



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

SACHI A. HAMAI  
Interim Chief Executive Officer

**DATE:** October 1, 2015  
**TIME:** 1:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

**AGENDA**

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

1. Call to order – Gevork Simdjian
  - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT CLASSIFICATION STUDIES**  
CEO – Steve Masterson or designee
  - B) **Living Wage Ordinance and Implementation Plan Update**  
CEO – Sid Kikkawa or designee
  - C) **Board Letter – ACQUISITION OF HARDWARE FOR FUJI RADIOLOGY PICTURE ARCHIVING AND COMMUNICATIONS SYSTEM (PACS)**  
DHS – Mitchell H. Katz, M.D. or designee
  - D) **Board Letter – APPROVAL OF AN ORDINANCE TO AMEND LOS ANGELES COUNTY CODE TITLE 7 – CHAPTER 7.20 BINGO**  
TTC – Joseph Kelly or designee
  - E) **Board Letter – APPROVAL OF AN ORDINANCE TO AMEND LOS ANGELES COUNTY CODE TITLE 7 – CHAPTER 7.54 MESSAGE**  
TTC – Joseph Kelly or designee
  - F) **Board Letter – AGREEMENT WITH SOE SOFTWARE CORPORATION (SOE) FOR THE ELECTION ON-LINE TRAINING SYSTEM**  
RR/CC – Dean C. Logan or designee
2. Public Comment
3. Adjournment



SACHI A. HAMAI  
Interim Chief Executive Officer

# 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>

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Third District

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Fifth District

October 20, 2015

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:

## **COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)**

### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding three (3) new classifications, by changing the title of one (1) non-represented classification, by deleting one (1) classification, and by reclassifying positions in various County departments.

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

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add three (3) new classifications; change the title of one (1) non-represented class; and to reclassify 75 positions to implement results of classification studies in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Beaches and Harbors, Children and Family Services, Community and Senior Services, Consumer and Business Affairs, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, and Sheriff.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

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

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). 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.

These actions are recommended 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.

### **New Classifications**

We are proposing three (3) new non-represented classifications for addition to the Classification Plan that are restricted to the Department of Public Health, specifically Health Program Manager I, II, and III (Attachment A). Positions allocated to these classifications will perform highly-responsible management duties in the oversight of the department's directly-operated and contracted programs and services. These classes are being established as part of a broader department-wide reorganization that will clarify and strengthen program and reporting structures as well as accountability.

### **Title Change**

We are recommending a title change to the current department-specific classification of Assistant Division Chief, Facilities and Property Maintenance, Beaches and Harbors (Attachment A). This position is responsible for managing the Operational Services Division and the proposed new title, Assistant Division Chief, Beaches and Harbors, more accurately reflects the duties and responsibilities assigned.

### Deleted Classification

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) vacant represented classification (Attachment A). The represented class has been approved for deletion by the Employee Relations Commission (ERCOM) and the affected department has been informed of and has consented to the deletion. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

### Countywide Head Departmental Personnel Technician Study

We are recommending the reclassification of two (2) positions in the departments of Children and Family Services and Sheriff (Attachment B). These actions will further implement the Countywide Head Departmental Personnel Technician Classification Study to provide clarity for this core departmental Human Resources function. The goal of this study is to establish salary equity among departments of comparable size, budget, and complexity, eliminate redundant classifications, and facilitate the recruitment and retention of supervisors in the field of personnel.

### Reclassifications

There are 73 positions in 16 departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

### FISCAL IMPACT/FINANCING

The projected budgeted annual savings resulting from the reclassifications and salary changes recommended is estimated to total \$3,024 (all funds). Net County cost is estimated to be \$100,468. Cost increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

The Honorable Board of Supervisors  
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## **FACTS AND PROVISIONS/LLEGAL 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 consultations have been conducted with 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 classification and compensation of positions.

Respectfully submitted,

Sachi A. Hamai  
Interim Chief Executive Officer

SAH:RM:SJM  
AE:KP:mmg

Attachments

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

**ATTACHMENT A**

**CLASSIFICATIONS RECOMMENDED FOR  
ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Savings/Megaflex	4541	Health Program Manager I	N23	S11
Savings/Megaflex	4542	Health Program Manager II	N23	S12
Savings/Megaflex	4543	Health Program Manager III	N23	S14

**NON-REPRESENTED CLASSIFICATION  
RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Recommended New Title</b>
8901	Assistant Division Chief, Facilities and Property Maintenance, Beaches and Harbors	Assistant Division Chief, Beaches and Harbors

**REPRESENTED CLASSIFICATION  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
2712	Deputy Sheriff IV

**COUNTYWIDE HEAD DEPARTMENTAL  
PERSONNEL TECHNICIAN STUDY**

<b>Department</b>	<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
Children and Family Services	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented
Sheriff - Administration	1	Head Departmental Personnel Technician Item No. 1850A NM 96F Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented

**RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****AGRICULTURAL COMMISSIONER/WEIGHTS & MEASURES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Senior Statistical Clerk Item No. 1353A NMV 70H Represented	1	Accounting Technician II Item No. 0643A NM 74H Represented

The subject position reports to an Accountant III and is located in the Accounts Receivable Revenue Unit of the Budget and Fiscal Division, where it is responsible for performing accounting clerical work in the maintenance of accounting records within a comprehensive established framework of procedures. Duties include preparing and submitting all invoices for services; preparing various documents in eCAPS; maintaining Accounts Receivable files with original invoices; mailing delinquent invoice reminders, processing collection referrals to the Treasurer and Tax Collector (TTC); processing all credit memos to TTC for referral payments and adjustments; processing inventory and research orders on the County's vendors' website; and preparing departmental services and supply forms.

Although the position does not supervise subordinate staff, it does perform the more complex paraprofessional accounting work in preparing, processing, reconciling and maintaining fiscal records that require a substantive knowledge of County and general accounting procedures. Therefore, we recommend upward classification to Accounting Technician II.

**AUDITOR-CONTROLLER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Intermediate Accountant-Auditor Item No. 0677A NM 91L Non-Represented	2	Program Specialist I, Auditor-Controller Item No. 0712A NM 94K Non-Represented

The subject positions are located in the Office of County Investigations and conduct a full range of routine administrative and criminal investigations of County employees, contractors, and vendors, and assist higher-level investigators in completing the more complex investigations. Duties include conducting witness and subject interviews; preparing the investigation final report; analyzing and evaluating the applicability of laws, ordinances, regulations, and government codes; and assisting the District Attorney in filing criminal charges.

The duties and responsibilities meet the classification standards for Program Specialist I, Auditor-Controller, a class which conducts management, performance, financial, and compliance audits, as well as conducting special studies and investigations of County departments. Therefore, we recommend upward reclassification of these positions to Program Specialist I, Auditor-Controller.

**BEACHES AND HARBORS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject position is being recommended for reclassification in conjunction with a departmental reorganization. Currently, it is located in the Executive Office and is being recommended for permanent transfer to the newly established Management Services Unit. The primary work will be researching and analyzing departmental performance; evaluating new programs and initiatives through feasibility studies and research analysis; reviewing areas identified for operational improvement; conducting annual fee studies; and handling special projects.

The scope of the duties and responsibilities assigned to this position meets the definition of Administrative Services Manager I, a class which is responsible for independently performing a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend downward reclassification to Administrative Services Manager I.

**CHILDREN AND FAMILY SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Children Services Administrator III Item No. 9088A NM 108D Non-Represented	1	Administrative Services Manager III Item No. 1004A NM 108D Non-Represented
1	Secretary III Item No. 2096A NMV 73K Represented	1	Senior Secretary III Item No. 2102A NM 82A Non-Represented

The subject Children Services Administrator III position reports to the Departmental Human Resources Manager III and is assigned to direct two (2) sections within the Human Resources Division, Bureau of Finance and Administration: the Health and Safety Management Section and the Classification and Compensation Section. The subject position supervises the work, through subordinate managers and staff, by managing workers' compensation leaves of absence, return-to-work, employee wellness, classification, and compensation matters. The duties and responsibilities meet the classification standards of Administrative Services Manager III, a class responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend lateral reclassification to Administrative Services Manager III.

The subject Secretary III position reports to the Departmental Chief Information Officer I (DCIO I) who serves as the Division Chief of the Business Information Systems Division. The DCIO I oversees five (5) sections: Project Management; Business Intelligence and Report Management; Application Development and Database Administration; Information Security; and Administrative Support. Secretarial allocations throughout the County are based primarily upon the level of manager served as well as the department's size. Positions allocable to the Senior Secretary III classification typically provide secretarial assistance to the head of a major division in a large and complex County department. Therefore, we recommend upward reclassification to Senior Secretary III.

**COMMUNITY AND SENIOR SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Human Services Administrator I Item No. 8021N NM 95E Non-Represented	1	Geographic Information Systems Analyst Item No. 4413N 96E Non-Represented

The subject position reports to a Human Services Administrator II and is located within the Research and Statistics Division, where it utilizes Geographic Information Systems (GIS) to provide the department with maps, data, and reports. It is responsible for strategically and geographically documenting communities in support of Workforce and Community Programs. Duties include producing maps and reports; performing complex analysis and project planning; tracking contractor performance; and analyzing legislation changes.

The duties and responsibilities meet the classification standards for Geographic Information Systems Analyst, a class which is responsible for carrying out a wide range of difficult and responsible assignments in maintaining the accuracy and quality of GIS database information, developing cartographic products, and data analysis and visualization to support a wide variety of County or departmental functions, processes and analytical requirements. Therefore, we recommend upward reclassification to Geographic Information Systems Analyst.

**CONSUMER AND BUSINESS AFFAIRS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accounting Technician II Item No. 0643A NM 74H Represented	1	Accountant II Item No. 0647A NM 81F Represented

The subject position reports to an Administrative Services Manager II and is assigned to the Administrative Services Division. It is responsible for independently performing professional-level accounting work by preparing, analyzing, reviewing, maintaining, reconciling and controlling billing, financial records and fiscal expenditures. Due to the implementation of new programs and funding sources, the complexity of the department's accounting procedures have increased. The assigned duties and responsibilities are consistent with the allocation criteria for Accountant II, a class which performs a full range of journey-level professional accounting work. Therefore, we recommend upward reclassification to Accountant II.

**HEALTH SERVICES - ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Head Clerk Item No. 1179A NMV 77D Represented	1	Senior Clerk Item No. 1140A NMV 68G Represented
1	Information Technology Specialist I Item No. 2569A NM 111K Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented

The subject Head Clerk position reports to an Information Systems Specialist and is assigned to the Planning and Administration Division. It is responsible for assisting in Information Technology projects' development, testing, modification and validation. The duties identified are primarily clerical in scope and nature and do not meet the allocation criteria for Information Systems Analyst Aid, a class distinguished by assistance in the performance of systems analysis and design. In contrast, the duties are more consistent with the classification standards of Senior Clerk, a class which performs highly specialized clerical duties. Therefore, we recommend downward reclassification to Senior Clerk.

The subject Information Technology Specialist I position reports to an Information Technology Manager III and is responsible for directing the operations of the Enterprise Project Management Office and its personnel. It will primarily direct project management life cycle for all enterprise projects of the department as well as the management of necessary project and facility staff to identify schedules, project deliverables, milestones, required tasks and constraints. The scope of duties and responsibilities meet the allocation criteria for Information Technology Manager I, a class that directs the activities of a major information systems section. Therefore, we recommend upward reclassification to Information Technology Manager I.

**HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Warehouse Worker II Item No. 2332A NM 73J Represented	1	Transportation and Services Supervisor Item No. 6038A NM 79B Represented
2	Refuse Truck Driver Item No. 6052A N3M 73J Represented	2	Heavy Truck Driver Item No. 6051A N3M 73L Represented

The subject Warehouse Worker II position is primarily responsible for overseeing transportation services at LAC+USC HealthCare Network, including responsibility for 117 trucks, vehicles and equipment assigned to various areas within the Network; supervision of truck drivers in the pick-up and delivery of hospital equipment, supplies, and materials; and arranging for the inspection, repair and assignment of mobile home clinics, decontamination and disaster trailers, trucks, automobiles, and vans. Supervisory responsibilities include evaluating staff performance, preparing driver assignments, and reviewing compliance with safety and on-the-road requirements and standards. The scope of supervisory duties and responsibilities are more consistent with the Transportation and Services Supervisor, a class that has immediate responsibility for transportation services in a County department involving supervision of a fleet of trucks. Therefore, we recommend upward reclassification to Transportation and Services Supervisor.

The subject Refuse Truck Driver positions are responsible for driving single unit trucks weighing over 26,001 pounds to transport and deliver materials, supplies, and equipment to and from the Network. Deliveries include laundry, food, environmental supplies, salvage equipment, pharmacy supplies, and other heavy equipment. The duties and responsibilities meet the allocation criteria for Heavy Truck Driver, a class that drives single unit trucks with a Gross Vehicle Weight Rating of 26,001 pounds or more to pick up, transport, and deliver material, supplies, and equipment between County facilities and other locations. Therefore, we recommend upward reclassification of these positions to Heavy Truck Driver.

**HEALTH SERVICES – METROCARE NETWORK**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Transportation Services Supervisor I Item No. 5976A NM 77G Represented	1	Transportation and Services Supervisor Item No. 6038A NM 79B Represented
1	Heavy Truck Driver Item No. 6051A N3M 73L Represented	1	County Messenger Driver Item No. 6026A NM 64B Represented

The subject Transportation Services Supervisor I position is primarily responsible for overseeing transportation services at MetroCare Network, including responsibility for a fleet of 63 trucks, vehicles, buses, and equipment assigned to various areas within the Network, and supervision of drivers in the pick-up and delivery of hospital equipment, supplies, materials, and County mail. Responsibilities include planning and establishing delivery schedules, dispatching fleet vehicles and equipment, and coordinating repairs and equipment replacement. Supervisory responsibilities include evaluating staff performance, preparing driver assignments, and reviewing compliance with safety and on-the-road requirements and standards. The duties and responsibilities meet the scope and level of Transportation and Services Supervisor, a class which has immediate responsibility for transportation services in a County department involving supervision of a fleet of trucks. Therefore, we recommend upward reclassification to Transportation and Services Supervisor.

The subject Heavy Truck Driver position is primarily responsible for driving vans and light duty trucks for picking-up and delivering County mail to and from Harbor-UCLA Medical Center and other facilities within the Network. The responsibilities are consistent with the allocation criteria for County Messenger Driver, a class responsible for operating a County-owned vehicle to pick-up and deliver County mail. Therefore, we recommend downward reclassification to County Messenger Driver.

**INTERNAL SERVICES DEPARTMENT**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Assistant II Item No. 0888A NM 84A Represented	1	Management Analyst Item No. 1848A NM 88F Non-Represented
7	Deputy Compliance Officer Item No. 1681A NM 101B Non-Represented	7	Equal Employment Opportunity Compliance Investigator Item No. 1677A NM 87F Non-Represented
1	Senior Deputy Compliance Officer Item No. 1682A NM 105G Non-Represented	1	Section Manager, Administration, ISD Item No. 1093A NM 106A Non-Represented

The subject Administrative Assistant II position is located in the Risk Management Unit and functions as the FMLA Coordinator to ensure compliance with leave policy. It is responsible for performing a full range of routine to complex analysis as well as interpreting workers' compensation laws and employee leave regulations. Duties include analyzing, monitoring and updating employee leave information in the Absence Management System; researching and analyzing leave policy guidelines; developing and conducting departmental training for management and staff regarding employee leave eligibility and compliance with applicable laws. The duties and responsibilities are consistent with the allocation standards for Management Analyst, a class which performs a variety of analytical, technical, and/or confidential and sensitive assignments in the area of human resources. Therefore, we recommend upward reclassification to Management Analyst.

The subject Deputy Compliance Officer positions are located in the Countywide Contract Compliance Unit and have responsibility for reviewing and monitoring Equal Employment Opportunity (EEO) compliance of countywide construction contracts. The duties include monitoring and tracking EEO and Living Wage Ordinance compliance of County construction contracts; conducting site visits to ensure compliance with EEO rules; making recommendations to resolve contractor compliance violations; monitoring and logging discrimination complaints; and preparing an annual Living Wage Report. The duties and responsibilities are consistent with Equal Employment Opportunity Compliance Investigator, a class which assists in monitoring compliance with the County's diversity, equal opportunity, and civil rights programs. Therefore, we recommend downward reclassification of these positions to Equal Employment Opportunity Compliance Investigator.

**INTERNAL SERVICES DEPARTMENT (continued)**

The subject Senior Deputy Compliance Officer position is located in the Countywide Contract Compliance Unit, where it manages and directs the activities the section. The Unit is responsible for ensuring contracts awarded and administered by the County of Los Angeles are in compliance with the Equal Employment Opportunity Program. Duties include overseeing the work of staff; implementing policies and procedures for the section; monitoring staff performance, and ensuring policies and practices within the section are followed; reviewing recommendations provided by staff to resolve issues; and managing and evaluating compliance of the County department's Living Wage Ordinance Program in accordance with County regulations and standards. The supervisory duties and responsibilities meet the classification standards for Section Manager, Administration, ISD, a class which responsible for managing an administration section in the Internal Services Department. Therefore, we recommend upward reclassification to Section Manager, Administration, ISD.

**MENTAL HEALTH**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Intermediate Typist-Clerk Item No. 2214A NMV 65A Represented	1	Senior Typist-Clerk Item No. 2216A NMV 69F Represented

The subject position is assigned to the Public Information Office, where it is responsible for assisting with preparation of departmental communication and information dissemination efforts. Duties include assisting staff with developing and preparing various marketing and media materials, news articles and press releases; uploading information to the department website; distributing information via email and in person; researching and costing out media equipment and promotional materials; and tracking the program materials budget. The subject position performs skilled typing work and highly specialized clerical duties, which meet the allocation standards for the Senior Typist-Clerk class. Therefore, we recommend upward reclassification to Senior Typist-Clerk.

**PARKS AND RECREATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Equipment Maintenance Worker Item No. 6610A N2 77K Represented	1	Grounds Maintenance Worker II Item No. 0354A NM 69F Represented
1	Recreation Services Supervisor Item No. 8798A NM 77H Represented	1	Senior Arboretum Gardener Item No. 0284A NM 75D Represented

The subject Equipment Maintenance Worker position reports to a Grounds Maintenance Supervisor and is located at the South Coast Botanic Garden within the Regional Facilities Agency. It is primarily responsible for monitoring and maintaining irrigation systems and power equipment for grounds and gardening staff as well as completing grounds maintenance tasks. Duties include leading and training lower-level staff, operating power equipment, and performing equipment maintenance and inventory. The duties and responsibilities meet the allocation criteria for Grounds Maintenance Worker II, a class which is responsible for leading and participating in the work of one (1) to three (3) grounds maintenance workers and independently performing a full range of grounds maintenance tasks. Therefore, we recommend downward reclassification to Grounds Maintenance Worker II.

The subject Recreation Services Supervisor position reports to the Supervisor, South Coast Botanic Garden and is located at the South Coast Botanic Garden within the Regional Facilities Agency, where it oversees the work of one (1) Assistant Arboretum Gardener, two (2) Arboretum Gardeners, and over 100 volunteer gardeners. Duties include operating gardening tools and power equipment; utilizing appropriate garden and irrigation design methods; performing plant horticultural techniques; conducting pest management; providing plant lists for design; procuring plant materials and gardening supplies; maintaining specialty horticultural collections; and designing landscapes and garden displays. The supervisory duties and responsibilities meet the definition for Senior Arboretum Gardener, a class which supervises and provides specialized gardening, grounds maintenance, and development work. Therefore, we recommend downward reclassification to Senior Arboretum Gardener.

**PUBLIC DEFENDER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Services Manager II Item No. 1003A NM 98E Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 95E Non-Represented

The subject position is being recommended for a reclassification in conjunction with a permanent position transfer to the Facilities Unit, Management Services Division, where it will oversee the work of one (1) Warehouse Worker I position assigned to the Facilities Unit, one (1) Procurement Assistant II and one (1) Warehouse Worker II. It will serve as the facilities manager and report to the Administrative Deputy. The primary responsibility will be to oversee the proper maintenance, repair, and general upkeep of the department's 34 facilities. Duties include identifying and developing solutions to the various facilities issues; coordinating with staff, appropriate service providers, vendors, and contractors; serving as liaison to other County departments and local agencies; analyzing, developing, and executing projects aimed at providing improved work environments for the staff and clients of the department; compiling information for the Quarterly Facilities Report submitted to the Chief Executive Office and the Internal Services Department; and working with executive managers in coordinating office moves and relocations.

The scope of the duties and responsibilities assigned to this position meets the definition of Administrative Services Manager I, a class which is responsible for independently performing a full range of difficult to complex analytical assignments and makes recommendations on complex issues which directly impact departmental programs and administrative operations. Therefore, we recommend downward reclassification to Administrative Services Manager I.

**PUBLIC HEALTH**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Deputy III (UC) Item No. 1059A N23 R15 Non-Represented	1	Deputy Director, Public Health (UC) Item No. 4549A N23 R16 Non-Represented
1	Chief Physician III Item No. 5459A N42 E9 Non-Represented	1	Medical Director, Public Health Programs (UC) Item No. 4577A N42 E26 Non-Represented
1  1  21	Intermediate Clerk Item No. 1138A NMV 64B Represented  Intermediate Stenographer Item No. 2172A N2M 69F Represented  Intermediate Typist Clerk Item No. 2214A NMV 65A Represented	23	Patient Resources Worker Item No. 9192A N3M 67A Represented
1	Senior Secretary III Item No. 2102N NM 82A Non-Represented	1	Senior Management Secretary III Item No. 2116N NM 90A Non-Represented

The subject Administrative Deputy III position reports to the Chief Deputy Director of Public Health and manages the department's Operations Support Bureau, which is comprised of its Administrative Services, Compliance Management, Contracts and Grants, Finance, Human Resources, Information Systems, Organizational Development and Training, and Vital Records functions. The position directs, through subordinate managers, the planning, implementation, coordination, and evaluation of the operations and services of the Bureau. The duties are consistent with the classification standards of Deputy Director, Public Health (UC). Positions allocable to this class serve as the director of a comprehensive public health bureau and have independent responsibility for directing varied and complex bureau programs including those with direct and contracted services. Therefore, we recommend the upward reclassification to Deputy Director, Public Health (UC).

## **PUBLIC HEALTH** (continued)

The subject Chief Physician III position reports to the Director of Public Health and oversees three (3) major program areas of the Disease Control Bureau: Communicable Disease Control & Prevention; Community Health Services; and Division of HIV & STD Programs. It serves as the chief medical advisor for the department and is responsible for directing, through subordinate program managers, the planning, implementation, administration, and evaluation of Bureau operations and services including formulation of plans, policies, and objectives. The complexity and scope of responsibilities meet the allocation standards of Medical Director, Public Health Programs (UC), a class defined by directing the overall medical responsibilities of the Department of Public Health. Therefore we recommended upward reclassification to Medical Director, Public Health Programs (UC).

The subject clerical positions report to clerical supervisors and are assigned to the Health Center Business Office Unit located in Service Planning Area's 1, 2, 3, 4, 6, 7 and 8. The duties include interviewing patients to determine reason for visit and payment method; distributing and explaining registration forms; obtaining information to verify existing insurance coverage and/or eligibility for public or private benefit program; and completing billing forms. The aforementioned duties are more consistent with those typically performed by the Patient Resources Worker classification. By definition, this class identifies patients' financial resources to pay for medical and/or mental health care and services; and assists patients in making assignments for medical benefits, and completes standardized billing forms based upon data acquired. Therefore, we recommend upward and downward reclassifications to Patient Resources Worker, respectively.

The subject Senior Secretary III position is assigned to the Disease Control Bureau. It provides secretarial support to the Chief Physician III which is concurrently reclassified upward to Medical Director, Public Health Programs (UC) and is commensurate to the level of chief deputy. Secretarial allocations within the County are based primarily upon the level of manager served and the overall scope of responsibility. This position meets the allocation criteria for Senior Management Secretary III, a class which provides secretarial support to management positions responsible for directing the administrative operations of a large and complex County department. Therefore, we recommend upward reclassification to Senior Management Secretary III.

**PUBLIC LIBRARY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Librarian II Item No. 8335A NM 88HD Represented	1	Librarian III Item No. 8336A NM 90H Represented
2	Librarian III Item No. 8336A NM 90H Represented	2	Librarian IV Item No. 8337A NM 92H Represented

The subject Librarian positions are assigned to the Bell Gardens, A.C. Bilbrew and Sorenson Libraries. According to the annual Library Grouping System (LGS) Report, the referenced Libraries were upgraded due to increased ranking totals for the past three (3) consecutive years. The LGS Report measures operational factors and trends over previous years to recognize substantial changes related to statistical data based on circulation information/reference, gate count, square footage, and staffing for each facility.

Based on vital statistics from the LGS Report, the changes to the duties and scope of responsibility assigned to the Librarian classifications are consistent with the overall services and programs of the department. Therefore, we are recommending upward reclassifications of the above referenced Librarian positions, respectively.

**PUBLIC SOCIAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Human Services Administrator III Item No. 8023A NM 108D Non-Represented	2	Administrative Services Manager III Item No. 1004A NM 108D Non-Represented
1	Information Systems Analyst I Item No. 2590N NM 91H Represented	1	Information Systems Analyst II Item No. 2591N NM 94D Represented
1	Senior Information Systems Support Analyst Item No. 2536A NM 99G Non-Represented	1	Senior Information Systems Analyst Item No. 2593A NM 101G Non-Represented
1	Toy Loan Coordinator Item No. 8133A NM 74H Represented	1	Volunteer Programs Coordinator II Item No. 2683A NM 79B Non-Represented
1	Assistant Toy Loan Coordinator Item No. 8132A NM 66K Represented	1	Volunteer Programs Coordinator I Item No. 2681A NM 72B Non-Represented

The subject Human Services Administrator III positions are assigned to the Human Resources Division, where they are responsible for directing the activities of a human resources unit, through subordinate supervisors. Specific human resources duties include hiring, personnel processing, payroll, employee investigations, employee relations, and the development and implementation of human resources policies and procedures. The duties and responsibilities are consistent with the class concept for Administrative Services Manager III, a class which incumbents are responsible for directing, through subordinate, professional administrative supervisors, a section composed of multiple units responsible for providing professional administrative services in such areas as human resources, budget, finance, contracts and other closely related administrative functional areas. Therefore, we recommend lateral reclassification of these positions to Administrative Services Manager III.

## **PUBLIC SOCIAL SERVICES** (continued)

The subject Information Systems Analyst I position reports to a Principal Information Systems Analyst and is assigned to the Information Technology (IT) Procurement Unit, Eligibility Systems Division, Contract and Technical Services Bureau. It is responsible for analyzing business and technical requirements in relation to the procurement of IT hardware, software and IT professional services. Duties include analyzing and defining end user requirements to ensure systems and upgrades meet the department's current and future business needs. Other duties include analyzing IT procurement requests from other departmental IT sections and managers; identifying products that meet departmental needs and satisfy the County's IT policies; preparing detailed project plans with procurement recommendations for management review; and collaborating with the County's purchasing agent and vendors to procure IT products and services. The duties and responsibilities meet the classification standards for an Information Systems Analyst II, a journey-level class which provides a full-range of information systems analysis and design and are assigned to moderately complex systems. They analyze, design, test and implement programs for a complete system or a component or module of a large complex system. Therefore, we recommend upward reclassification to an Information Systems Analyst II.

The subject Senior Information Systems Support Analyst position reports to a Principal Information Systems Analyst and is assigned to the Interfaces/eGov Unit, which is responsible for mobile and web-based interfaces. The subject position leads a team of 10 information systems analysts responsible for analyzing, documenting and resolving complex systems problems in a 24/7 environment. Duties include supporting the rollout and ongoing maintenance of the LEADER Replacement System (LRS) and the attendant help desk support functions; coordinating security assignment issues for end users; and troubleshooting and resolving system errors. It is critical that end users are able to access their Electronic Benefit Transfer balances before making purchases at any time. The scope of the responsibilities assigned to the subject position meets the allocation criteria for a Senior Information Systems Analyst, a class which may lead a project team or provide expertise in information systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. Therefore, we recommend upward reclassification to a Senior Information Systems Analyst.

**PUBLIC SOCIAL SERVICES** (continued)

The subject Toy Loan Coordinator and Assistant Toy Loan Coordinator positions report to an Administrative Services Manager II and are assigned to the Volunteer Services/Toy Loan Section within the Bureau of Administrative Services. The subject positions are responsible for monitoring the day-to-day operations of the Toy Loan Program and evaluating over 50 volunteer-operated Toy Loan Centers to ensure targeted populations are effectively served. The subject Toy Loan Coordinator position is responsible for overseeing the solicitation of money and toy donations; organizing fundraising efforts, community and media outreach; coordinating the maintenance and disbursement of warehouse inventory; and ensuring program compliance with DPSS, Auditor-Controller and County policies and guidelines. The subject Assistant Toy Loan Coordinator position supports the Toy Loan Coordinator by assisting with oversight of the Toy Loan Program and the aforementioned duties. The duties and responsibilities are consistent with the Volunteer Programs Coordinator II and Volunteer Programs Coordinator I classes, which are defined by coordinating a volunteer services program and assisting a higher level volunteer director. Therefore, we recommend upward reclassification of these positions to Volunteer Programs Coordinator II and Volunteer Programs Coordinator I, respectively.

**PUBLIC WORKS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Building Permit Technician I Item No. 4161A 77A Represented	7	Senior Clerk Item No. 1140A NMV 68G Represented
1	Senior Construction Inspector Item No. 4197A 96G Represented	1	Contract Program Monitor Item No. 4229A NM 91H Non-Represented

The subject Building Permit Technician positions are assigned to the Land Development Division. Their primary responsibility is issuing routine permits to the public for encroachment, excavation, transportation, and construction. Duties include assisting with public inquiries by telephone and in-person; reviewing and processing applications for permits, calculating and collecting fees; issuing receipts; and maintaining office files and records. The scope of duties and responsibilities are more consistent with the allocation criteria for Senior Clerk, a class which performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function. Therefore, we recommend downward reclassification of these positions to Senior Clerk.

**PUBLIC WORKS** (continued)

The subject Senior Construction Inspector position is assigned to the Construction Division, where it serves as liaison for the Labor Compliance Program and is primarily responsible for conducting thorough reviews of Certified Payroll Records that detail hours worked and wages earned for each employee hired by contactors. Duties include conducting investigations and resolving disputes by interviewing employees and performing audits of payroll records; ensuring compliance of departmental policies and procedures; utilizing an electronic Request for Proposal Evaluation to score bidding contractors and provide comments regarding qualifications, work plan, staffing and resources; preparing training manuals; and conducting training sessions related to labor law requirements and enforcement. The duties and responsibilities are most consistent with the Contract Program Monitor, a class defined by monitoring, auditing and evaluating a private agency's performance in providing the appropriate kind and level of service specified in the contract agreement. Therefore, we recommend downward reclassification to Contract Program Monitor.

**SHERIFF - CUSTODY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Operations Assistant II, Sheriff Item No. 1229A NM 83E Represented	2	Operations Assistant III, Sheriff Item No. 1230A NM 88E Represented
1	Statistical Analyst, Sheriff Item No. 1750A NM 79L Represented		

The above referenced subject positions are assigned to the Population Management Bureau, Analysis Unit, where they assist management in conducting research, analyzing data, and preparing reports specific to programs involving the education and rehabilitation of the inmate population. Duties include researching, auditing, and reviewing data collection methodologies and program evaluation; participating in program planning; analyzing program data to provide recommendations and reports of increasing program effectiveness, identifying needs for development of new programs, and providing responses to inquiries from the Board of Supervisors, governmental, private, and academic agencies; and identifying programmatic needs to develop policies, procedures, and guidelines to ensure compliance with regulations and legal mandates. The duties and responsibilities of the subject positions meet the class concept for Operations Assistant III, Sheriff, a class which is responsible for independently analyzing and making recommendations for the solution of highly-complex problems in the areas of organization, systems and procedures, budget, facilities planning, or personnel. Therefore, we recommend upward reclassification of these positions to Operations Assistant III, Sheriff.

## **ANALYSIS**

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

- Adding and establishing the salary for three (3) employee classifications;
- Changing the title of one (1) non-represented classification; and
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Auditor-Controller, Beaches and Harbors, Children and Family Services, Community and Senior Services, Consumer and Business Affairs, Health Services, Internal Services, Mental Health, Parks and Recreation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, and Sheriff.

MARY C. WICKHAM  
Interim County Counsel

By: \_\_\_\_\_  
RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:

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

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

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

**SECTION 1.** Section 6.28.050 is hereby amended to add the following classes:

<b>ITEM NO.</b>	<b>TITLE</b>	<b>EFFECTIVE DATE</b>	<b>SALARY OR SALARY SCHEDULE AND LEVEL</b>	
<u>4541</u>	<u>HEALTH PROGRAM MANAGER I</u>	_____ *	<u>N23</u>	<u>S11</u>
<u>4542</u>	<u>HEALTH PROGRAM MANAGER II</u>	_____ *	<u>N23</u>	<u>S12</u>
<u>4543</u>	<u>HEALTH PROGRAM MANAGER III</u>	_____ *	<u>N23</u>	<u>S14</u>

**SECTION 2.** Section 6.28.050 is hereby amended to change only the title of the following class:

<b>ITEM NO.</b>	<b>TITLE</b>
8901	<del>ASST DIV CHIEF, FAC&amp;PROP MAINT, B&amp;H</del> <u>ASSISTANT DIVISION CHIEF, B&amp;H</u>

**SECTION 3.** Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1353A	4	<del>SENIOR STATISTICAL CLERK</del>

**SECTION 4.** Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0643A	<del>2</del> <u>3</u>	ACCOUNTING TECHNICIAN II

**SECTION 5.** Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0677A	<del>38</del> <u>36</u>	INTERMEDIATE ACCOUNTANT-AUDITOR
0712A	<del>24</del> <u>23</u>	PROGRAM SPECIALIST I,AUDITOR-CONT

**SECTION 6.** Section 6.42.010 (Department of Beaches and Harbors - Beaches)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1002A	<del>2</del> <u>3</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	<del>4</del> <u>3</u>	ADMINISTRATIVE SERVICES MANAGER II

**SECTION 7.** Section 6.42.010 (Department of Beaches and Harbors - Beaches)

is hereby amended to change only the title of the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
8901A	1	<del>ASST DIV CHIEF, FAC&amp;PROP MAINT, B&amp;H</del> <u>ASSISTANT DIVISION CHIEF, B&amp;H</u>

**SECTION 8.** Section 6.53.010 (Department of Children and Family Services) is

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1850A	4	<del>HEAD DEPARTMENTAL PERSONNEL TECH</del>

**SECTION 9.** Section 6.53.010 (Department of Children and Family Services)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>		<b>TITLE</b>
1003A	<del>24</del>	<u>25</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	<del>42</del>	<u>13</u>	ADMINISTRATIVE SERVICES MANAGER III
9088A	<del>38</del>	<u>37</u>	CHILDREN SERVICES ADMINISTRATOR III
2096A	<del>133</del>	<u>132</u>	SECRETARY III
2102A	<del>35</del>	<u>36</u>	SENIOR SECRETARY III

**SECTION 10.** Section 6.58.010 (Department of Community and Senior Services)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>		<b>TITLE</b>
<u>4413N</u>	<u>1</u>		<u>GEOGRAPHIC INFO SYSTEMS ANALYST</u>

**SECTION 11.** Section 6.58.010 (Department of Community and Senior Services)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>		<b>TITLE</b>
8021N	<del>20</del>	<u>19</u>	HUMAN SERVICES ADMINISTRATOR I

**SECTION 12.** Section 6.60.010 (Department of Consumer and Business Affairs)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0643A	4	ACCOUNTING TECHNICIAN II

**SECTION 13.** Section 6.60.010 (Department of Consumer and Business Affairs)

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

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>0647A</u>	<u>1</u>	<u>ACCOUNTANT II</u>

**SECTION 14.** Section 6.77.010 (Department of Public Health – Public health

services) is hereby amended to delete the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1059A	4	ADMINISTRATIVE DEPUTY III(UC)
5459A	4	CHIEF PHYSICIAN III

**SECTION 15.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>4577A</u>	<u>1</u>	<u>MEDICAL DIRECTOR,PUBLIC HEALTH(UC)</u>
<u>9192A</u>	<u>23</u>	<u>PATIENT RESOURCES WORKER</u>
<u>2116N</u>	<u>1</u>	<u>SENIOR MANAGEMENT SECRETARY III</u>

**SECTION 16.** Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
4549A	<del>2</del> <u>3</u>	DEPUTY DIRECTOR,PUBLIC HEALTH(UC)
1138A	<del>9</del> <u>8</u>	INTERMEDIATE CLERK
2172A	<del>22</del> <u>21</u>	INTERMEDIATE STENOGRAPHER
2214A	<del>166</del> <u>145</u>	INTERMEDIATE TYPIST-CLERK
2102N	<del>2</del> <u>1</u>	SENIOR SECRETARY III

**SECTION 17.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1179A	<del>7</del> <u>6</u>	HEAD CLERK
2565A	<del>2</del> <u>3</u>	INFORMATION TECHNOLOGY MANAGER I
2569A	<del>48</del> <u>17</u>	INFORMATION TECHNOLOGY SPECIALIST I
1140A	<del>35</del> <u>36</u>	SENIOR CLERK

**SECTION 18.** Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6051A	<del>4</del>	<del>HEAVY TRUCK DRIVER</del>
5976A	<del>4</del>	<del>TRANSPORATION SERVICES SUPVR I</del>

**SECTION 19.** Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6026A</u>	<u>1</u>	<u>COUNTY MESSENGER DRIVER</u>
<u>6038A</u>	<u>1</u>	<u>TRANSPORATION &amp; SERVICES SUPVR</u>

**SECTION 20.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6052A	2	<del>REFUSE TRUCK DRIVER</del>

**SECTION 21.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6051A</u>	<u>2</u>	<u>HEAVY TRUCK DRIVER</u>
<u>6038A</u>	<u>1</u>	<u>TRANSPORATION &amp; SERVICES SUPVR</u>

**SECTION 22.** Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2332A	6 <u>5</u>	WAREHOUSE WORKER II

**SECTION 23.** Section 6.81.010 (Internal Services Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1682A	4	<del>SR DEPUTY COMPLIANCE OFFICER</del>

**SECTION 24.** 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>1677A</u>	<u>7</u>	<u>EQUAL EMPLOYMENT OPPORT COMPL INVR</u>

**SECTION 25.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	<del>7</del> <u>6</u>	ADMINISTRATIVE ASSISTANT II
1681A	8 <u>1</u>	DEPUTY COMPLIANCE OFFICER
1848A	8 <u>9</u>	MANAGEMENT ANALYST
1093A	<del>27</del> <u>28</u>	SECTION MANAGER,ADMINISTRATION,ISD

**SECTION 26.** 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
2214A	<del>404</del> <u>403</u>	INTERMEDIATE TYPIST-CLERK
2216A	<del>147</del> <u>118</u>	SENIOR TYPIST-CLERK

**SECTION 27.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6610A	<del>40</del> <u>9</u>	EQUIPMENT MAINTENANCE WORKER
0354A	<del>95</del> <u>96</u>	GROUNDS MAINTENANCE WORKER II
8798A	<del>74</del> <u>73</u>	RECREATION SERVICES SUPERVISOR
0284A	<del>2</del> <u>3</u>	SENIOR ARBORETUM GARDENER

**SECTION 28.** Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	<del>4</del> <u>2</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	<del>2</del> <u>1</u>	ADMINISTRATIVE SERVICES MANAGER II

**SECTION 29.** Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8335A	<del>59</del> <u>58</u>	LIBRARIAN II
8336A	<del>42</del> <u>41</u>	LIBRARIAN III
8337A	<del>46</del> <u>48</u>	LIBRARY IV

**SECTION 30.** Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8132A	4	<del>ASSISTANT TOY LOAN COORDINATOR</del>
2590N	4	<del>INFORMATION SYSTEMS ANALYST I</del>
2536A	4	<del>SENIOR INFO SYSTEMS SUPPORT ANALYST</del>
8133A	4	<del>TOY LOAN COORDINATOR</del>

**SECTION 31.** Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2681A</u>	<u>1</u>	<u>VOLUNTEER PROGRAMS COORDINATOR I</u>
<u>2683A</u>	<u>1</u>	<u>VOLUNTEER PROGRAMS COORDINATOR II</u>

**SECTION 32.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	<del>24</del> <u>23</u>	ADMINISTRATIVE SERVICES MANAGER III
8023A	<del>74</del> <u>72</u>	HUMAN SERVICES ADMINISTRATOR III
2591N	<del>2</del> <u>3</u>	INFORMATION SYSTEMS ANALYST II
2593A	<del>36</del> <u>37</u>	SENIOR INFORMATION SYSTEMS ANALYST

**SECTION 33.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4161A	<del>8</del> <u>1</u>	BUILDING PERMIT TECHNICIAN I
4229A	<del>5</del> <u>6</u>	CONTRACT PROGRAM MONITOR
1140A	<del>20</del> <u>27</u>	SENIOR CLERK
4197A	<del>64</del> <u>63</u>	SENIOR CONSTRUCTION INSPECTOR

**SECTION 34.** Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	44 <u>15</u>	ADMINISTRATIVE SERVICES MANAGER II
1850A	3 <u>2</u>	HEAD DEPARTMENTAL PERSONNEL TECH

**SECTION 35.** Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1229A	36 <u>35</u>	OPERATIONS ASSISTANT II, SHERIFF
1230A	43 <u>15</u>	OPERATIONS ASSISTANT III, SHERIFF
1750A	3 <u>2</u>	STATISTICAL ANALYST, SHERIFF

**SECTION 36.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASSOCT15KPCEO]

October 20, 2015

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

Dear Supervisors:

**AUTHORIZE THE ACQUISITION OF HARDWARE FOR THE FUJI RADIOLOGY  
PICTURE ARCHIVING AND COMMUNICATION SYSTEM CURRENTLY USED IN  
THE DEPARTMENT OF HEALTH SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

CIO RECOMMENDATION: APPROVE (x)

**SUBJECT**

Authorize the acquisition of hardware expansion and professional services for the Fuji Radiology Picture Archiving and Communication System currently used in the Department of Health Services.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the sole source acquisition of hardware expansion and professional services for the Department of Health Services (DHS) FujiFilm Medical Systems USA, Inc. (Fuji) Radiology Picture Archiving and Communication System (PACS) at a total cost of \$781,109.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On February 4, 2014, the Board authorized ISD, as the County's Purchasing Agent, to proceed with the acquisition of hardware, software, and professional services from Fuji for the Radiology PACS Project at DHS. The Project centralized and consolidated DHS Fuji Radiology PACS at LAC+USC Medical Center (LAC+USC MC) and Martin Luther King, Jr. Ambulatory Care Network (MLK-ACN). The PACS is used enterprise wide as a Radiology solution for DHS. The PACS supports an estimated one million Radiology procedures annually for radiologists to view new and comparison Radiology studies; provide patient diagnosis while reading images on-line via a Food and Drug Administration (FDA) compliant diagnostic workstation; use speech recognition

technology; and complete a Radiology report. PACS also interfaces with the Online Real-Time Centralized Health Information Database (ORCHID).

Approval of this action will provide for the acquisition of hardware expansion, workflow and training services, and professional services for the DHS Fuji Radiology PACS Project. The Project will expand storage for the existing DHS Fuji Radiology PACS at LAC+USC MC and MLK-ACN. Professional services will provide the installation support of this storage expansion.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

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

### **FISCAL IMPACT/FINANCING**

The total one-time cost for this hardware expansion and professional services for the installation and a one-year, warranty is \$781,109. The combined hardware expansion cost includes \$670,609 in Capital Assets and \$110,500 in professional services. Funding is included in the DHS Fiscal Year (FY) 2015-16 Final Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENT**

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

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

### **CONTRACTING PROCESS**

This is a commodity purchase under the statutory authority of the County's Purchasing Agent, in accordance with County Purchasing Policies and procedures established by ISD. This purchase of storage expansion and professional services is required to expand storage capabilities of the DHS Fuji Radiology PACS Project. This storage expansion purchase cannot be obtained from any other vendor other than Fuji since Fuji is DHS' Radiology PACS vendor and the only vendor that can provide 24/7 maintenance and support for the entire DHS Radiology PACS Project.

The Honorable Board of Supervisors  
October 20, 2015  
Page 3

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

Approval of the recommendation will ensure the purchase of the storage expansion and associated professional services for the DHS Fuji Radiology PACS Project.

Respectfully submitted,

Reviewed by:

Mitchell Katz, M.D.  
Director

Richard Sanchez  
Chief Information Officer

MHK:mm

Enclosure

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



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

Office of the CIO  
**DRAFT CIO  
Analysis**

NUMBER: <b>CA xx-xx</b>	DATE: 08/24/2015
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SUBJECT:  
**AUTHORIZE THE PURCHASE OF CAPITAL ASSET AND PROFESSIONAL SERVICES FOR HARDWARE STORAGE EXPANSION REQUIRED FOR THE DEPARTMENT OF HEALTH SERVICES' FUJI RADIOLOGY PICTURE ARCHIVING AND COMMUNICATION SYSTEM CONSOLIDATION PROJECT**

RECOMMENDATION:  
 Approve                       Approve with Modification                       Disapprove

CONTRACT TYPE:  
 New Contract                                               Sole Source  
 Amendment to Agreement                                               Other: Hardware Purchase  
 >\$250,000

CONTRACT COMPONENTS:  
 Software                                               Hardware  
 Telecommunications                                               Professional Services

SUMMARY:  
 Department Executive Sponsor: **Kevin Lynch, Chief Information Officer, Department of Health Services**

**Description:** Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the purchase of hardware for storage expansion and professional services with a total one-time cost of \$781,109 for the Fuji Radiology Picture Archiving and Communication System (PACS) consolidation project for Department of Health Services (DHS).

Amendment Amount: **\$781,109**                      Funding Source: **DHS FY 2015-16 Status Quo budget**

Legislative or Regulatory Mandate                       Subvended/Grant Funded: Enter %

<p><b>Strategic and Business Analysis</b></p>	<p>PROJECT GOALS AND OBJECTIVES:</p> <p><b>Description:</b> The acquisition of hardware expansion and professional services for the Fuji Radiology PACS consolidation project will increase the storage capacity of this enterprise solution for DHS. The project is centralized and consolidated for DHS and its facility.</p>
	<p>BUSINESS DRIVERS:</p> <p>The key business drivers are:</p> <ol style="list-style-type: none"> <li>1. Provide hardware expansion and professional services for the DHS PACS;</li> <li>2. Support DHS future image and data growth.</li> </ol>
	<p>PROJECT ORGANIZATION:</p> <p>Kevin Lynch, DHS CIO, is the Executive Sponsor. Laurie Martinez is the DHS IT Project Director and Reggie McElroy is the PACS Section Manager.</p>
	<p>PERFORMANCE METRICS:</p> <p>This project will continue to be measured on the following success criteria:</p> <ul style="list-style-type: none"> <li>- Monitor Service Level Agreement (SLA) and storage utilization with the vendor over time.</li> </ul>
	<p>STRATEGIC AND BUSINESS ALIGNMENT:</p> <p>The project supports Goal 1, Operational Effectiveness/Fiscal Sustainability; and Goal 3, Integrated Services Delivery, of the County’s Strategic Plan.</p>
	<p>PROJECT APPROACH:</p> <p>The vendor will install all hardware required for this hardware expansion at the LAC+USC MC and MLK-ACN data centers and will provide all professional services. It is anticipated that this project will be completed on or before June 30, 2016.</p>
<p><b>Technical Analysis</b></p>	<p>ALTERNATIVES ANALYZED:</p> <p>There was no business need to analyze alternatives. Fuji is DHS PACS vendor for this hardware expansion project since Fuji is the only vendor that can provide the hardware, perform professional services and maintain this direct healthcare system 24/7 according to the Board agreement with vendor for maintenance and support services.</p>
	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The DHS PACS solution is in place and Live at two DHS facilities. This request is for hardware expansion and professional services that will be provided by the vendor, Fuji.</p> <p><b>Introduction:</b></p>

	<p>PACS is used enterprise wide as a Radiology solution for DHS. This solution supports an estimated one million Radiology procedures annually for radiologists to view new and comparison Radiology studies; provides patient diagnosis while reading images on-line via a Food and Drug Administration (FDA) compliant diagnostic workstation and uses speech recognition technology to complete a Radiology report. PACS also interfaces with the Online Real-Time Centralized Health Information Database (ORCHID).</p> <p><b>Infrastructure</b></p> <p>The DHS PACS solution is implemented and Live at two DHS facilities (Harbor UCLA MC and MLK-ACN). This project provides a centralized build and redundancies between the LAC+USC MC and MLK Data Centers and eliminates points of failure throughout DHS. This DHS PACS solution is more energy and hardware efficient because of the virtual environment in which this system is configured.</p> <p><b>Software</b></p> <p>The DHS PACS solution is implemented with existing Synapse software licenses purchased in 2005. The Synapse client is web-based. The Operating System (OS) is on a Microsoft Windows Server platform and the Synapse System uses a Fuji proprietary custom Oracle database. The DHS PACS solution includes the following Software and OS Stack:</p> <ul style="list-style-type: none"> <li>- Synapse PACS Desktop Clinical Interface</li> <li>- Synapse PACS Web-link</li> <li>- Oracle Enterprise</li> <li>- VMware ESX Enterprise</li> <li>- Microsoft Windows Server 2008</li> <li>- Microsoft SQL Sewrver 2008</li> </ul> <p><b>Interface:</b></p> <p>Data from ORCHID is interfaced to the DHS PACS solution, where ORCHID patient information is matched with the patient’s PACS images and Radiology Diagnostic reports/clinical notes.</p>
<p><b>Financial Analysis</b></p>	<p><b>BUDGET:</b></p> <p><b>Amendment Amount (Storage expansion):</b></p> <p>On-time:</p> <p>Hardware.....\$670,609</p> <p>Professional Services..... \$110,500</p> <p><b>Total Amendment Amount .....\$781,109</b></p>

**Future Cost ( Storage expansion) (Annual Maintenance Fees)<sup>(1)</sup>:**

Fiscal Year 15/16 <sup>(2)</sup> .....	0
Fiscal Year 16/17 <sup>(2)</sup> .....	0
Fiscal Year 17/18 <sup>(2)(3)</sup> .....	\$ 4,150
Fiscal Year 18/19 <sup>(4)</sup> .....	\$68,363
Fiscal Year 19/20 <sup>(4)</sup> .....	\$68,363
Fiscal Year 20/21 <sup>(4)</sup> .....	\$68,363

**Total Future Cost..... \$209,239**

**Total Cost <sup>(5)</sup>..... \$990,348**

Total DHS PACS Solution<sup>(6)</sup> .....2,426,046

**Future Cost (Annual Maintenance Fees) for DHS PACS Solution**

Fiscal Year 15/16 .....	0
Fiscal Year 16/17 .....	0
Fiscal Year 17/18 <sup>(7)</sup> .....	\$135,000
Fiscal Year 18/19 .....	\$135,000
Fiscal Year 19/20 .....	\$135,000
Fiscal Year 20/21 .....	\$135,000

Total Future Cost..... \$540,000

**TOTAL COST OF DHS PACS contract..... \$3,956,394**

- (1) Future Cost is not part of Total Amendment Amount. The actual Future Cost by Fiscal Year will be added to the Fuji Maintenance and Support agreement H-706069 prior to the completion of the warranty period which starts upon final acceptance of completed work. Assumes that June 30, 2015, is the date of final acceptance.
- (2) The warranty period for the Hardware is two years or three years depending on the hardware component.
- (3) Annual maintenance fees are prorated for this FY.
- (4) Annual maintenance fees will be paid in full for this FY; termination of maintenance and support agreement on June 30, 2021.
- (5) The sum of Total Amendment Amount plus Total Future Cost.
- (6) Enterprise solution installed in FY 13/14 with 2 DHS sites live as of September 15, 2015.
- (7) Maintenance and Support fees to begin after Final Acceptance for DHS and the completion of the one-year warranty period.





**JOSEPH KELLY**  
TREASURER AND TAX COLLECTOR

## COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CALIFORNIA 90012  
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[DATE]

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:

**APPROVAL OF AN ORDINANCE AMENDING LOS ANGELES COUNTY CODE  
TITLE 7 – CHAPTER 7.20 BINGO  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Approval to adopt an ordinance amending Los Angeles County Code Title 7 – Chapter 7.20 Bingo and a resolution establishing an application fee for the Remote Caller Bingo business license.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Introduce, waive reading, and adopt an ordinance (Exhibit A) amending the Los Angeles County Code (County Code) Title 7 – Chapter 7.20 Bingo (“Title 7”) to add an ordinance for Remote Caller Bingo and a resolution (Exhibit B) establishing an application fee for the Remote Caller Bingo business license.

**PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTION**

Pursuant to a motion Supervisor Don Knabe introduced on February 3, 2015, the Treasurer and Tax Collector (TTC) collaborated with the County Counsel in drafting a proposed ordinance amending Title 7 to provide the authority for licensing Remote Caller Bingo. In Remote Caller Bingo, the caller of the random numbers is located in a separate location and uses audio and video technology to telecast to participating locations.

The TTC reviewed the ordinance with all other departments who will be involved in the process of issuing Remote Caller Bingo business licenses and appropriate stakeholders.

The proposed ordinance will amend Title 7 to provide the authority for licensing Remote Caller Bingo. In addition, Penal Code Section 326.3 authorizes the Board of Supervisors to establish an application fee for Remote Caller Bingo by resolution. The attached proposed resolution will establish an application fee in the amount of \$50, which is the same amount authorized by Penal Code Section 326.5(l)(1) for Traditional Bingo. Only qualified charitable organizations may conduct Remote Caller Bingo games. Obtaining a County business license is only the first step in the process of receiving authority to conduct Remote Caller Bingo games, which ends with the approval of the California Gambling Control Commission (Commission). Once a charitable organization receives its County business license, the organization must request authorization from the State of California Bureau of Gambling Control (Bureau). The Bureau will review the required documents, including any locally issued licenses submitted by the charitable organization, and make its recommendation to the Commission for final approval.

In order to gain insight on any challenges associated with the deployment of Remote Caller Bingo in other jurisdictions, the TTC contacted the Bureau to inquire about the status of Remote Caller Bingo for those cities and counties that have adopted ordinances. According to the Bureau representative, they have not seen much interest in Remote Caller Bingo games nor have they received any complaints related to games which were previously approved.

Additionally, TTC staff contacted 17 California cities and three counties (San Bernardino, Riverside and Solano), which have adopted Remote Caller Bingo ordinances, to obtain feedback on their implementation of the games. Six of the cities (Atascadero, Corona, Los Alamitos, Montebello, Ontario, and San Bernardino) are currently conducting Remote Caller Bingo games and none have received complaints. As of the date of our contact, none of the three counties had held any Remote Caller Bingo games.

Finally, the TTC reached out to several Traditional Bingo operators in the unincorporated jurisdiction of various Supervisorial Districts (with the exception of the Third District, which currently has no licensed operators). We spoke with six operators and they all were supportive of licensing and conducting Remote Caller Bingo.

To assist with the deployment of Remote Caller Bingo, the TTC contacted those departments that currently participate in the application approval process for Traditional Bingo business licenses, which include the departments of Chief Executive Office/Risk Management, Public Works/Building and Safety, Fire, Sheriff, and Regional Planning. The TTC advised these departments of the proposed ordinance for Remote Caller Bingo and provided them with a copy of the draft ordinance for their review. None of the departments expressed concerns with the ordinance and all stated that they would participate in the approval process for Remote Caller Bingo business license applications as they have with Traditional Bingo.

The Honorable Board of Supervisors  
[DATE]  
Page 3

The attached Exhibit C is a list of the 16 Traditional Bingo operators currently licensed in the unincorporated area of the County. Upon your Board's approval of this ordinance, the TTC will notify these operators that they may apply for a Remote Caller Bingo business license.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness/Fiscal Sustainability.

**FISCAL IMPACT/FINANCING**

There will be no fiscal impact because the business license fee is a cost recovery fee.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Counsel has reviewed and approved Exhibit A as to form.

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

The Board's approval of the amended ordinance will not have any impact on the current process of issuing business licenses or service fees.

Respectfully submitted,

JOSEPH KELLY  
Treasurer and Tax Collector

JK:KG:BR:HP:ms

Attachments

c: Sheriff  
Interim Chief Executive Officer  
Auditor-Controller  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors  
Fire Department  
Department of Public Works/Building and Safety  
Department of Regional Planning  
Business License Commission

**ANALYSIS**

This ordinance amends Chapter 7.20 of Title 7 – Business Licenses of the Los Angeles County Code, to allow the licensing of remote caller bingo pursuant to Penal Code sections 326.3 and 326.4.

The ordinance amendments relating to the licensing of remote caller bingo shall remain in effect until July 1, 2016, when Penal Code section 326.3 becomes inoperative, unless State law is enacted that deletes or extends the date on which that section becomes inoperative, in which case the ordinance amendments will remain in effect.

MARK J. SALADINO  
County Counsel

By   
SAYUJ PANICKER  
Deputy County Counsel  
Government Services Division

SP:mv

2/23/15 (Requested)  
4/10/15 (Revised)

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

An ordinance amending Chapter 7.20 of Title 7 – Business Licenses of the Los Angeles County Code, relating to the licensing of remote caller bingo.

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

**SECTION 1.** Section 7.20.010 is hereby amended to read as follows:

**7.20.010 Definitions.**

As used in this chapter:

A. "Bingo" means a game of chance in which prizes are awarded on the basis of designated numbers or symbols on a card which conforms to numbers or symbols selected at random.

B. "Eligible organization" means:

1. Organizations exempt from the payment of bank and corporation tax by sections 23701a, 23701b, 23701d, 23701f, 23701g, 23701k, 23701l, and 23701w of the Revenue and Taxation Code;
2. Mobile home park associations of mobile home parks that are situated in the County;
3. Senior citizen organizations; and
4. Charitable organizations affiliated with a school district.

C. "Traditional bingo" means a game of bingo in which designated numbers or symbols are marked or covered by a player on a tangible card in the player's possession and that conform to numbers or symbols, selected at random and announced by a live caller, or as otherwise defined in Penal Code section 326.5(o).

D. "Remote caller bingo" means a game of bingo in which the numbers or symbols on randomly drawn plastic balls are announced by a natural person present at the site at which the live game is conducted, and the organization conducting the bingo game uses audio and video technology to link any of its in-state facilities for the purpose of transmitting the remote calling of a live bingo game from a single location to multiple locations owned, leased, or rented by the organization, or as otherwise defined in Penal Code section 326.3(u)(1).

**SECTION 2.** Section 7.20.020 is hereby amended to read as follows:

**7.20.020 Games permitted when—Statutory authority.**

Bingo games for charitable purposes are hereby authorized pursuant to ~~Section~~ 19, Article IV of the California Constitution, and ~~Sections~~ 326.5 (traditional bingo) and 326.3 and 326.4 (remote caller bingo) of the Penal Code, and in accordance with the provisions of this chapter.

**SECTION 3.** Section 7.20.025 is hereby added to read as follows:

**7.20.025 Traditional and remote caller bingo authorized.**

A. Traditional bingo, as defined in Subsection C of Section 7.20.010, may be lawfully played within the unincorporated areas of the County pursuant to the provisions of this chapter and Penal Code section 326.5, and not otherwise.

B. Remote caller bingo, as defined in Subsection D of Section 7.20.010, may be lawfully played in the unincorporated areas of the County pursuant to the provisions of this chapter and Penal Code sections 326.3 and 326.4, and not otherwise.

**SECTION 4.** Section 7.20.030 is hereby amended to read as follows:

**7.20.030 License—Eligible organizations.**

Eligible organizations may apply to the eCounty for a license to conduct bingo games in the eCounty under the provisions of ~~S~~sections 326.5 (traditional bingo) and 326.3 and 326.4 (remote caller bingo) of the California-Penal Code, and in accordance with the provisions of this chapter.

**SECTION 5.** Section 7.20.040 is hereby amended to read as follows:

**7.20.040 License—Required.**

~~No person or organization shall engage in, carry on, maintain, conduct or cause to be engaged in, carried on, maintained or conducted a bingo game in the county of Los Angeles without first having secured a license in accordance with the requirements of this chapter, nor without complying with the regulations contained herein pertaining to the operation of bingo games.~~

A. A traditional bingo license must first be obtained from the County before conducting a traditional bingo game.

B. A traditional bingo license and a remote caller bingo license must first be obtained from the County before conducting a remote caller bingo game.

C. It shall be unlawful for:

1. Any organization to conduct a traditional or remote caller bingo game in the unincorporated area of the County unless such organization is an eligible organization as set forth in Section 7.20.030 of this chapter and has first obtained a license(s) as required by Subsection A or B of this Section;

2. Any person to conduct traditional or remote caller bingo games in the unincorporated area of the County unless such person is a member of an eligible organization as set forth in Section 7.20.030 of this chapter and is acting on behalf of such eligible organization that has been issued a license(s) as required by Subsection A or B of this Section.

**SECTION 6.** Section 7.20.060 is hereby amended to read as follows:

**7.20.060 License—Filing of application.**

A. Every organization desiring a license pursuant to this chapter shall file an application with the Tax Collector upon a form to be provided by the Tax Collector, and at such time pay the required fee and penalty, if any.

B. A separate license application must be completed for a traditional bingo license and for a remote caller bingo license and may be submitted at the same time.

C. A separate license application must be completed for each property location where traditional bingo will be conducted. For remote caller bingo, separate applications are required for both the location where the bingo game is called or broadcast, and each location receiving the broadcast.

D. The application(s) shall be filed at least 60 days prior to the conduct of any bingo game(s), and shall specify:

A1. The name, address and telephone number of the local applicant organization, the nature of the organization, and a statement that the applicant is an eligible organization as defined by Section 7.20.010 of this chapter;

**B2.** The names and addresses of all officers and directors of the eligible organization;

**G3.** A list of the names of all members of the applicant organization who will operate and staff bingo games, and the date they became members;

**D4.** A detailed schedule of the date(s), hours, location(s) and occupancy capacity of such location(s) of each bingo game to be held;

**E5.** A detailed description of the record system to account for the receipts, prizes, expenses and profits of each bingo game;

**F6.** The location and signatures of the special bank account(s) required by Section 7.20.460;

**G7.** The specific charitable purpose(s) which the bingo proceeds will benefit;

**H8.** Whether the maximum number of players at any time will be less than 100;

**I9.** A statement that the applicant agrees to conduct bingo games in strict accordance with the provisions of Sections 326.5 (traditional bingo) and 326.3 and 326.4 (remote caller bingo) of the Penal Code, as applicable, and this chapter, as they may be amended from time to time, and agrees that the license to conduct bingo games may be revoked upon violation of any of such provisions;

**J10.** The address to which notice, when required, is to be sent or mailed, and the names of any individual or individuals, in addition to those set forth elsewhere in

the application, who are authorized to accept service of process on behalf of the licensee;

11. For a remote caller bingo license, a certificate issued by the Franchise Tax Board certifying that the applicant is exempt from the payment of the taxes imposed under the Corporation Tax Law pursuant to sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701l, or 23701w of the Revenue and Taxation Code;

~~K~~12. Whether the application is for a new license or a renewal of an existing license;

~~L~~13. The application shall be signed by at least two officers, including the presiding officer of the local organization; and

~~M~~14. The application shall be verified as provided in the Code of Civil Procedure for the verification of pleadings.

**SECTION 7.** Section 7.20.150 is hereby amended to read as follows:

**7.20.150 License—Imposition of conditions.**

A. If the ~~b~~Business ~~I~~license ~~e~~Commission finds that the facts are such that one or more of the provisions of Section 7.06.090 and ~~G~~chapter 7.08 of this title relating to the denial of a license would apply if the license is issued without conditions, but that conditions can be imposed which will eliminate any ground for denial provided for in said Section 7.06.090 and ~~G~~chapter 7.08 of this title, the ~~e~~Commission shall instruct the ~~t~~Tax ~~e~~Collector to issue, and the ~~t~~Tax ~~e~~Collector shall issue, the license subject to such conditions.

B. Any licenses issued pursuant to this chapter shall be subject to the provisions of this chapter and to the conditions and requirements contained in sections 326.5 (traditional bingo) and 326.3 and 326.4 (remote caller bingo) of the Penal Code, as applicable, and each licensee shall comply with all applicable State and local laws and regulations.

C. The licensed organization is responsible for ensuring that the conditions and requirements of this chapter and sections 326.5 (traditional bingo) and 326.3 and 326.4 (remote caller bingo) of the Penal Code, as applicable, are complied with by the organization and its officers and members. A violation of any one or more of those conditions or requirements shall constitute cause for the revocation, suspension, limitation or conditioning of the license to conduct traditional or remote caller bingo. A hearing to determine whether an existing license shall be revoked, suspended, limited or conditioned shall be initiated by filing an accusation in compliance with the procedures set forth in Section 7.10.210 et seq., of the County Code.

**SECTION 8.** Section 7.20.300 is hereby amended to read as follows:

**7.20.300 Hours of operation.**

No bingo game shall be conducted between the hours of midnight and 10:00 a.m., nor shall any licensee conduct bingo games on more than ~~one~~ two days per week.

**SECTION 9.** Section 7.20.320 is hereby amended to read as follows:

**7.20.320 Attendance limited to occupancy capacity.**

Notwithstanding that bingo games are open to the public, attendance at any bingo game shall be limited to the occupancy capacity of the room in which such game is conducted, as determined by the forester and fire warden in accordance with applicable laws and regulations, or the limit stated in the license, whichever is less. However, no more than 750 players may participate in a remote caller bingo game in a single location. Further, the licensee shall not reserve seats or space for any person, nor shall any remote caller bingo games be limited to members of an eligible organization.

**SECTION 10.** Section 7.20.330 is hereby amended to read as follows:

**7.20.330 Participant must be present.**

No person shall be allowed to participate in a bingo game unless the person is physically present at the time and place in which the bingo game is being conducted. A person shall be deemed to be physically present at the place where the remote caller bingo game is being conducted if he or she is present at any of the licensed locations participating in the remote caller bingo game in accordance with the provisions of this chapter and Penal Code section 326.3(n).

**SECTION 11.** Section 7.20.380 is hereby amended to read as follows:

**7.20.380 Location restrictions.**

A licensee shall conduct a bingo game only on property owned or leased by it, and which property is used by such organization for an office or for performance of the

purposes for which the organization is organized. Nothing in this section shall be construed to require that the property owned or leased by the organization be used or leased exclusively by such organization. The license issued under this chapter shall authorize the holder thereof to conduct bingo games only on such property, the address(es) of which is/are stated in the application. A specific facility may be used for conducting bingo games no more than three times per week. Remote caller bingo shall only be conducted at a site located within the State of California.

**SECTION 12.** Section 7.20.480 is hereby amended to read as follows:

**7.20.480      Receipt of profit deemed misdemeanor when—Penalty.**

It is a misdemeanor under sections 326.3(d) and 326.5(b) of the Penal Code of the State of California for any person to receive a profit, wage or salary from any bingo game authorized under this chapter, a violation of which is punishable by a fine not to exceed \$10,000.00, which fine shall be deposited in the general fund of the County.

**SECTION 13.** Section 7.20.485 is hereby added to read as follows:

**7.20.485      Other remedies.**

The remedies provided for in this chapter are to be construed as added remedies and not in conflict or derogation of any other remedies provided by law.

**SECTION 14.** Section 7.20.525 is hereby added to read as follows:

**7.20.525      Remote Caller Bingo—Operative date.**

The provisions of this chapter relating to remote caller bingo shall remain in effect until July 1, 2016, when Penal Code section 326.3 becomes inoperative, unless State

law is enacted that deletes or extends the date on which that section becomes inoperative, in which case the ordinance amendments will remain in effect.

[720010SPCC]

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOS ANGELES TO ESTABLISH AN APPLICATION FEE FOR THE  
REMOTE CALLER BINGO BUSINESS LICENSE**

WHEREAS, pursuant to Penal Code section 326.3, a local jurisdiction is authorized to allow the licensing Remote Caller Bingo; and,

WHEREAS, concurrently with this Resolution, the Board of Supervisors authorizes the licensing of Remote Caller Bingo within the County of Los Angeles; and,

WHEREAS, pursuant to Penal Code section 326.3, Sec. \_03.(b), the Board of Supervisors shall, by resolution, determine a non-refundable filing fee for the application of a Remote Caller Bingo License; and

WHEREAS, it has been determined that the fee shall be fifty dollars (\$50).

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

(1) The filing fee for the application of a Remote Caller Bingo License shall be fifty dollars (\$50).

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
COUNTY OF LOS ANGELES TO ESTABLISH AN APPLICATION FEE FOR  
THE REMOTE CALLER BINGO BUSINESS LICENSE**

The foregoing resolution was on the *(Day)* day of *(Month)* 2008, 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.

**PATRICK OGAWA**  
Acting Executive Officer  
Board of Supervisors

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

**MARY C. WICKHAM**  
Interim County Counsel

By \_\_\_\_\_

Deputy County Counsel

SP

## **Licensed Traditional Bingo Operators in the Unincorporated Area**

### **First District**

- 1) Bishop Amat High School, 14301 Fairgrove, La Puente, CA 91746
- 2) San Gabriel Valley YWCA, 510 N. Vineland Ave., La Puente, CA 91746
- 3) St. Martha's Parish, 444 N. Azusa Ave., La Puente, CA 91744
- 4) Knights of Columbus, 4315 N. Vincent Ave., Covina, CA 91722
- 5) St. Alphonsus Parol, 5223 Hastings St., Los Angeles, CA 90022

### **Second District**

- 1) Dominquez Samoan Church, 833 Torrance Blvd., Torrance, CA 90502
- 2) Vai O Le Ola Congregational Church, 833 Torrance Blvd., Torrance, CA 90502
- 3) San Rafael Social Club, 1065 W. Lomita Blvd., Harbor City, CA 90710
- 4) Samoan Federation of America, 833 Torrance Blvd., Torrance, CA 90502

### **Third District**

No licensed Bingo Operator

### **Fourth District**

- 1) Beth Shalom, 14564 E. Hawes St., Whittier, CA 90604
- 2) Senior Center Inc., 1545 Stimson Ave., Hacienda Heights, CA 91745
- 3) Victoria Woods Senior Assn., 18600 Colima Rd., Rowland Heights, CA 91748
- 4) Rowland High School Raider Edu, 2000 S. Otterbein Ave., Rowland Heights, CA 91748

### **Fifth District**

- 1) Leisure Lake Recreation, 48303 N. 20th Street West, Lancaster, CA 93534
- 2) Acton Community Club Inc., 3748 W. Nickels Ave., Acton, CA 93510
- 3) Pioneer Club of R. Gardens, 6570 W. Avenue L 12, Lancaster, CA 93536



**JOSEPH KELLY**  
TREASURER AND TAX COLLECTOR

# COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CALIFORNIA 90012  
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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:

**APPROVAL OF AN ORDINANCE AMENDING LOS ANGELES COUNTY CODE  
TITLE 7 – CHAPTER 7.54 MASSAGE  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Approval to adopt an ordinance amending Los Angeles County Code Title 7 – Chapter 7.54 Massage.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Introduce, waive reading, and adopt the attached ordinance (Exhibit A) amending the Los Angeles County Code Title 7 – Chapter 7.54 Massage (“Title 7”) to conform to State law.

**PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTION**

This is to notify your Board that Assembly Bill (AB) 1147 was signed into law on September 18, 2014, and took effect on January 1, 2015. AB 1147 authorizes local jurisdictions to adopt or enforce any local ordinance regarding licensing, regulating, prohibiting, or permitting an individual, who provides massage for compensation, without an approved California Massage Therapy Council (CAMTC) massage certificate, and allows local jurisdictions to require massage establishments to obtain a

business license in order to operate lawfully within their jurisdiction, as long as the local ordinance does not conflict with the California Government Code Section 51034.

Under Title 7, Chapter 7.54 of the County Code, the County requires massage establishments and massage technicians to obtain a County Business License to conduct massage within the unincorporated jurisdiction of the County.

State law guides the jurisdiction of municipalities to regulate massage establishments and their personnel. Over the last several years, these laws have changed:

- Senate Bill 731, signed into law on September 27, 2008, effective September 1, 2009, amended the Business and Professions Code (BPC) Section 4600 to prohibit local jurisdictions from requiring that CAMTC-certified technicians obtain a business license.
- AB 619, signed into law on August 3, 2011, effective January 1, 2012, further amended various BPC sections commencing with Section 4600 to prohibit local jurisdictions from requiring that massage establishments obtain a business license if they only employ CAMTC-certified technicians. Massage establishments that employ non-CAMTC-certified technicians could be charged a business license fee, but only as long as the fee was consistent with what was applied to all other businesses and individuals providing professional services, as defined in the California Corporations Code § 13401(a) (meaning any type of professional service that may be lawfully rendered only pursuant to a license, certification, or registration authorized by the BPC, the Chiropractic Act, or the Osteopathic Act). As Title 7 has no license requirements for other professionals as defined in the California Corporations Code § 13401(a), AB 619 effectively prohibited the Treasurer and Tax Collector (TTC) from licensing massage establishments.
- AB 1147, signed into law on September 18, 2014, became effective January 1, 2015. AB 1147 amended various BPC sections commencing with Section 4600 and it also amended Section 51034 of the Government Code. AB 1147 authorizes local jurisdictions to license non-CAMTC-certified technicians; however, it did not change the restriction on licensing CAMTC-certified technicians. AB 1147 also authorizes local jurisdictions to require massage establishments to obtain a business license and adhere to any land use requirements, whether or not they employ only CAMTC-certified technicians.

During the time between the effective dates of AB 619 and AB 1147 (January 1, 2012, and January 1, 2015), the TTC did not actively regulate massage therapy through

Title 7 as the State certification process through the CAMTC became the framework for regulation. As a result, new establishments and technicians may have started operating within the County's jurisdiction under that framework. In addition, there may also be establishments that opened outside of that framework or that are located where there is no permissible land use for massage establishments.

We are working with the Department of Regional Planning (DRP) to address any complications that may arise for those businesses as a result of land use issues. In addition, we will reach out to the 90 massage establishments that we previously licensed and advise them of the new business license requirements.

In addition, the TTC reached out to the CAMTC and provided a draft of the ordinance amendment as a courtesy.

To the extent that Title 7 conflicts with California Government Code Section 51034 or BPC sections 4600, et seq, the TTC is recommending the following proposed revisions to Title 7 (underlined):

7.54.010 Definitions.

'CAMTC' means the California Massage Therapy Council created pursuant to the Massage Therapy Act (California Business and Professions Code Section 4600 et seq.), and which is authorized to issue certifications to massage practitioners and massage therapists, who have satisfied the requirements for certification.

7.54.060 Employment of ~~u~~Unlicensed ~~m~~Massage ~~t~~Technicians and Non-CAMTC-Certified Massage Technicians ~~p~~Prohibited.

A licensee or person required by this Part 1 to obtain a license shall not hire or employ a massage technician unless such massage technician possesses a valid, subsisting license required by Part 2 of this Chapter, or unless such massage technician possesses a valid and current CAMTC certification.

7.54.080 Site ~~r~~Requirements.

No massage or massage services shall be given in a business or premises licensed pursuant to this Chapter, or in an establishment providing acupuncture, shiatsu, skin care, body wrap or the like within any cubicle, room, booth, or other area which is fitted with a door capable of being locked. The premises' exterior doors and the doors separating the waiting or reception area from the remainder of the premises shall remain unlocked during business hours (including electric locking devices), unless the massage parlor is a business entity owned by one individual with one or no employees or independent contractors.

7.54.200 Massage Technician Defined.

A. As used in Part 1 and Part 2 of this Chapter, "massage technician" means any of the following:

1. Any persons, male or female, who administer to any person, for any form of consideration or gratuity, a "massage" or "massage services" as defined in Section 7.54.010 of this Chapter. A "massage technician" includes a student at a school of massage who administers a massage or massage services to any person who pays for or gives a gratuity for such, whether the payment or gratuity is to such student or to the school, or

2. A massage practitioner who is certified by the CAMTC pursuant to Section 4604.2 of the Business and Professions Code, and who administers massage for compensation, or

3. A massage therapist who is certified by the CAMTC under Section 4604 of the Business and Professions Code, and who administers massage for compensation.

7.54.210 License—Required.

Every massage technician shall first procure a license and pay a license fee in the amount set forth in Section 7.14.010 of this Title, under the appropriate heading, unless the massage technician possesses a valid and current CAMTC certificate.

7.54.260 Clothing—Required.

No massage or massage services may be administered unless the patron's wears clothing which covers the patron's genitalia, and if the patron is female, the breasts, are covered to the extent permitted by Government Code Section 51034(c)(4). The massage technician shall at all times while on the premises of the establishment, be clean, and wear nontransparent outer garments covering the body ~~from knee to neck~~ in a manner that does not violate Business and Professions Code Section 4609(a)(10).

These revisions will bring Title 7 into compliance with existing State law and are applicable to all existing massage establishments and non-CAMTC-certified massage technicians, as well as any future applicants for a massage establishment or massage technician license.

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness/Fiscal Sustainability.

**FISCAL IMPACT/FINANCING**

There will be no fiscal impact because the business license fee is a cost recovery fee.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Counsel has reviewed and approved Exhibit A as to form.

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

If adopted, the amended ordinance will have a minimal impact on current services provided by the TTC. The TTC licensed massage establishments and massage technicians prior to legislative changes that took effect January 1, 2012. The TTC will use existing resources to resume issuing massage licenses.

Respectfully submitted,

JOSEPH KELLY  
Treasurer and Tax Collector

JK:KK:KG:BR:HP:ms

Attachments

c: Sheriff  
Interim Chief Executive Officer  
Interim County Counsel  
Acting Executive Officer, Board of Supervisors  
Department of Regional Planning  
Business License Commission

**ANALYSIS**

This ordinance amends Sections 7.54.010, 7.54.060, 7.54.080, 7.54.200, 7.54.210, and 7.54.260 of Title 7 – Business Licenses, of the Los Angeles County Code to conform to revisions to California Business and Professions Code section 4600 et seq., and Government Code section 51034. The amendments include: (1) adding the California Massage Therapy Council ("CAMTC") to the list of definitions; (2) allowing CAMTC-certified massage therapists to be employed or used by licensed massage establishments; (3) creating an exception for certain types of businesses that are not required to keep the external doors of their massage businesses unlocked during business hours; (4) creating an exception for CAMTC-certified massage technicians from obtaining a County massage technician license; (5) amending the definition of "massage technician"; and (6) revising the clothing requirements for massage patrons and massage technicians.

MARY C. WICKHAM  
Interim County Counsel

By   
SAYUJ PANICKER  
Deputy County Counsel  
Government Services Division

SP:mv

Requested: 8/19/2015  
Revised: 9/01/2015

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

An ordinance amending Title 7 – Business Licenses, of the Los Angeles County Code relating to the business licensing of massage establishments and technicians.

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

**SECTION 1.** Section 7.54.010 is hereby amended to read as follows:

**7.54.010 Definitions.**

As used in this chapter:

"CAMTC" means the California Massage Therapy Council, created pursuant to the Massage Therapy Act (California Business and Professions Code section 4600 et seq.), and which is authorized to issue certifications to massage practitioners and massage therapists, who have satisfied the requirements for certification.

"Massage parlor" means any premises where "massage" or "massage services" are given.

"Massage" and "massage services" mean and shall include any method of pressure on or friction against, or stroking, kneading, rubbing, tapping, pounding, manipulation, or stimulating the external parts of the body, with or without the aid of any mechanical or electrical apparatus or appliances, with or without supplementary aids such as rubbing alcohol, liniments, antiseptics, oils, powder, creams, lotions, ointments, or other similar preparations.

"Massage" and "massage services" shall further include any bath, facial massage, fomentations, massage, electric or magnetic treatment, acupressure, shiatsu, alcohol rubs, and Russian, Swedish, or Turkish baths.

**SECTION 2.** Section 7.54.060 is hereby amended to read as follows:

**7.54.060      Employment of uUnlicensed mMassage tTechnicians and  
Non-CAMTC-Certified Massage Technicians pProhibited.**

A licensee or person required by this Part 1 to obtain a license shall not hire or employ a massage technician unless such massage technician possesses a valid, subsisting license required by Part 2 of this Chapter, or unless such massage technician possesses a valid and current CAMTC certification.

**SECTION 3.** Section 7.54.080 is hereby amended to read as follows:

**7.54.080      Site rRequirements.**

No massage or massage services shall be given in a business or premises licensed pursuant to this eChapter, or in an establishment providing acupuncture, shiatsu, skin care, body wrap or the like within any cubicle, room, booth, or other area which is fitted with a door capable of being locked. The premises' exterior doors and the doors separating the waiting or reception area from the remainder of the premises shall remain unlocked during business hours (including electric locking devices), unless the massage parlor is a business entity owned by one individual with one or no employees or independent contractors.

**SECTION 4.** Section 7.54.200 is hereby amended to read as follows:

**7.54.200      Massage tTechnician dDefined.**

A.      As used in Part 1 and Part 2 of this eChapter, "massage technician" means any of the following:

1. aAny persons, male or female, who administer to any person, for any form of consideration or gratuity, a "massage" or "massage services" as defined in Section 7.54.010 of this Chapter. A "massage technician" includes a student at a school of massage who administers a massage or massage services to any person who pays for or gives a gratuity for such, whether the payment or gratuity is to such student or to the school, or,

2. A massage practitioner who is certified by the CAMTC pursuant to section 4604.2 of the Business and Professions Code, and who administers massage for compensation, or

3. A massage therapist who is certified by the CAMTC under section 4604 of the Business and Professions Code, and who administers massage for compensation.

B. As used in this Part 2 "recognized school" means any school or institution of learning, which school or institution of learning has been approved pursuant to Section 29025 of the Education Code of the State of California, and which has for its purpose the teaching of the theory, method, profession, practice or work of a massage technician.

**SECTION 5.** Section 7.54.210 is hereby amended to read as follows:

**7.54.210 License—Required.**

Every massage technician shall first procure a license and pay a license fee in the amount set forth in Section 7.14.010 of this Title, under the appropriate heading, unless the massage technician possesses a valid and current CAMTC certificate.

**SECTION 6.** Section 7.54.260 is hereby amended to read as follows:

**7.54.260 Clothing—Required.**

No massage or massage services may be administered unless the patron's wears clothing which covers the patron's genitalia, and if the patron is female, the breasts, are covered to the extent permitted by Government Code section 51034(c)(4). The massage technician shall at all times while on the premises of the establishment, be clean, and wear nontransparent outer garments covering the body ~~from knee to neck~~ in a manner that does not violate Business and Professions Code section 4609(a)(10).

[754260SPCC]



Dean C. Logan  
Registrar-Recorder/County Clerk

October 20, 2015

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:

**RECOMMENDATION TO APPROVE CONTRACT WITH  
SOE SOFTWARE CORPORATION  
FOR ELECTION ONLINE TRAINING SYSTEM  
(ALL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION: APPROVE ( ) APPROVE WITH MODIFICATIONS ( )  
DISAPPROVE ( )**

**SUBJECT:**

The Registrar-Recorder/County Clerk (RR/CC) requests approval of a new contract for an Election Online Training System (RR/CC Contract Number 15-004) that directly supports County pollworker training operations. The current contract expires on November 11, 2015. Recommended proposer is SOE Software Corporation (SOE).

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the RR/CC or designee to execute a contract (Attachment I) with SOE Software Corporation (SOE) to provide the RR/CC with an Election Online Training System. The contract term will commence upon Board approval and run for five consecutive years unless extended or sooner terminated as provided in the contract. The contract contains two one-year and six one-month extension options. Extensions shall be at the sole discretion of the County.
2. Delegate authority to the RR/CC or designee to prepare and execute amendments to extend the contract for up to two additional one-year periods and six one-month options for a maximum term of seven years and six months.

3. Delegate authority to the RR/CC or designee to prepare and execute amendments to include new or revised contract provisions as required by your Board or Chief Executive Officer.
4. Delegate authority to the RR/CC or designee to amend the contract as necessary for optimal performance of the Election Online Training System with County Counsel approval. Any cost increases will not exceed 10% of the contract Sum over the term of the contract (including extension periods) for a total maximum contract sum of \$1,831,472.50.

**PURPOSE / JUSTIFICATION OF RECOMMENDED ACTION:**

The RR/CC conducts more than 600 classroom training sessions throughout Los Angeles County during each major countywide election. Approval of the contract will continue to provide for the license and maintenance of a web-based online training curriculum in tandem with the above mentioned training sessions appropriate to elections conducted in the state of California and Los Angeles County. The System is interactive, integrating modern instructional techniques (video, text and graphics) which meet the needs various adult learning styles. This will (1) allow for consistent training delivery, (2) provide valuable resources to reinforce the information provided in the classroom training, (3) provide a means for measuring the effectiveness of training through pre and post training assessments that continues to support the intent of HAVA legislation, and (4) enable the Department to reach out to potential pollworkers who might not have been able to attend classroom training. Ultimately, the Election Online Training System will provide approximately 32,000 pollworkers trained during these sessions with a user friendly interactive online program to review the training materials at their own pace prior to Election Day.

**Implementation of Strategic Plan Goals:**

This request supports the County Strategic Plan as follows:

1. Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. The contract will continue to provide pollworkers with an online interactive training program to reinforce Election Day duties, procedures, and laws.

**FISCAL IMPACT / FINANCING:**

The System will be funded by Net County Cost (NCC) and has been included in the Department's FY 2015-2016 budget. The contract sum of \$1,664,975.00 over the seven year, six month term includes maintenance and support services.

The contract provides Board delegated authority to the RR/CC or designee to increase the contract sum up to 10% for a maximum amount of \$1,831,472.50 over the term of the contract.

**FACTS AND PROVISIONS / LEGAL REQUIREMENTS:**

Your Board is authorized to approve this contract pursuant to California Government Code section 31000.

The proposed contract will commence upon approval by your Board for a period of five years unless extended or sooner terminated in whole or in part, with two one-year and six one-month extension options, for an aggregate term of seven years and six months.

The contract contains Board required contract provisions including those pertaining to consideration of qualified County employees targeted for layoff, qualified GAIN/GROW participants for employment openings, as well as compliance with the Jury Duty Ordinance, the Safely Surrender Baby Law, and the Child Support Program.

The RR/CC has determined that provisions of the County's Living Wage Program (County Code Chapter 2.201) do not apply to this contract. Also, the RR/CC has determined that provisions of the County's Low-Cost Labor Resource Program (Board Policy 5.030) do not apply to this contract.

**CONTRACTING PROCESS:**

As instructed by the Board on July 29, 2014, the current Contract Number 76470 with SOE Software Corporation (SOE) was extended for an additional one year and three month-to-month extensions to allow the RR/CC to issue a Request for Proposals (RFP) solicitation and allow qualified vendors an opportunity to compete for this contract.

On February 12, 2015, the RR/CC Contracts Section released the RFP for an Election Online Training System through the County's Open Bids and Solicitations website to individuals and/or companies under categories which included course development services, software, and training. Additionally, RFP release letters were sent to viable service providers found via Internet search. Finally, advertisements were published in local newspapers such as the Los Angeles Times, Whittier Daily News, and Los Angeles Daily News which are distributed throughout all five supervisorial districts. No Solicitation Requirements Review requests were received.

The mandatory proposers' conference was held on February 26, 2015 with representatives from six prospective proposers in attendance: IT Project Pros, Inc., Konnech, Inc., Out of Bounds Technology, Robis Elections, Inc., SOE Software (Scytl), and ZipEdTech. Contracts staff went over RFP requirements, proposal selection criteria, important terms and conditions in the sample contract, and completed a Q&A session.

Proposals were due by 12:00 P.M. PT on March 19, 2015. Four proposals were submitted by the following companies: IT Project Pros, Inc., Konnech, Inc., Robis Elections, Inc., and SOE Software (Scytl). All four submittals were reviewed by the lead analyst for compliance with the minimum requirements set forth in the RFP and moved forward to the evaluation committee which followed the established criteria in the RFP when reviewing and evaluating the qualified proposals.

The purpose of the Evaluation Committee was to review and evaluate the submitted proposals and score each rating category objectively according to the information and material provided in the proposal. The scores were then tallied using the County's evaluation methodology relative to Informed Averaging and proposals were ranked from highest to lowest.

An evaluation committee consisting of RR/CC Operations and Information Technology staff individually evaluated each of the four proposer's qualifications, approach to providing the required services, quality control, and cost. In addition, the top three proposers were requested to present and demonstrate their training systems. The evaluation committee as a whole found that SOE best met the requirements needed to provide the RR/CC with an Election Online Training System as stated in the RFP and recommends SOE for the contract. During contract negotiations, SOE submitted their Letter of Intent and accepted all County contracting provisions without any changes.

The Chief Information Office (CIO) has reviewed and approved this Board letter and determined that no CIO Analysis is required because the scope of services has not changed. The Chief Executive Office (CEO) Risk Management Branch has reviewed and concurs with the provisions relating to insurance and indemnification. The CEO has reviewed and approved this Board letter. County Counsel has reviewed this Board letter and has approved as to form the attached contract.

**IMPACT ON CURRENT SERVICES:**

Approval of the recommended action will provide the RR/CC an easy-to-use web-based election training system to supplement hundreds of training classes conducted throughout Los Angeles County. If the proposed agreement is not approved, the RR/CC will be unable to provide online training to over 23,000 pollworkers, eliminating a valuable resource that reinforces critical election day procedures. Additionally, mandatory online training for Inspectors and Coordinators will not be available. Online training allows the RR/CC to test Coordinators to ensure they are well prepared to effectively resolve and troubleshoot election day issues.

**CONCLUSION**

Upon approval by your Board, the Executive Office is requested to return one (1) adopted copy of this letter to:

Department of Registrar-Recorder/County Clerk  
Finance and Management Division  
Contracts Section  
12400 Imperial Highway, Suite 5115  
Norwalk, CA 90650  
Attention: Dushyant Bala, Contract Manager  
Email: DBala@rrcc.lacounty.gov  
Phone: (562) 462-2905

Respectfully submitted,

Reviewed by:

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

RICHARD SANCHEZ  
Chief Information Officer

DCL:RF:APL  
FEP:DB:jw

Attachment

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

DRAFT