirements of file types, XML elements, layouts and transfer methods are further specified in Attachment 1, which is incorporated herein.

7.0 INVOICES AND PAYMENTS

County shall invoice FTB on a monthly basis for all amounts due and payable to County under this Agreement pursuant to all applicable Government Codes and LA County Codes. County shall direct such invoices to Brenda Sizer, Lien Program, MS 317A, PO Box 2952, Sacramento CA 95812-2952. County shall return to FTB a copy of the corresponding Data File Statement with each invoice. FTB shall remit payment of each invoice within thirty (30) days of invoice date and shall direct such payment to Registrar-Recorder/County Clerk, Financial Services – Room 7211, 12400 Imperial Highway, Norwalk, CA 90650-8357.

- 7.1 Any dispute in work performed, invoice for services, and/or payment will be reported to the respective Parties official contact as indicated per Paragraph 4.6 of this Agreement for investigation and resolution.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF LOS ANGELES
AND
FRANCHISE TAX BOARD
FOR
ELECTRONIC INTERFACE TO RECORD REAL PROPERTY
LIEN DOCUMENTS**

IN WITNESS WHEREOF, and executed as the date first above written, the Parties to this Agreement do hereby agree and consent to all terms and conditions provided herein.

FRANCHISE TAX BOARD

(Name and Title)

COUNTY OF LOS ANGELES

DEAN C. LOGAN
Registrar-Recorder/ County Clerk

APPROVED AS TO FORM:
ANDREA S. ORDIN
County Counsel

By _____
Patrice Salseda
Senior Deputy County Counsel

MEMORANDUM OF UNDERSTANDING

ATTACHMENT I

(E-Lien TIFF Architecture & System Requirements)

Franchise Tax Board

E-Lien TIFF Architecture & System Requirements

July 2010

History of Changes

Revision Date	Comment	Modified by:
1/8/08	Added new revisions of the Lien Notice types to Appendix A	Terri Thompson
1/8/08	Corrected the last bullet on page 38, Section IV, 1.1 to reflect the change made to Eldim for creating a zip file	Terri Thompson
1/8/08	Section 2, Part 2, paragraph 2, page 2 – added clause why a certificate is exchanged	Terri Thompson
1/8/08	Section III, 1.2.3, page 24 – added bullets 6, 7 and 8	Terri Thompson
1/8/08	Section III, 1.2.3, page 24 – corrected bullet 10 to reflect 180 days	Terri Thompson
1/16/08	Section V, Testing, updated all areas	Terri Thompson
7/22/10	Replaced in full, Section II: Guide to Using FTP with Section II Secure Web Internet File Transfer (SWIFT) Transmitter User Guide	Terri Thompson
7/22/10	Corrected all record layouts to remove the AKA from the examples along with changing one of the DBA's to an AKA	Terri Thompson
7/22/10	Replaced all updated Notices in Section VI Appendix	Terri Thompson

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Section I: E-Lien Architecture and System Requirements

1. Introduction

This document outlines the architecture of the FTB Electronic Lien (E-Lien) process. It also includes the system requirements for end users who choose to participate in the exchange of electronic Lien documents with The Franchise Tax Board (FTB). At the heart of the new process is the support for automation of the file transfer process. An automated process will be used by FTB to send and receive files. FTB wants to facilitate automation in the County and Vendor systems. To facilitate automation, we modified some aspects of the existing process. Our goals are to minimize the County and Vendor effort while standardizing the file exchange and maximizing automation.

2. File Transfer Method and File Format

2.1 FTP Transfers

The File Transfer Protocol (FTP) is the accepted method of electronic file exchange. The County will connect to the Secure Web Internet File Transmission Service (SWIFT) to download and upload files.

2.2 File Format —XML

Section II: Secure Web Internet File Transmission Service (SWIFT) Transmitter User Guide

1. Link to Transmitter User Guide

1.1 http://www.ftb.ca.gov/professionals/taxnews/swift_faq.shtml

Section III: E-Lien — XML File Method

1. Introduction

The Electronic Lien Process enables the California Franchise Tax Board (FTB) and County Recorder's offices to electronically exchange new Lien, Lien Extension, and Lien Release filing data. The process begins when FTB creates an XML file of Lien information and a file containing TIFF images of the recordable documents. FTB electronically sends these files to the appropriate County Recorder offices. The receiving Counties read and process the file, fill in recording data (on the file and on the recorded document) and electronically transfer the data file back to FTB.

1.1 Scope

The purpose of this document is to provide Counties with information about the exchange of Electronic Lien Process data with the Franchise Tax Board. This section covers the four data record layouts that will be used by the Electronic Lien process.

1.2 Process Overview

1.2.1 Electronic data files

The Franchise Tax Board - Compliance Systems Bureau creates data for the filing of new Liens, and the Extension or Release of existing Liens. FTB sorts the data by individual Counties. FTB formats separate files and sends them via FTP to the Counties that participate in the Electronic Lien Process.

A County will receive three files from FTB:

- **Data file** — Contains the information for filing, extending, or releasing Liens.
- **Summary file** — Contains a breakdown of totals for the types of records on the Document File. The Counties use this data to bill FTB for Lien Release FEEs.
- **TIFF file** – This file contains a digital image of the actual notice to be recorded or Released [all TIFF files are contained in a single compressed (zip) file].

A County will return a Data file, and possibly a Reject file:

- **Data file** — Contains the Recording information for filing, extending, or releasing Liens. The County will always be expected to return this file.
- **Reject file** – The County will create this file if they cannot process one or more records (section 8.4 provides additional detail).

1.2.2 File naming conventions

File names have a standard naming convention. All files have a name format that includes date and version information, and an identifier token. All files, except the TIFF Image files, have a County name. Each part of the name is separated by spaces. The typical format is:

[CenturyYearMonthDay][Version] [Identifier] [County].xml

Examine the following example: 20061031 01 Lien_data contra_costa.xml

In this example, the file name indicates that the file was sent on October 31, 2006, is the first file for that day for the County [Version], contains Lien data [Identifier], and was created for Contra Costa County. When the County sends the return file, it should return the file with the same file name (e.g. 20061031 01 Lien_data contra_costa.xml)

Following are examples of the three file types made available by FTB and the two files that may be returned by a County:

Files FTB makes available TO County

Data file [Century][Year][Month][Day] [Version] [Identifier] [County].xml
20061031 01 **Lien_data** santa_clara.xml

Summary file [Century][Year][Month][Day] [Version] [Identifier] [County].summary.xml
20061031 01 Lien_data santa_clara.**summary**.xml

TIFF file (ZIP) [Century][Year][Month][Day] [Version] [Identifier].images.zip
20061031 01 Lien_data **images**.zip

File(s) FTB receives back FROM County:

Data file [Century][Year][Month][Day][Version][Identifier][County].xml
20061031 01 Lien_data santa_clara.xml

Reject file [Century][Year][Month][Day][Version][Identifier][County].Reject.xml
20061031 01 Lien_data santa_clara_reject.xml

1.2.3 County data processing

Each County processes the Lien, Lien Release and Extension documents and returns the recording information. The end-result of processing includes a stamped (recorded) document for each record (and TIFF image) and a data file populated with recording information. Because the file layout is preserved, the County simply inserts the document number (as a DLN or Book/Page) and the document recording date. NOTE: some Counties recorded Liens using Book and Page Numbers and have changed to DLNs. Therefore, older Liens may have been recorded using Book and Page Numbers and newly filed or Extended Liens may be recorded using DLNs.

After the data is inserted, the data file is returned (using the original file name) to FTB for processing. If one or more records in the data file are not processed, a separate Reject file will also be returned (see section 2.5 for additional details).

Specifically, County file processing includes the following:

- Fill in the recording data on the file.
- DLN users use the NewDLN tag, and have the option of using the NewDLNCentury tag. If the NewDLNCentury tag is used, the two elements are concatenated in the FTB database.
- Book and Page users make use of the NewBookNo and NewPageNo tags.
- When a record cannot be processed, a reject file should be created. Copy the rejected record into the Reject file. A reference to the failed record will be made using (at the minimum) the RecordCnt, TitleCode, NewLienCertNoDate, and NewLienCertNoSeq tags, and must also include a Failure reason.
- Return the Data and any Reject files. The Data file shall retain its original name.
- The County must implement a programmatic routine or a business procedure to ensure a file is not processed twice, as this would result in duplicate recordings.
- If a file is processed twice, the County is responsible for correcting the duplicate records in the County system. The return data file containing the duplicate recording information should **not** be returned to FTB.
- In case there is duplicate recording, the County will notify FTB as soon as possible. The County will also notify FTB when corrections are completed.
- Print the Summary file for billing purposes. Bill the State of California for Lien fees. Correct the Transmittal (Summary) file when a “billable” document is rejected and fails to record.
- Process and return each file within five (5) working or seven (7) calendar days of receipt. The County should retain a copy of the file for a minimum of 180 days.
- Counties may not combine or split files.
- Counties must not alter the XML format or the FTB data.

2. Record Layouts

2.1 General Record Layout

The record layouts for the Electronic Lien process are presented in the following tables. Bolded XML Tags are those fields that can be filled in by the County.

2.2 Definitions

- XML Tag: XML tag based on field name
- Field Name: File data field name
- Length: The maximum number of positions allowed in the field
- Description: A narrative explanation of the data field
- Filler: Blank spaces denoted by ‘b’
- Value: A constant value

Note: Recording information may be in one of two formats, Book and Page Numbers or Document Locator Numbers (DLN). If a County uses Book and Page Numbers, the Document Locator Number fields should be blank. If a County uses Document Locator Numbers, the Book and Page Number fields should be blank.

2.3 Document File

A file will contain at least one of the following four record layouts, and may contain all four layout types.

2.3.1 Notice of State Tax Lien record layout

XML Tag	Field Name	Length	Description
NoticeOfStateTaxLien	Notice type	40	Attributes required: RouteTo="[County name] County" StateAbbrev="[State abbreviation]" Example: <NoticeOfStateTaxLien RouteTo="Orange County" StateAbbrev="CA">
RecordType	Record Type	3	Value - '210'
ActionCode	Action Code	1	Value - 'I'
CurrentYr	Current Two Digit Year	2	Current two digit year Structure - ## Example - '98' for 1998
RecordCnt	Record Count	7	The sequence count of each record on the file Example - 1 for the first record in the file, 2 for the second, etc.
TitleCode	Title Code	3	Value - '067'
AgencyCode	Agency Code	6	Value - 'FTB654'

XML Tag	Field Name	Length	Description
CntyRecordingDate	County Recording Date (<i>Returned from the County</i>)	10	The date the County recorded the new Lien Structure – MM/DD/YYYY Example – 04/26/1998 for April 26, 1998
NewLienCertNoDate	New Lien Certificate Number – Year and day-number in year	5	Date of the Certificate Number of the new Lien to be recorded. Structure – Two-digit year and day-number-in-year that FTB processed the Lien Example - 01055 for February 24, 2001
NewLienCertNoSeq	New Lien Certificate Number – Sequence #	6	Certificate Number of the new Lien - Sequence Number portion
PrimaryTPFirstName	Name of Taxpayer – Primary Debtor	14	Primary debtor's first name
PrimaryTPMiddleName	Name of Taxpayer – Primary Debtor	1	Primary debtor's middle initial
PrimaryTPLastName	Name of Taxpayer – Primary Debtor	20	Primary debtor's last name
SecondaryTPFirstName	Name of Taxpayer – Secondary Debtor	14	Secondary debtor's first name
SecondaryTPMiddleName	Name of Taxpayer – Secondary Debtor	1	Secondary debtor's middle initial
SecondaryTPLastName	Name of Taxpayer – Secondary Debtor	20	Secondary debtor's last name
TP1AKA	Name of Taxpayers – Also Known As (AKA) Name	70	May be used if the debtor uses other personal or business names Example - JOHN&SMITH
TP2AKA	Name of Taxpayers – AKA Name	70	Example – JON&SMITH
TP3AKA	Name of Taxpayers – AKA Name	70	Example – DBA Mike's Ice Creamery
FTBID	FTB Account Number	10	Primary debtor's FTB 10 digit identification # Structure – ##### Example – 1234567890
PrimarySSN	Social Security Number (SSN) – Primary Debtor	11	SSN will be masked with first 5 characters replaced with 'X' Structure – XXX-XX-#### Example – XXX-XX-6789
SecondarySSN	SSN – Secondary Debtor	11	Spouse's SSN will be masked with first 5 characters replaced with 'X' Structure - XXX-XX -#### Example – XXX-XX -7890
Address	Address – Street	50	Debtor's street address Structure – House Number&Street Name&Apartment/Suite Example – 123&MAIN&ST&APT&B3
City	City	18	Debtor's City
State	State	2	Debtor's State
Zip	Zip	9	Debtor's 9 digit ZIP code
Year1	Year – 1	4	Year applicable to the Lien Structure - #### Example – 1998
Year2	Year - 2	4	May be filled if the Lien applies to multiple tax years

XML Tag	Field Name	Length	Description
Year3	Year - 3	4	May be filled if the Lien applies to multiple tax years
Year4	Year - 4	4	May be filled if the Lien applies to multiple tax years
Year5	Year - 5	4	May be filled if the Lien applies to multiple tax years
Year6	Year - 6	4	May be filled if the Lien applies to multiple tax years
Year7	Year - 7	4	May be filled if the Lien applies to multiple tax years
Tax	Tax	12	Tax assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
Penalty	Penalty	12	Penalties assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
Interest	Interest	12	Interest assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
CollCosts	Collection Costs	12	Collections Costs assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
Payments	Payments	12	Payments as of the date the Lien was requested Structure – dash, comma and decimal, but no dollar signs
Total	Total	13	Total amount the Lien is filed for The Lien will be filed for this amount Structure – dash, comma and decimal, but no dollar signs
LienPrep	Lien Preparation Date	10	Date the Lien request was generated Structure – MM/DD/YYYY
OrigLienDescr	Original Lien Certificate Number Descriptor	N/A	Blank (used for Lien Extension record)
OrigLienCertNoDate	Original Lien Certificate Number – Year and day-number-in-year	N/A	Blank (used for Lien Extension record)
OrigLienCertNoSeq	Original Lien Certificate Number – Sequence Number	N/A	Blank (used for Lien Extension record)
OrigLienInfo	Original Lien Recording Information – Book and Page Numbers	N/A	Blank (used for Lien Extension record)
OrigRecDate	Original Recorded Date	N/A	Blank (used for Lien Extension record)
OrigBookNo	Original Book Number	N/A	Blank (used for Lien Extension record)
OrigPageNo	Original Page Number	N/A	Blank (used for Lien Extension record)

XML Tag	Field Name	Length	Description
OrigRecDescrDLN	Original Recording Descriptor – Document Locator Number (DLN)	N/A	Blank (used for Lien Extension record)
OrigDLNRecDate	Original DLN Recording Date	N/A	Blank (used for Lien Extension record)
OrigDLNRecDateCentury	Original DLN Recording Date - Century	N/A	Blank (used for Lien Extension record)
OrigDLNArea	Original DLN Area	N/A	Blank (used for Lien Extension record)
NewBookNo	New Book Number (Returned from the County)	15	New Book Number <i>If the County records the new Lien with Book Numbers</i>
NewPageNo	New Page Number (Returned from the County)	15	New Page Number <i>If the County records the new Lien with Book and Page Numbers</i>
NewDLNCentury	New DLN Century (Returned from the County)	2	Century the new Lien was recorded by the County Structure – CC <i>If the County records the new Lien with a DLN</i>
NewDLN	New DLN (Returned from the County)	15	New DLN issued by the County <i>If the County records the new Lien with a DLN</i>
FEECode	FEE-Code	1	Single digit code indicating FEE or no FEE 1 = Resident (No FEE) 2 = Non-Resident (FEE)
Adjustments	Adjustments	21	Adjustments as of the date the Lien was requested Structure – dash, comma and decimal, but no dollar signs
County	County	40	County applicable to the Lien
Image File Name	County	19	File name of the TIFF image

2.3.2 Notice of State Tax Lien (Extension) record layout

XML Tag	Field Name	Length	Description
NoticeOfStateTaxLienExt	Notice type	40	Attributes required: RouteTo="[County name] County" StateAbbrev="[State abbreviation]" Example: <NoticeOfStateTaxLienExt RouteTo="Orange County" StateAbbrev="CA">
RecordType	Record Type	3	Value - '210'
ActionCode	Action Code	1	Value - 'I'
CurrentYr	Current Two Digit Year	2	Current two digit year Structure - ## Example – 01 for 2001
RecordCnt	Record Count	7	The sequence count of each record on the file Example – 1 for the first record in the file, 2 for the second, etc.
TitleCode	Title Code	3	Value - '067'
AgencyCode	Agency Code	6	Value - 'FTB654'

XML Tag	Field Name	Length	Description
CntyRecordingDate	County Recording Date (Returned from the County)	10	The date the County recorded the Lien Extension Structure – MM/DD/YYYY Example – 04/26/1998 for April 26, 1998
NewLienCertNoDate	New Lien Certificate Number – Year and day-number-in-year	5	Date of the Certificate Number of the Lien Extension to be recorded Structure – Two-digit year and day-number-in-year that FTB processed the Lien Extension Example - 01055 for February 24, 2001
NewLienCertNoSeq	New Lien Certificate Number – Sequence No.	6	Certificate Number of the extended Lien-Sequence Number portion
PrimaryTPFirstName	Name of Taxpayer – Primary Debtor	14	Primary debtor's first name
PrimaryTPMiddleName	Name of Taxpayer – Primary Debtor	1	Primary debtor's middle initial
PrimaryTPLastName	Name of Taxpayer – Primary Debtor	20	Primary debtor's last name
SecondaryTPFirstName	Name of Taxpayer – Secondary Debtor	14	Secondary debtor's first name
SecondaryTPMiddleName	Name of Taxpayer – Secondary Debtor	1	Secondary debtor's middle initial
SecondaryTPLastName	Name of Taxpayer – Secondary Debtor	20	Secondary debtor's last name
TP1AKA	Name of Taxpayers – Also Known As (AKA) Name	70	May be used if the debtor uses other personal or business names Example - JOHNbSMITH
TP2AKA	Name of Taxpayers – AKA Name	70	Example – JONbSMITH
TP3AKA	NAME OF TAXPAYERS – AKA Name	70	Example – DBA Mike's Ice Creamery
FTBID	FTB Account Number	10	Primary debtor's FTB 10 digit identification number Structure – ##### Example – 1234567890
PrimarySSN	Social Security Number (SSN) – Primary Debtor	11	SSN will be masked with first 5 characters replaced with 'X' Structure – XXX-XX-#### Example – XXX-XX-6789
SecondarySSN	SSN – Secondary Debtor	11	Spouse's SSN will be masked with first 5 characters replaced with 'X' Structure - XXX-XX -#### Example – XXX-XX -7890
Address	Address – Street	50	Debtor's street address Structure – House NumberbStreet Nameb Apartment/Suite Example – 123bMAINbSTbAPTbB3
City	City	18	Debtor's City
State	State	2	Debtor's State
Zip	Zip	9	Debtor's 9 digit ZIP code

XML Tag	Field Name	Length	Description
Year1	Year - 1	4	Year applicable to the Lien Structure – YYYY
Year2	Year - 2	4	May be filled if the Lien applies to multiple tax years
Year3	Year - 3	4	May be used if the Lien applies to multiple tax years
Year4	Year - 4	4	May be filled if the Lien applies to multiple tax years
Year5	Year - 5	4	May be filled if the Lien applies to multiple tax years
Year6	Year - 6	4	May be filled if the Lien applies to multiple tax years
Year7	Year - 7	4	May be filled if the Lien applies to multiple tax years
Tax	Tax	12	Tax assessed on the Lien years Structure – commas and decimals, no dollar signs
Penalty	Penalty	12	Penalties assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
Interest	Interest	12	Interest assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
CollCosts	Collection Costs	12	Collections Costs assessed on the Lien years Structure – dash, comma and decimal, but no dollar signs
Payments	Payments	12	Payments as of the date the Lien was requested Structure – dash, comma and decimal, but no dollar signs
Total	Total	13	Total amount the Lien is filed for The Lien will be filed for this amount Structure – dash, comma and decimal, but no dollar signs
LienPrep	Lien Preparation Date	10	Date the Lien request was generated Structure – MM/DD/YYYY
OrigLienDescr	Original Lien Certificate Number Descriptor	23	FTB is requesting a Lien be extended Text – ‘EXTEND CERTIFICATE NO:’
OrigLienCertNoDate	Original Lien Certificate Number – Year and day-number-in-year	5	Two-digit year and day-number-in-year FTB processed the original Lien to be extended. Structure - Two-digit year and day-number-in-year FTB processed the original Lien; else blank Example - 01055 for February 24, 2001
OrigLienCertNoSeq	Original Lien Certificate Number – Sequence No.	6	FTB’s sequence count of the original Lien that is to be extended Example – 000541 for 541
OrigLienInfo	Original Lien Recording Info – Book and Page No.	8	If FTB is requesting a Lien be extended and the original Lien was recorded with Book and Page Numbers Text – ‘RECORDED’
OrigRecDate	Original Recorded Date	10	Date the original Lien was recorded by the County Structure – MM/DD/YYYY
OrigBookNo	Original Book Number	15	The County Book Number of the original Lien

XML Tag	Field Name	Length	Description
OrigPageNo	Original Page Number	15	The County Page Number of the original Lien
OrigRecDescrDLN	Original Recording Descriptor – Document Locator Number (DLN)	8	If FTB is requesting a Lien be extended and the original Lien was recorded with a DLN. Text - 'RECORDED'
OrigDLNRecDate	Original DLN Recording Date	10	Date the original Lien was recorded by the County Structure – MM/DD/YYYY
OrigDLNRecDateCentury	Original DLN Recording Date - Century	2	Century the original Lien was recorded by the County Structure – CC
OrigDLNArea	Original DLN Area	15	The original Lien DLN
NewBookNo	New Book Number <i>(Returned from the County)</i>	15	New Book Number <i>If the County records the Lien Extension using Book Numbers, the New Book Number will be entered.</i>
NewPageNo	New Page Number <i>(Returned from the County)</i>	15	New Page Number <i>If the County records the Lien Extension using Book and Page Numbers, the NewPage Number will be entered.</i>
NewDLNCentury	New DLN Century <i>(Returned from the County)</i>	2	Century <i>If the County records the Lien Extension with a DLN, the Century the Lien Extension was recorded by the County may be entered.</i> Structure – CC Example – 20
NewDLN	New DLN <i>(Returned from the County)</i>	15	New DLN issued by the County <i>If the County records the Lien Extension with a DLN, the DLN will be entered.</i>
FEECode	FEE-Code	1	Single digit code indicating FEE or no FEE 1 = Resident (No FEE) 2 = Non-Resident (FEE)
Adjustments	Adjustments	21	Adjustments as of the date the Lien was requested Structure – dash, comma and decimal, but no dollar signs
County	County	40	County applicable to the Lien
Image File Name	County	19	File name of the TIFF image

2.3.3 Notice of Lien Release (FEE) record layout

XML Tag	Field Name	Length	Description
NoticeOfLienRelease	Notice type	40	Attributes required: RouteTo="[County name] County" StateAbbrev="[State abbreviation]" Example: <NoticeOfLienRelease RouteTo="Orange County" StateAbbrev="CA">
RecordType	Record Type	3	Value - '210'
ActionCode	Action Code	1	Value - 'I'
CurrentYr	Current Year	2	Current two digit year Structure - ## Example - 01 for 2001
RecordCnt	Record Count	7	The sequence count of each record on the file Example - 2 for the second record in the file
TitleCode	Title Code	3	Value - '052'
AgencyCode	Agency Code	6	Value - 'FTB654'
CntyRecordingDate	County Recording Date (<i>Returned from the County</i>)	10	The date the County recorded the Lien Release Structure - MM/DD/YYYY Example - 04/22/2001 for April 22, 2001
NewLienCertNoDate	Lien Certificate Number - Year and day-number-in-year	5	Certificate Number of the Lien to be Released - Two-digit year and day-number-in-year. Example - 01055 for February 24, 2001
NewLienCertNoSeq	Lien Certificate Number - Sequence Number	6	Certificate Number of the Lien to be Released - Sequence Number portion
PrimaryTPFirstName	Name of Taxpayer - Primary Debtor	14	Primary debtor's first name
PrimaryTPMiddleName	Name of Taxpayer - Primary Debtor	1	Primary debtor's middle initial
PrimaryTPLastName	Name of Taxpayer - Primary Debtor	20	Primary debtor's last name
SecondaryTPFirstName	Name of Taxpayer - Secondary Debtor	14	Secondary debtor's first name
SecondaryTPMiddleName	Name of Taxpayer - Secondary Debtor	1	Secondary debtor's middle initial
SecondaryTPLastName	Name of Taxpayer - Secondary Debtor	20	Secondary debtor's last name
TP1AKA	Name of Taxpayers - AKA or DBA Name	70	May be used if the debtor uses other personal or business names Example - JOHN&SMITH
TP2AKA	Name of Taxpayers - AKA or DBA Name	70	Example - JON&SMITH
TP3AKA	Name of Taxpayers - AKA or DBA Name	70	Example - DBA Mike's Ice Creamery

XML Tag	Field Name	Length	Description
FTBID	FTB Account Number	10	Primary debtor's FTB 10 digit identification number Structure – ##### Example – 1234567890
PrimarySSN	Social Security Numbers (SSN) – Primary Debtor	11	SSN will be masked with first 5 characters replaced with 'X' Structure – XXX-XX-#### Example – XXX-XX-6789
SecondarySSN	SSN – Secondary Debtor	11	Spouse's SSN will be masked with first 5 characters replaced with 'X' Structure - XXX-XX -#### Example – XXX-XX -7890
RecDateToBeReleased	Recording Date of the Lien to be Released	10	Date the Lien to be Released was recorded by the County Structure– MM/DD/YYYY
DLNtoBeReleased	Document Locator Number (DLN) of the Lien to be Released	15	If the County used a DLN to record the Lien that is to be Released.
LienReleaseDate	Lien Release Date	10	Date the Lien Release was generated by FTB. Structure– MM/DD/YYYY
ErrorFEECode	Error FEE Code	1	Single digit code indicating FEE / no FEE 2 = Release with Non-Resident FEE 3 = Release with Resident FEE
ErrorReference	Error Reference	N/A	Blank (used for Lien Release No FEE record)
BookNoToBeReleased	Book Number of the Lien to be Released	15	If the County used Book and Page Numbers to record the Lien that is to be Released, this field contains the Book Number of the Lien.
PageNoToBeReleased	Page Number of the Lien to be Released	15	If the County used Book and Page Numbers to record the Lien that is to be Released, this field contains the Page Number of the Lien.
NewBookNo	Lien Release Book Number <i>(Returned from the County)</i>	15	The Book Number of the Lien Release <i>If the County uses Book Numbers to record the Lien Release.</i>
NewPageNo	Lien Release Page Number <i>(Returned from the County)</i>	15	The Page Number of the Lien Release <i>If the County uses Book and Page Numbers to record the Lien Release.</i>
NewDLNCentury	Lien Release DLN Century <i>(Returned from the County)</i>	2	The century of the Lien Release <i>May be used if the County uses DLNs to record the Lien Release.</i>
NewDLN	Lien Release DLN <i>(Returned from the County)</i>	15	The DLN of the Lien Release <i>Used when the County uses DLNs to record the Lien Release.</i>
County	County	40	County applicable to the Lien
Image File Name	County	19	File name of the TIFF image

2.3.4 Notice of Lien Release (No FEE) record layout

XML Tag	Field Name	Length	Description
NoticeOfLienReleaseNoFEE	Notice type	40	Attributes required: RouteTo="[County name] County" StateAbbrev="[State abbreviation]" Example: <NoticeOfLienReleaseNoFEE RouteTo="Orange County" StateAbbrev="CA">
RecordType	Record Type	3	Value - '210'
ActionCode	Action Code	1	Value - 'I'
CurrentYr	Current Year	2	Current two digit year Structure – ## Example – 01 for 2001
RecordCnt	Record Count	7	The sequence count of each record on the file Example –2 for the second record in the file
TitleCode	Title Code	3	Value - '052'
AgencyCode	Agency Code	6	Value - 'FTB654'
CntyRecordingDate	County Recording Date (Returned from the County)	10	The date the County recorded the Lien Release Structure – MM/DD/YYYY Example – 04/22/2001 for April 22, 2001
NewLienCertNoDate	Lien Certificate Number – Year, and day-number in year	5	Certificate Number of the Lien to be Released - Two-digit year and day-number-in-year. Example - 01055 for February 24, 2001
NewLienCertNoSeq	Lien Certificate Number – Sequence Number	6	Certificate Number - Sequence Number portion
PrimaryTPFirstName	Name of Taxpayer – Primary Debtor	14	Primary debtor's first name
PrimaryTPMiddleName	Name of Taxpayer – Primary Debtor	1	Primary debtor's middle initial
PrimaryTPLastName	Name of Taxpayer – Primary Debtor	20	Primary debtor's last name
SecondaryTPFirstName	Name of Taxpayer – Secondary Debtor	14	Secondary debtor's first name
SecondaryTPMiddleName	Name of Taxpayer – Secondary Debtor	1	Secondary debtor's middle initial
SecondaryTPLastName	Name of Taxpayer – Secondary Debtor	20	Secondary debtor's last name
TP1AKA	Name of Taxpayers – AKA or DBA Name	70	May be used if the debtor uses other personal or business names Example - JOHN&SMITH
TP2AKA	Name of Taxpayers – AKA or DBA Name	70	Example – JON&SMITH
TP3AKA	Name of Taxpayers – AKA or DBA Name	70	Example – DBA Mike's Ice Creamery

XML Tag	Field Name	Length	Description
FTBID	FTB Account Number	10	Primary debtor's FTB 10 digit identification number Structure – ##### Example – 1234567890
PrimarySSN	Social Security Numbers (SSN) – Primary Debtor	11	SSN will be masked with first 5 characters replaced with 'X' Structure – XXX-XX-#### Example – XXX-XX-6789
SecondarySSN	SSN – Secondary Debtor	11	Spouse's SSN will be masked with first 5 characters replaced with 'X' Structure - XXX-XX -#### Example – XXX-XX -7890
RecDateToBeReleased	Recording Date of the Lien to be Released	10	Date the Lien to be Released was recorded by the County Structure– MM/DD/YYYY
DLNtoBeReleased	Document Locator Number (DLN) of the Lien to be Released	15	If the County used a DLN to record the Lien that is to be Released, the DLN is in this field.
LienReleaseDate	Lien Release Date	10	Date the Lien Release was generated by FTB. Structure– MM/DD/YYYY
ErrorFEECode	Error FEE Code	1	Single digit code indicating FEE / no FEE 1 = Release without FEE
ErrorReference	Error Reference	35	If the Lien to be Released was filed in error (No FEE), 'RECORDED IN ERROR. (G.C. 27361.3)' will be filled; else this field will be blank
BookNoToBeReleased	Book Number of the Lien to be Released	15	If the County used Book and Page Numbers to record the Lien that is to be Released, the Book Number is in this field.
PageNoToBeReleased	Page Number of the Lien to be Released	15	If the County used Book and Page Numbers to record the Lien that is to be Released, the Page Number of the Lien to be Released
NewBookNo	Lien Release Book Number <i>(Returned from the County)</i>	15	The Book Number of the Lien Release <i>If the County uses Book Numbers to record the Lien Release</i>
NewPageNo	Lien Release Page Number <i>(Returned from the County)</i>	15	The Page Number of the Lien Release <i>If the County uses Book and Page Numbers to record the Lien Release</i>
NewDLNCentury	Lien Release DLN Century <i>(Returned from the County)</i>	2	The century of the Lien Release <i>May be used if the County uses DLNs to record the Lien Release.</i>
NewDLN	Lien Release DLN <i>(Returned from the County)</i>	15	The DLN of the Lien Release <i>If the County uses DLNs to record the Lien Release.</i>
County	County	40	County applicable to the Lien
Image File Name	County	19	File name of the TIFF image

2.4

2.5 Summary File

The Summary File is created in XML. In order to view or print the Summary File, a custom style sheet (eLienSummary.xsl) needs to be present in the same folder as the Summary File.

This Summary file contains breakdown totals of the type of records on the Data File. The County will use this data to bill FTB for lien and lien release fees.

Below is a sample of how the Summary File will appear:

TRANSMITTAL OF RECORDED DOCUMENTS (PIT)	
00/00/00	
TO: COUNTY RECORDERS OFFICE	
ATTN:	
ADDRESS:	
FROM: FRANCHISE TAX BOARD	
LIEN GROUP, MAIL STOP A346	
SACRAMENTO, CA 95812-2952	
IF QUESTIONS CONTACT:	
BRENDA SIZER (916) 845-7086	
CONTROL INFORMATION:	
LOW NUMBER	00000000
HIGH NUMBER	00000000
LIEN RELEASE DOCUMENT COUNT - TITLE CODE 052	
NO FEE RELEASES	#
RELEASE WITH FEE	#
NON-RESIDENT	#
RESIDENT	#
LIEN ISSUED DOCUMENT COUNT - TITLE CODE 067	
NON-RESIDENT	#
RESIDENT	#
DISK/TAPE LABEL	_____
AUTHORIZED BY:	_____

2.6

2.7 Reject File

There may be circumstances when the County is unable to process all data within the Data file transmitted by the FTB. When this occurs, the County will need to send FTB a Reject file that contains information for each record that was not processed. The Reject file must be a separate file that is returned to FTB along with the recorded Data file.

The Reject file must be formatted similar to the example provided below:

Example of a **Reject File**: [YYYYMMDD] [Version] [Identifier] [County] reject.xml
20061031 01 lien_data santa_clara_reject.xml

The file must include the following tags and the data for each failed record:

RecordCnt
Title Code
NewLienCertNoDate
NewLienCertNoSeq
Reason for the Reject (not an xml tag)

The County should continue to process the Data File, and send both the entire Data file and Reject file back to FTB. An FTB Lien Analyst will follow up on the records that the County was unable to process that are identified within the Reject file.

Section IV: TIFF Image File Specifications

1. Introduction

Counties participating in the electronic transfer of Lien data with Franchise Tax Board receive Tagged Image File Format (TIFF) image files of the Liens, Lien Releases and Lien Extensions. All TIFF images corresponding to records in the data file will be zip-compressed into a single zip file. Expect separate Data and Summary files with the zip file.

1.1 TIFF File Specifications

- Each Lien document will be in a separate TIFF image file.
- Images will be compressed using Group IV compression.
- Documents are 300-dpi resolution.
- Approximate size of a single TIFF image file is 34 Kb.
- Approximate size of a single zip-compressed TIFF image is 29 Kb.
- All TIFF images are zip-compressed into a single file named using the following convention: [YYYYMMDD] [Version] [Identifier] images.zip (e.g. 20050128 01 Lien_data images.zip) .
- Dynazip-NX library for Microsoft .NET is used to create a Zip file of TIFF images for the County.

In order to receive TIFF images and associated files, the County or Vendor should allocate sufficient disk space to accommodate the expected volumes for the County.

1.2 TIFF File Naming Conventions

The name format of the TIFF image files will correspond to the certificate number in its associated record in the XML data file.

The <ImageFileName> tag in the XML corresponds to the TIFF image name. The name is derived by concatenating the <NewLienCertNoDate> tag value, the <NewLienCertNoSeq> tag value, and the <TitleCode> tag value. Each image file uses the ".tif" Extension, denoting a TIFF image file.

For example, where:

<NewLienCertNoDate> value = "03121" and

<NewLienCertNoSeq> value = "665245" and

<TitleCode> value = "052"

the following TIFF image filename and <ImageFileName> tag value will be generated:

Name of the TIFF image filename: **03121665245.052.tif**

<ImageFileName> tag value: **03121665245.052.tif**

Section V: Testing

2. Introduction

Our testing process includes both testing the SWIFT Connection and evaluating the format and content of the test files. These testing efforts can occur simultaneously, but are independent of each other.

We strongly recommend you copy your test files and work from the copies.

2.1 FTP Connection Test Process

Please refer to Section II for SWIFT Setup instructions. When we begin testing with you, we will provide additional contact information to enable you to connect with FTB.

2.2 County Receives Test Files

- Our test files will contain approximately 27 records including Lien notices, Lien Extension notices, Lien Release notices, and Lien Release notices filed in error. A set of test files will consist of the following three files:
 - **Data file** – This file is used to populate the recording information and is returned to FTB for processing. A sample filename would be:
 - 20061024 01 lien_data imperial.xml
 - **Summary file** (also know as a Transmittal) – This file is used for billing purposes. It identifies the total number of records and type of records in the document file. A sample filename would be:
 - 20061024 01 lien_data imperial.summary.xml
 - **Zip file** – This file contains zip-compressed TIFF image files. The images are recordable notices. A sample filename would be:
 - 20061024 01 lien_data images.zip

2.3 County Returns Test Files

- After the test files are processed, the County will return the Data file and the TIFF images, both, which show recording information and recording dates. The naming convention should not be changed when returning these files.
- Create a Reject file to be returned to FTB for each round of testing. Reject one record arbitrarily. The Reject file should contain the RecordCnt, Title Code, NewLienCertNoDate and NewLienCertNoSeq tags, and a Reject reason.
- Use E-mail to return the three test files (i.e. e-mail attachment). It is preferred that the County establishes a SEC (Secure Electronic Communication) account to exchange

these files with FTB. This will also allow the exchange of confidential information (e.g. corrupted file) with FTB in the future.

2.4 File Processing Test Process

- FTB will validate the format of the XML schema, recording information and dates for all records in the returned Data file.
- FTB will compare the information in the recording box of the returned TIFF image files to the recording information provided in the returned data file.
- If FTB determines changes or corrections are needed, we will return the file to the County/Vendor for additional testing.
- Test files may be exchanged several times.

2.5 Pitfalls to Avoid

- Naming Convention – The file should be returned without changes to its name.
- New DLN Century / New DLN – (Document Locator Number) Only ONE of these fields should be populated with a Century. The following are examples of the Correct and Incorrect methods to populate the DLN information in the return file.

Correct: New DLN Century >20<
 New DLN >06-XXXXXXXX<

OR

 New DLN Century > <
 New DLN >2006-XXXXXXXX<

Incorrect: New DLN Century >20<
 New DLN >2006-XXXXXXXX<

FTB's system will use the combination of both the NewDLNCentury and the NewDLN to create the recording number.

Section VI: Appendix

1. Appendix A

The following four pages present examples of the four notice types.

1.1 NOTICE OF STATE TAX LIEN (New Lien)

[FTB 2930 V1 ARCS (REV 12-2010)]

1.2 NOTICE OF STATE TAX LIEN (Extension)

[FTB 2930 V4 ARCS (REV 03-2008)]

1.3 RELEASE OF LIEN

[FTB 2730 ARCS (REV 12-2009)]

1.4 RELEASE OF LIEN (Release without FEE)

[FTB 2730 A ARCS (REV 12-2009)]

Recording Requested by

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
Sacramento CA 95812-2952

And When Recorded Mail to

Special Procedures Section
PO BOX 2952
Sacramento CA 95812-2952



NOTICE OF STATE TAX LIEN

FILED WITH:

CERTIFICATE NUMBER:

The Franchise Tax Board of the State of California hereby certifies that the following named taxpayer(s) is liable under parts 10 or 11 of Division 2 of the Revenue and Taxation Code to the State of California for amount due and required to be paid by said taxpayer as follows:

Name of Taxpayer(s) :

FTB Account Number :

Social Security Number(s) :

Last Known Address :
:

For Taxable Years :

Total Lien Amount * :

Further interest and fees will accrue at the rate prescribed by law until paid; that the Franchise Tax Board of the State of California complied with all of the provisions of parts 10 or 11 of Division 2 of the Revenue and Taxation Code of the State of California in computing, levying, determining and assessing the tax; the said amounts are due and payable and have not been paid. Said lien attaches to all property and rights to such property now owned or later acquired by the taxpayer.

IN WITNESS WHEREOF, the Franchise Tax Board of the State of California has duly authorized the undersigned to execute this Notice in its name.

DATED:

FRANCHISE TAX BOARD
of the State of California

Collection Bureau
Telephone Number: (916) 845-4350

By:

Authorized facsimile signature.

*Additional interest is accruing at the rate prescribed by law.

Recording Requested by

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
Sacramento CA 95812-2952

And When Recorded Mail to

Special Procedures Section
PO BOX 2952
Sacramento CA 95812-2952



NOTICE OF STATE TAX LIEN

FILED WITH:

Certificate Number :
Extend Certificate No. :
Document No./ Book & Page : /
Recorded :

The Franchise Tax Board of the State of California hereby certifies that the following named taxpayer(s) is liable under parts 10 or 11 of Division 2 of the Revenue and Taxation Code to the State of California for amount due and required to be paid by said taxpayer as follows:

Name of Taxpayer(s) :
:

FTB Account Number :

Social Security Number(s) :

Last Known Address :
:

For Taxable Years :

Total Lien Amount :

Further interest and fees will accrue at the rate prescribed by law until paid; that the Franchise Tax Board of the State of California complied with all of the provisions of parts 10 or 11 of Division 2 of the Revenue and Taxation Code of the State of California in computing, levying, determining and assessing the tax; the said amounts are due and payable and have not been paid. Said lien attaches to all property and rights to such property now owned or later acquired by the taxpayer.

IN WITNESS WHEREOF, the Franchise Tax Board of the State of California has duly authorized the undersigned to execute this Notice in its name.

DATED:

FRANCHISE TAX BOARD
of the State of California

Collection Bureau
Telephone Number: (916) 845-4350

By:

*Additional interest is accruing at the rate prescribed by law.

Authorized facsimile signature.

Recording Requested by

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
Sacramento CA 95812-2952

And When Recorded Mail to

Special Procedures Section
PO Box 2952
Sacramento CA 95812-2952



STATE OF CALIFORNIA
FRANCHISE TAX BOARD

LIEN RELEASE NOTICE

The Franchise Tax Board (FTB) of the State of California hereby releases the lien listed below (Government Code Section 7174). FTB authorizes the undersigned to execute this release in its name.

Certificate Number :
Recorded Against :
:
:
:
:
:
:

FTB Account Number :
Social Security Number (s) :
Corporate Number :
FEIN :
Recorded With :
Lien Recorded :
Document No./Book No. :
Page :

DATED:

FRANCHISE TAX BOARD
of the State of California

Collection Bureau
Telephone Number: (916) 845-4350

By:

Recording Requested by

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
SACRAMENTO CA 95812-2952

And When Recorded Mail to

SPECIAL PROCEDURES SECTION
PO BOX 2952
SACRAMENTO CA 95812-2952



STATE OF CALIFORNIA
FRANCHISE TAX BOARD

LIEN RELEASE NOTICE — LIEN RECORDED IN ERROR

The Franchise Tax Board (FTB) of the State of California hereby releases the lien, listed below, as recorded in error (California Revenue and Taxation Code Section 21019). FTB authorizes the undersigned to execute this release in its name.

Certificate Number :
Recorded Against :
:
:
:
:
:
:

FTB Account Number :
Social Security Number (s) :
Corporate Number :
FEIN :
Recorded With :
Lien Recorded :
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FRANCHISE TAX BOARD
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COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/COUNTY CLERK
12400 IMPERIAL HWY. - P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024

CONNY B. McCORMACK
Registrar-Recorder/County Clerk

August 30, 2005

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

66

AUG 30 2005

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

Violet Varona-Lukens
VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

Dear Supervisors:

**RESOLUTION FOR PARTICIPATION IN THE
STATE OF CALIFORNIA
ELECTRONIC RECORDING DELIVERY ACT OF 2004
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt a resolution (Attachment I) approving the County of Los Angeles (County) participation in the State of California Electronic Recording Delivery Act of 2004 as enacted by Assembly Bill No. 578; and authorize the Registrar-Recorder/County Clerk (RR/CC), or her designee, to execute a Memorandum of Understanding (MOU) substantially similar to Attachment II with the California Department of Justice (DOJ) for County participation in the Electronic Recording Delivery System.
2. Authorize the RR/CC, or her designee, to amend or terminate the MOU as needed provided that County Counsel approval is obtained prior to executing an amendment or termination.
3. Authorize the RR/CC, or her designee, to negotiate and execute Submitter Agreements, in accordance with the rules and regulations established by the California Attorney General for use with Title companies and lending institutions who wish to submit Real Property records electronically, providing County Counsel reviews said Submitter Agreement and approval as to form is obtained.

4. Pursuant to Government Code section (GC) 27397(c) (2) & (3), authorize the RR/CC, or her designee, provided that approval by the Board of Supervisors is obtained and the matter is brought before a public hearing, to 1) impose a fee upon any vendor seeking approval of software and other services as part of an electronic recording delivery system and 2) impose a fee upon any person seeking a Submitter Agreement
5. Delegate the authority to the RR/CC, provided that approval by the Board of Supervisors is obtained and the matter is brought before a public hearing, to assess a statutory surcharge on recorded Real Property instruments and to increase or decrease the fee as needed, up to a maximum charge not to exceed one dollar (\$1.00) per document to offset the cost of the Electronic Recording Delivery System.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to allow the County participation in the California Electronic Recording Delivery System. Participation in the program will enable the County to improve and modernize its systems of recording and handling Real Property instruments by permitting the electronic delivery, recording and return of specified instruments.

Implementation of Strategic Plan Goals

This request supports the County Strategic Plan as follows:

Goal No. 3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective, and goal-oriented. Approval of the recommended action will convert the current manual paper-based system of recording Real Property instruments to an electronic recording delivery system which will greatly improve efficiency and effectiveness, and service delivery to County residents

FISCAL IMPACT/FINANCING

Pursuant to AB 578, GC 27393 requires the Attorney General to develop regulations for review, approval and oversight. GC 27397 requires any county establishing an E-recording system to pay the Attorney General for cost of regulations and oversight and allows county recorders to establish a new fee up to one dollar (\$1.00) per recorded document to cover cost to Attorney General, E-recording system, the review and approval of vendors and authorized submitters, and security testing. The total fees assessed by a county can not exceed the reasonable cost for maintaining the system and Attorney General oversight.

The initial cost to the County to participate in the Electronic Recording Delivery System, which was determined by the total number of Real Property instruments recorded during the 2004 calendar year, is \$252,249. The cost will be paid from the Recorder Modernization Trust Fund monies. Thereafter, the annual cost will be determined by the total number of Real Property instruments recorded in the previous calendar year. The annual cost and any other service related costs will be paid by the statutory surcharge assessed on recorded Real Property instruments. There is no impact to the NCC.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

AB 578 was signed into law on September 21, 2004 and took effect immediately. The legislative action authorized county recorders to establish electronic recording systems for the electronic recording of Real Property instruments and requires the Attorney General to develop regulations for review, approval and oversight of the program. AB 578 requires an MOU by participating counties; approval by resolution of the Board of Supervisors; and requires interested counties to submit a Letter of Intent. As such, RR/CC submitted the Letter of Intent (Attachment III) on June 17, 2005 as a notice of interest to participate in the program.

In September 2005, the DOJ will mail an MOU substantially similar to Attachment II to counties that submitted a Letter of Intent. The terms of the MOU are negotiable to meet the specific needs of each participating county. RR/CC will work with County Counsel to ensure County requirements are met and secure County Counsel approval as to form prior to submitting MOU to DOJ. The final signed MOU is due to the DOJ on October 14, 2005.

The Chief Administrative Office has reviewed and approved this Board letter. County Counsel has reviewed this Board letter and approved as to form the attached resolution.

IMPACT ON CURRENT SERVICES

Approval of the recommended action will provide a fast, efficient, and effective method of recording Real Property instruments to better serve County residents.

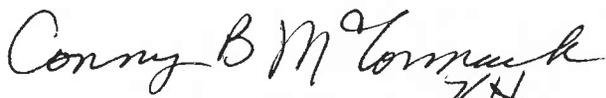
CONCLUSION

Upon approval of the recommendation, it is requested that the Executive Officer/Clerk of the Board return one originally 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
Head, Management Services

Respectfully submitted,



CONNY B. McCORMACK *KH*
Registrar-Recorder/County Clerk

CBM:NU:rl

Attachment (3)

c: Chief Administrative Officer
County Counsel

**RESOLUTION OF THE COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS
APPROVING THE COUNTY OF LOS ANGELES
PARTICIPATION
IN THE
ELECTRONIC RECORDING DELIVERY ACT OF 2004**

**RESOLUTION OF THE COUNTY OF LOS ANGELES BOARD OF SUPERVISORS
APPROVING THE COUNTY OF LOS ANGELES PARTICIPATION IN THE
ELECTRONIC RECORDING DELIVERY ACT OF 2004**

WHEREAS, California Assembly Bill No. 578 of 2004 has been enacted to authorize a county recorder to establish an Electronic Recording Delivery System for the recording of specified digitized and digital electronic records; and

WHEREAS, said legislation requires a resolution from the County of Los Angeles Board of Supervisors to authorize County participation in the Electronic Recording Delivery System; and

WHEREAS, AB 578, GC 27397 authorizes a county recorder to impose a fee in an amount up to and including one dollar (\$1) for each Real Property instrument that is recorded by county; and

WHEREAS, AB 578, GC 27397 (c) (2 & 3) authorizes a county recorder to impose a fee upon any vendor seeking approval of software and other services as part of an electronic recording delivery system and upon any person seeking a Submitter Agreement; and

WHEREAS, the California Attorney General has been delegated the authority and responsibility for establishing regulations and the regulation and oversight of the Electronic Recording Delivery System; and

NOW, THEREFORE, BE IT RESOLVED that the County of Los Angeles Board of Supervisors:

1. Approves the County participation in Electronic Recording Delivery Act of 2004;
2. Appoints the County of Los Angeles Registrar-Recorder/County Clerk, or her designee, as agent to conduct all negotiations and execute and submit all documents which may be necessary for the completion of the aforementioned project.
3. Approves the County of Los Angeles Registrar-Recorder/County Clerk, or her designee, as agent, to impose a fee to be adopted by the Board of Supervisors and after a public hearing, in an amount up to and including one dollar (\$1) for each Real Property instrument that is recorded by the County.
4. Approves the County of Los Angeles Registrar Recorder/County Clerk, or her designee, as agent to impose a fee to be adopted by the Board of Supervisors and brought before a Public Hearing, upon any vendor seeking approval of software and other services as part of an electronic recording delivery system and to impose a fee upon any person seeking a Submitter Agreement.
5. Approves the County of Los Angeles Registrar Recorder/County Clerk, or her designee, as agent to issue payments to the California Attorney General through the Department of Justice for County's allocated share of the direct cost of program oversight.

The foregoing resolution was on the 30th day of August, 2005, adopted by the Board of Supervisors of the County of Los Angeles and ex-officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

VIOLET VARONA-LUKENS, Executive
Officer-Clerk of the Board of Supervisors
of the County of Los Angeles

By: Syria J. Escalobos
Deputy

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL
RAYMOND G. FORTNER JR, County Counsel

By: Halvor S. Melom HALVOR S. MELOM
for Derrick Au
Senior Deputy County Counsel



Electronic Recording Delivery System
Costs for Developing and Implementing Regulations
Memorandum of Understanding

NOTE: Each county's Memorandum of Understanding (MOU) will be written to meet their individual county needs, including for multiple years

Parties

This Memorandum of Understanding (MOU) is between the California Department of Justice, hereinafter, referred to as "DOJ" and the County of _____, hereinafter referred to as "County."

Purpose

The purpose of this MOU is to comply with the Electronic Recording Delivery Act of 2004 (Gov. Code, §§ 27390-27399; "Act")¹ It is the intent of the Legislature "to develop a system to permit the electronic delivery; recording, and return of instruments affecting right, title, or interest in real property." (Stats. 2004, ch. 621, § 1, subd. (a).) The purpose of the electronic recording delivery system is to enable the County to improve: and modernize the counties' systems for recording and handling documents by permitting the electronic delivery, recording and return of specified instruments.

Acknowledgments

Both County and DOJ acknowledge that under the Act specific statutory duties must be performed *before* a county puts its electronic recording system into operation. For example, the Attorney General must adopt regulations "for the review, approval, and oversight of electronic recording delivery systems" (§ 27393); evaluate and certify the system selected by each county (§§ 27391, subd. (a); 27392, subd. (a)); "approve software and other services" (§ 27392, subd. (b)); establish a list of approved computer security auditors (§ 27394), after conducting criminal background checks (§ 27395); and certify that each county's submission method will be secure (§ 27397.5, subd. (d)). These initial duties of the Attorney General bring with them "start up" costs--costs that cannot be adequately met by the Act's scheme of generating revenue through the collection of recording fees authorized in section 2739. Furthermore, each county is responsible for paying the costs of developing, operating, and monitoring its electronic recording system. (§ 27397, subd. (a).) :

"(a) A county establishing an electronic recording delivery system under this article *shall pay for the direct cost of regulation and oversight by the Attorney General.*"

¹ Hereafter, references to the Government Code are by section number only.

Agreement

DOJ and County hereby consent and agree that County will pay DOJ for an allocated share of the direct cost of developing and implementing regulations and other costs in support of the Electronic Recording Delivery Act (ERDA) of 2004, as set forth in Article 6 (commencing with Section 27390) to Chapter 6 of Division 2 of Title 3. The development of regulations is being pursued to enable the Attorney General to provide review, approval and oversight of electronic recording delivery systems.

General Provisions

County agrees to pay DOJ for an allocated share of the direct costs of developing and implementing regulations which may include all or part of the following direct costs: staff, consultant, and vendor costs for program development and implementation including hearings, meetings, travel, site visits, minutes, mailing, legal review of regulations, procedure and forms development, advertisement, and drafting and writing of regulations. Continuation of this Memorandum of Understanding beyond the first year will allow the DOJ to issue a new estimated cost figure for the next fiscal year without the necessity of a new Letter of Intent from the County. Continuation of this Memorandum of Understanding beyond the first year shall allow the DOJ' to include the cost of regulation and oversight.

County to County Formula

The direct cost of establishing the regulations and regulation and oversight is allocated to each county by the total documents recorded and filed as reported to the Office of the Insurance Commissioner, as provided in Government Code section 27296, for the previous year. The formula to determine a county's proportionate cost is set by the total documents recorded and filed per individual counties divided by the total documents recorded and filed by all participating counties. The percentage figure obtained for each county is applied to the estimated annual costs of the Attorney General to arrive at an individual county figure.. .

Estimated Cost of the Attorney General

The estimated costs of the Attorney General are those costs projected to be incurred in the next fiscal year and the costs incurred to date in establishing the regulations. County agrees to pay the DOJ for actual expenditures incurred and in accordance with the estimated costs specified herein, which is attached hereto and made a part of this MOU. The County shall annually provide the total documents recorded and filed as reported to the Office of the Insurance Commissioner, as provided in Government Code section 27296, for the previous year. The DOJ shall issue an annual estimated cost to the County based on the Cost to County Formula. The estimated cost to the County will be incorporated herein by reference.

Payback and/or Carry Over

If the actual costs exceed the estimated costs, the parties will amend this MOU to capture the additional costs. If the total actual costs are less than the estimated costs, DOJ will provide a refund to the County or allow for a carry over and credit toward the next Fiscal year at the County's discretion.

DOJ Reporting

DOJ shall report to the County every ninety (90) days on the expenditures made by the DOJ in developing and implementing regulations.

Payment

County shall pay to DOJ a lump sum of the estimated cost to the County, as incorporated herein by reference, toward the direct cost to be incurred by DOJ. Said lump sum payment to be delivered to DOJ within thirty (30) days of execution of the MOU. Payments to DOJ shall be deposited in the Electronic Recording Authorization Account, which is hereby created in the Special Deposit Fund.

Payment shall include a reference to this MOU and shall be made to:

California Department of
Justice Accounting Office
1300 I Street
Sacramento, CA 95814

Term of MOU

The term of this MOU will be from the date this MOU is signed by the DOJ and County MOU representatives until the end of the next fiscal year. An MOU will automatically renew unless one or both parties object or there are modifications to the MOU which would require mutual agreement and signatures by both parties.

A County Recorder reserves the right to terminate this MOU upon thirty (30) days written notice to the DOJ, however, no refund of start-up costs for establishing the regulations will be granted. Refunds of payment toward regulation and oversight will be prorated as incurred in the fiscal year at the time of termination. Upon termination of the Memorandum of Understanding without the mutual intent of the parties to renew, the County Recorder shall cease operation of its electronic recording delivery system.

MOU Representatives

The MOU representatives during the term of this MOU will be:

County of	Department of Justice
Name: Phone:	Name: Paul Pane
Fax:	Phone: (916) 227-4705
E-mail:	Fax: (916) 227-2545 E-Mail:
	paul.pane@doj.ca.gov

Agreed and Accepted

Certification of MOU Representatives

I certify that I have read and understand the aforementioned statements and agree to comply with the requirements contained herein:

County of Registrar-Recorder/County Clerk
Name:

Department of Justice
Name: Paul Pane

Signed: _____

Signed: _____

Dated: _____

Dated: _____

Attachment: Estimated Costs: Attachment 1

Letter of Intent

**Letter of Intent From County Participants
Fiscal Year 2004/05 and Fiscal Year 2005/06**

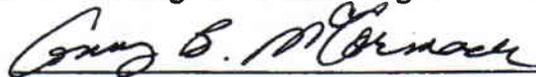
TO: Paul Pane, Manager
Department of Justice
Field Operations / Electronic Recording Delivery System
4949 Broadway, Suite C-217B
Sacramento, CA 95820

INTENT TO PARTICIPATE

On behalf of the County of Los Angeles, I hereby notify the Attorney General of the County's intent to participate in the electronic recording delivery system established under the Electronic Recording Delivery Act of 2004. Pursuant to the Act, a participating county is responsible for paying the direct cost of establishing the regulations and the regulation and oversight by the Attorney General. I understand that the cost allocated to the County will depend on the number of participating counties and that the County shall receive the cost of participation from the California Department of Justice (DOJ). In order to determine the cost to the County of Los Angeles, enclosed herewith is a copy of the report of documents filed and recorded with the Office of the Insurance Commissioner as provided by Government Code section 27296, for the previous year. The DOJ shall respond with the cost to the County along with the estimated costs of the Attorney General for regulation and oversight to be incurred in the next fiscal year and the costs incurred to date in establishing the regulations.

Upon review and acceptance of the cost to the County, the County Recorder shall notify the DOJ of their interest to participate. The DOJ shall confirm the estimated cost to allow for any adjustments caused by a decrease or increase in county participation. If the final cost is satisfactory, the County will agree to enter into a Memorandum of Understanding with the DOJ to cover the direct cost of regulation and oversight.

Signature:



County Recorder

Date:

4/17/05

INTENT TO NOT PARTICIPATE

On behalf of the County of _____, I hereby notify the Attorney General of the County's intent to not participate in the electronic recording delivery system established under the Electronic Recording Delivery Act of 2004.

Signature:

County Recorder

Date:



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

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

"To enrich lives through effective and caring service"

August 9, 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 CONTRACTS FOR
BUSINESS MACHINE MAINTENANCE SERVICES
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Approval to extend thirteen (13) current business machine maintenance services contracts.

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Director, Internal Services Department, or his designee, to extend the existing business machines maintenance service contracts for a six (6) month period with six (6) month-to-month options to extend, at existing rates and terms and conditions, with thirteen (13) incumbent vendors.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD is in the process of soliciting bids for maintenance services of twenty (20) categories of business machines countywide. The current contracts will allow ISD to continue providing a resource to County departments for maintenance services on a variety of business machines countywide (i.e., high end copiers, scanners, plotters, etc.) as well as large scale equipment that supports the Downey Data Center. On January 5, 2011, a Request for Proposals was released and later cancelled due to modifications in certain service requirements. As a result, ISD updated and released a revised

document on June 22, 2011. The new solicitation is expected to be completed within the next six months. However, due to the size of the solicitation, delays may occur that will necessitate additional time to complete the contract award recommendation process.

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goal 1 (Operational Effectiveness) by establishing centralized contracts that provide maintenance services to high end business machines countywide.

FISCAL IMPACT/FINANCING

Expenditures under the contracts vary from year to year based on the needs of County departments. Funding for the services are included in ISD's FY 2011-12 Adopted Budget and other County departments' budgets. Costs funded under ISD's budget will be recovered through billings to customer departments. The rates for the proposed extensions will remain fixed and will not increase for the extension period.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the current contracts have been approved as to form by County Counsel. All terms and conditions will remain the same.

CONTRACTING PROCESS

Twelve (12) of the current contracts will expire on September 30, 2011 and one (1) will expire on December 19, 2011. Each contract will be amended to extend the terms for an additional six (6) month period with six (6) one-month options. New contracts will be recommended to your Board at the conclusion of the current solicitation.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Honorable Board of Supervisors
August 9, 2011
Page 3

Extending the proposed agreements will avoid a gap in services or the need for County departments to process individual purchase orders for business machine maintenance services.

Respectfully submitted,

TOM TINDALL
Director

TT:YY

Attachment

c: Chief Executive Officer
County Counsel

CURRENT EQUIPMENT MAINTENANCE CONTRACTORS

CONTRACT NO.	CONTRACTOR	CONTRACTOR ADDRESS	EQUIPMENT TYPE SERVICED
I103828	3 M	3M Center, Bldg 225-4N-14, St. Paul, MN 55144	Library Book Security
I103835	APC Sales & Service Corporation	1660 Scenic Ave, Costa Mesa, CA 92626	Uninterruptible Power Supplies
I103830	BOWE BELL + HOWELL	5867 Muir Street, Simi Valley, CA 93063	Mail Processing Equipment
I103846	CANON BUSINESS SOLUTIONS	110 West Walnut Street, Gardena, CA 90248	High End Copiers - High End Printers
I103854	DECISIONONE CORPORATION	426 West Lancaster Ave., Devon, PA 19333	Midrange Computers
I103831	EMC CORPORATION	55 Constitution Blvd, Franklin, MA 02038	Large Scale Disk Storage
I103849	HEWLETT-PACKARD COMPANY	8000 Foothills Blvd., Redwood Shores, CA 95747-6588	HP Equipment (Large Scale Computers)
I103853	INTERNATIONAL BUSINESS MACHINES CORPORATION (IBM)	600 Anton Blvd. 4 th Floor, Costa Mesa, CA 92626	IBM Equipment (Large Scale Computers)
I103845	OCE NORTH AMERICA, INC.	1055 W. 7 th St., Los Angeles, CA 90017	High End Copiers - High End Printers
I103844	UNISYS CORPORATION	25725 Jeronimo Road, Mission Viejo, CA 92691	Large Mainframe Servers
I103841	UPSCO POWERSAFE SYSTEMS, INC.	44 North Central Ave., Upland, CA 91786	Uninterruptible Power Supplies
I103850	WIZTEC CORPORATION	26943 Ruether Ave., Suite P, Santa Clarita, CA 91351	Midrange Computers - Engineering Plotters
I103847	XEROX CORPORATION	700 S. Flower St., Ste 700, Los Angeles, CA 90017	High End Copiers - High End Printers