

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 28, 2017

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



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

Subject: **TECHNICAL CORRECTIONS TO THE 2015-2018 MEMORANDUM OF UNDERSTANDING FOR THE CLERICAL AND SUPPORT SERVICES UNIT (MOU NO. 3)**

The following technical corrections are being made to Appendix C and Appendix D of the Memorandum of Understanding (MOU) for the Clerical and Support Services Unit.

Corrected Appendices language:

These Appendices should be corrected to fix the salary range number and corresponding salary range rate for the Office Services Assistant (Class Code 1360) class. The corrected Appendices should read as shown on Attachment No. 1.

The attached corrections to the MOU are effective as of June 25, 2017.

If you have any questions regarding this matter, please contact Isophine Atkinson by phone at (213) 978-7644 or email at Isophine.Atkinson@lacity.org.

RHL:MHA:ICA:0718026

Attachment

c: N. Andrew Vaughn, Controller's Office
Cheryl Parisi, AFSCME Council District 36
Carmen Hayes-Walker, ACEA, Local 3090, AFSCME

**CLERICAL AND SUPPORT SERVICES UNIT
MOU 3**

APPENDIX C – Correction

Operative on June 25, 2017

FROM:

| <u>Class Code</u> | <u>Title</u> | <u>Salary Range #</u> | <u>Salary Range/ Rate</u> |
|-------------------|---------------------------|-----------------------|---------------------------|
| 1360 | Office Services Assistant | 1751 | \$37,563 – \$53,453 |

TO:

| <u>Class Code</u> | <u>Title</u> | <u>Salary Range #</u> | <u>Salary Range/ Rate</u> |
|-------------------|---------------------------|-----------------------|---------------------------|
| 1360 | Office Services Assistant | 1752 | \$37,584 – \$53,473 |

APPENDIX D – Correction

Operative on January 7, 2018

FROM:

| <u>Class Code</u> | <u>Title</u> | <u>Salary Range #</u> | <u>Salary Range/ Rate</u> |
|-------------------|---------------------------|-----------------------|---------------------------|
| 1360 | Office Services Assistant | 1751 | \$37,563 – \$54,914 |

TO:

| <u>Class Code</u> | <u>Title</u> | <u>Salary Range #</u> | <u>Salary Range/ Rate</u> |
|-------------------|---------------------------|-----------------------|---------------------------|
| 1360 | Office Services Assistant | 1752 | \$37,584 – \$54,935 |