

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 11, 2017

To: Ron Galperin, Controller  
Attn: Vijay Singhal, Principal Deputy Controller



From: Richard H. Llewellyn, Jr., Interim City Administrative Officer

Subject: **TECHNICAL CORRECTION TO THE ENGINEERS AND ARCHITECTS ASSOCIATION SUPERVISORY ADMINISTRATIVE UNIT, MEMORANDUM OF UNDERSTANDING NO. 20, SALARY NOTE NO. 5**

The following corrections are made to recognize that the top step of a salary range is now step 15 instead of step 5 as indicated in the existing salary note, and to correct the previous title of Senior Clerk Typist to the new title of Senior Administrative Clerk. The correcting changes are highlighted below in bold, underlined text.

**Note 5:** Any person in the class of Principal Clerk, Code 1201, in the Department of Public Works who is paid at the **fifteenth step** of the salary range prescribed for the class, and is assigned to regularly supervise a **Senior Administrative Clerk**, who receives a salary at the fifth premium level above the **fifteenth** step of the salary range prescribed for the class for: a) processing requests for service in the Service Request Section of the Bureau of Street Maintenance; or, b) processing requests for service through the 800 Hotline phone number in the Refuse Collection Division of the Bureau of Sanitation; or, c) processing requests for service in the Public Information and Sewer Service Charge Refund Unit of the Bureau of Sanitation, shall receive a biweekly bonus of \$200.00 above the appropriate compensation of the class of Principal Clerk.

If you have any questions regarding this correction, please contact Errol Griffin at (213) 978-7633 or at [Errol.Griffin@lacity.org](mailto:Errol.Griffin@lacity.org).

RHL:MHA:EAG:0718003

c: Rosemary Go, Controller  
Antonio Zepeda, PW – Board  
Bill Violante, EAA