


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 20, 2021

To: Ron Galperin, Controller
Attn: Robert Wingenroth, Principal Deputy Controller

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

Subject: **2018-22 MEMORANDUM OF UNDERSTANDING NO. 3 – TECHNICAL CORRECTIONS (C.F. NO. 19-0845-S5)**

The following technical corrections are being made to Memorandum of Understanding No. 3 (Clerical Unit) for clarity in describing the administration of the unspecified holiday provided to Port Police and Port Pilot Dispatchers in the class and pay grade of Communications Information Representative III and Senior Administrative Clerk III at the Harbor Department only. These salary notes are updated as follows:

DELETE:

- D. The salary range for the class of Senior Administrative Clerk III, Class Code 1368-3, includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1 through 12) of Article 31, and effective July 7, 2019, one (1) unspecified holiday. Any person in the class of Senior Administrative Clerk, Class Code 1368, filling a position of Senior Administrative Clerk III, Class Code 1368-3, either from reassignment from within the Harbor Department or transfer from any other City Department shall retain the employee's present salary step and anniversary date upon such appointment. This compensation is pensionable.

ADD:

- D. The salary range for the class of Senior Administrative Clerk III, Class Code 1368-3, includes full compensation for night shift differentials, and all time worked on holidays listed in Section A(1-12) of Article 31, and one (1) unspecified holiday listed in Section A(14) of Article 31. Any person in the class of Senior Administrative Clerk, Class Code 1368, filling a position of Senior Administrative Clerk III, Class Code 1368-3, either from reassignment from within the Harbor Department or transfer from any other City Department shall retain the employee's present salary step and anniversary date upon such appointment. This compensation is pensionable. Effective July 7, 2019, the employee will receive one (1) unspecified holiday each calendar year for their use in accordance with Section M of Article 31.

DELETE:

- G. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Pilot Dispatcher, shall receive compensation, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1 through 12) of Article 31, and effective July 7, 2019, one (1) unspecified holiday, at the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1 through 12) of Article 31, and effective July 7, 2019, one (1) unspecified holiday. The CIR employee shall retain their present salary step and anniversary date. This compensation is pensionable.

ADD:

- G. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Pilot Dispatcher, shall receive compensation at the employee's present step of the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1-12) of Article 31, and one (1) unspecified holiday listed in Section A(14) of Article 31. The employee shall retain their present salary step anniversary date. This compensation is pensionable. Effective July 7, 2019, the employee will receive one (1) unspecified holiday each calendar year for their use in accordance with Section M of Article 31.

DELETE:

- H. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative (CIR) III, Class Code 1461-3, who is assigned as a Port Police Dispatcher, shall receive compensation, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1 through 12) of Article 31, and effective July 7, 2019, one (1) unspecified holiday, at the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1 through 12) of Article 31, and effective July 7, 2019, one (1) unspecified holiday. The CIR employee shall retain their present salary step and anniversary date. This compensation is pensionable

ADD:

- H. Effective July 8, 2018, any employee in the class and pay grade of Communications Information Representative III, Class Code 1461-3, who is assigned as a Port Police Dispatcher, shall receive compensation at the employee's present step of the salary range prescribed for the class and pay grade of Senior Administrative Clerk III, Class Code 1368-3, which includes full compensation for night shift differentials, all time worked on holidays listed in Section A(1-12) of Article 31, and one (1) unspecified holiday listed in Section A(14) of Article 31. The employee shall retain their present salary step anniversary date. This compensation is pensionable. Effective July 7, 2019, the employee will receive one (1) unspecified holiday each calendar year for their use in accordance with Section M of Article 31.

Please contact Isophine Atkinson by email at Isophine.Atkinson@lacity.org or telephone at (213) 978-7644 if additional information is needed.

RHL:DB:ICA:0721108

c: Daniel Quach, Office of the Controller
Stephanie Brassea, Office of the Controller
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Council Files