



2003-04

**Explanation of Recommended Changes
In Personnel**

EXPLANATION OF RECOMMENDED CHANGES IN PERSONNEL

2003-2004 PROPOSED BUDGET

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**2003-04 PROPOSED BUDGET
CHANGE IN NUMBER OF BUDGETED POSITION AUTHORITIES**

	Regular Position Authorities			Resolution Position Authorities		
	2002-03	2003-04	Net Change	Current	2003-04	Net Change
	Adopted Budget	Proposed Budget		Authori- zation*	Proposed Budget	
Aging	48	48	-	7	7	-
Animal Services	309	304	(5)	6	7	1
Building and Safety	859	848	(11)	19	19	-
City Administrative Officer	122	130	8	4	2	(2)
City Attorney	839	818	(21)	111	108	(3)
City Clerk	140	138	(2)	4	2	(2)
Commission, Children, Youth, Families	42	37	(5)	-	-	-
Commission, Status of Women	15	15	-	2	2	-
Community Development	281	273	(8)	2	2	-
Controller	183	184	1	21	17	(4)
Convention Center	208	197	(11)	-	-	-
Council	108	108	-	-	-	-
Cultural Affairs	97	94	(3)	-	-	-
Disability	26	26	-	7	7	-
Emergency Preparedness	14	14	-	1	-	(1)
Employee Relations	8	8	-	-	-	-
Environmental Affairs	43	42	(1)	1	1	-
Ethics Commission	29	31	2	1	-	(1)
Finance	360	339	(21)	20	13	(7)
Fire	3,680	3,709	29	30	22	(8)
General Services	1,861	1,871	10	41	33	(8)
Housing Department	379	408	29	85	64	(21)
Human Relations Commission	26	24	(2)	-	1	1
Information Technology Agency	825	764	(61)	58	64	6
Mayor	74	74	-	-	-	-
Neighborhood Empowerment	52	72	20	12	-	(12)
Personnel	405	394	(11)	41	42	1
Planning	323	323	-	13	14	1
Police	13,799	13,892	93	50	84	34
Public Works						-
Board Office	59	59	-	-	-	-
Contract Administration	356	340	(16)	3	-	(3)
Engineering	972	969	(3)	28	6	(22)
Financial Mgt. & Personnel Svcs.	107	109	2	3	-	(3)
Sanitation	2,652	2,694	42	4	-	(4)
Street Lighting	218	224	6	13	-	(13)
Street Services	1,318	1,318	-	175	166	(9)
Transportation	1,527	1,524	(3)	4	-	(4)
Treasurer	-	39	39	-	-	-
Zoo	241	273	32	4	3	(1)
Subtotal	32,605	32,734	129	770	686	(84)
El Pueblo	53	58	5	-	-	-
Library	1,184	1,191	7	6	-	(6)
Recreation and Parks	2,037	2,004	(33)	-	-	-
Subtotal	3,274	3,253	(21)	6	-	(6)
Total	35,879	35,987	108	776	686	(90)

* Includes interim resolution position authorities as of March 31, 2003.

SALARY SAVINGS RATES BY DEPARTMENT

	2002-03 Proposed Salary <u>Savings Rate</u>
Aging	2.0
Animal Services	2.0
Building and Safety	3.5
City Administrative Officer	3.0
City Attorney – General	4.0
City Attorney – Grant	4.0
City Attorney – Proprietary	1.0
City Clerk	3.0
Commission for Children, Youth & Their Families	4.0
Commission on the Status of Women	0.0
Community Development	3.0
Controller	4.5
Convention Center	5.0
Council	1.0
Cultural Affairs	4.0
Department on Disability	0.0
Emergency Preparedness	1.0
Employee Relations Board	0.0
Environmental Affairs	2.0
Ethics Commission	4.0
Finance	5.0
Fire – Civilian	4.0
Fire – Sworn	0.0
General Services	3.0
Housing Department	3.0
Human Relations Commission	1.0
Information Technology Agency	4.0
Mayor	1.0
Neighborhood Empowerment	3.0
Personnel	6.0
Planning	2.0
Police – Civilian	8.0
Police – Sworn	1.5
Public Works	
Board of Public Works	4.0
Contract Administration	2.0
Engineering – General	2.0
Sewer Const/Maint Fund	5.0
Financial Management & Personnel Services	1.2
Sanitation – Refuse Collection Truck Drivers	3.0
All Other General Fund	5.5
Stormwater	5.0
Wastewater	7.0
Street Lighting	6.0
Street Services	4.0
Transportation	4.5
Treasurer	5.0
Zoo	4.3
El Pueblo	9.8
Library	6.0
Recreation and Parks	4.5

Aging
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
Resolution Positions			
EG0201 Nutrition and Social Services			
		Support for Block Grant Funded Programs	10
1	1358	Clerk Typist	
		Family Caregiver Support Program	11
2	1538	Senior Project Coordinator	
		ADSC Program and Management Support	12
1	9184_2	Management Analyst II	
EG0250 General Administration and Support			
		Audit of CDBG-Funded Programs	19
1	1517	Auditor	
		Support for Family Caregiver Support Program	20
1	1368	Senior Clerk Typist	
		Computer and Local Area Network Support	21
1	1599	Systems Aide	

	Net Change	Add	Delete
Regular	0	0	0
Resolution	7	7	0

Animal Services
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos. Code	Title	Blue Book Ref												
Regular Positions														
<u>AA0601 Field Operations</u>														
Deletion of Vacancies		6												
(1) 4316_1	Senior Animal Control Officer I													
<u>AA0602 Shelter Operations</u>														
Deletion of Vacancies		6												
(1) 1358	Clerk Typist													
<u>AA0603 Licensing & Permitting Operations</u>														
Deletion of Vacancies		6												
(1) 1358	Clerk Typist													
<u>AA0650 General Administration and Support</u>														
Deletion of Vacancies		6												
(1) 1117_2	Executive Secretary II													
(1) 1358	Clerk Typist													
Resolution Positions														
<u>AA0603 Licensing & Permitting Operations</u>														
Additional Permit Officer		18												
1 4311_1	Animal Control Officer I													
Pilot In-House Canvassing Program		19												
1 4311_2	Animal Control Officer II													
5 9999Z	New Civil Service Classification													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Net Change</th> <th>Add</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>(5)</td> <td>0</td> <td>(5)</td> </tr> <tr> <td>Resolution</td> <td>7</td> <td>7</td> <td>0</td> </tr> </tbody> </table>				Net Change	Add	Delete	Regular	(5)	0	(5)	Resolution	7	7	0
	Net Change	Add	Delete											
Regular	(5)	0	(5)											
Resolution	7	7	0											

Building and Safety
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos	Code	Title	Blue Book Ref
Regular Positions			
<u>BA0801 Engineering Plan Checking</u>			
Deletion of Vacancies			9
(1)	4219_2	Assistant Deputy Superintendent of Building II	
(1)	7956	Struct Engineer	
<u>BA0802 New Construction Inspection</u>			
Deletion of Vacancies			9
(1)	4213	Senior Building Inspector	
(1)	4253	Senior Building Mechanical Inspector	
<u>BC0804 Conserv. of Existing Structures & Mech. Devices</u>			
Deletion of Vacancies			9
(1)	1321	Clerk Stenographer	
(1)	1358	Clerk Typist	
(1)	4247	Senior Heating and Refrigeration Inspector	
<u>BA0850 General Administration and Support</u>			
Deletion of Vacancies			9
(2)	1358	Clerk Typist	
(2)	1368	Senior Clerk Typist	
<u>BC0804 Conserv. of Existing Structures & Mech. Devices</u>			
Specialty Inspection			19
(1)	4223	Senior Electrical Inspector	
(1)	4233	Senior Plumbing Inspector	
<u>BA0849 Technical Support</u>			
Plan Check Inspection System (PCIS)			26
1	1596_2	Systems Analyst II	
Code Enforcement Information System			27
1	1597_2	Senior Systems Analyst II	

Building and Safety
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
Resolution Positions			
BA0802 New Construction Inspection			
Federal Clean Water Act			14
1	4211	Building Inspector	
1	4213	Senior Building Inspector	
Enforcement of Mandated Ordinances/Federal Law			15
1	4231	Plumbing Inspector	
BC0804 Conserv. of Existing Structures & Mech. Devices			
Sign Program			20
1	1358	Clerk Typist	
6	4251	Building Mechanical Inspector	
Seismic Gas Shutoff Valve Program			21
1	1358	Clerk Typist	
1	4231	Plumbing Inspector	
4	4251	Building Mechanical Inspector	
Nuisance Abatement Revocations Program			22
1	4251	Building Mechanical Inspector	
1	4253	Senior Building Mechanical Inspector	
Americans with Disabilities Act Inspection			23
1	4213	Senior Building Inspector	

	Net Change	Add	Delete
Regular	(11)	2	(13)
Resolution	19	19	0

**City Administrative Officer
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
Regular Positions			
<u>FC1002 Management Services</u>			
		Office Reorganization	5
(1)	1554	Chief Administrative Analyst	
<u>FC1001 Budget Formulation and Control</u>			
		Debt Management	9
1	1552_2	Finance Specialist II	
<u>FC1002 Management Services</u>			
		Transfer of Risk Management from Finance	14
1	1368	Senior Clerk Typist	
1	1530_1	Risk Manager I	
2	1530_2	Risk Manager II	
1	1530_3	Risk Manager III	
2	9184_2	Management Analyst II	
<u>FC1003 Employee Relations Compensation and Benefits</u>			
		Contractor Enforcement Program	16
2	1368	Senior Clerk Typist	
2	9184_2	Management Analyst II	
<u>FC1050 General Administration and Support</u>			
		Clerical Support Reduction	18
(3)	1368	Senior Clerk Typist	
Resolution Positions			
<u>FC1002 Management Services</u>			
		Owner Controlled Insurance Program (OCIP)	13
1	1530_2	Risk Manager II	
1	9184_2	Management Analyst II	
		Net Change	Add Delete
Regular		8	12 (4)
Resolution		2	2 0

**City Attorney
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos	Code	Title	Blue Book Ref
Regular Positions			
FD1202 Civil Representation			
Water and Power Support			16
1	0552	Deputy City Attorney III	
Department of Public Works Support			17
1	0552	Deputy City Attorney III	
Transfer Collection Function to Finance			22
(15)	0560	City Attorney Investigator II	
(1)	0561	City Attorney Investigator III	
(1)	0569	City Attorney Administrative Coordinator III	
(1)	0580	Legal Secretary I	
(1)	0581	Legal Secretary II	
(2)	0586	Legal Clerk II	
(2)	0587	Senior Legal Clerk I	
Resolution Positions			
AB1201 Criminal Prosecution			
Neighborhood Prosecutor Program			7
2	0552	Deputy City Attorney III	
9	0552	Deputy City Attorney III	
9	0573	Deputy City Attorney IV	
3	0573	Deputy City Attorney IV	
9	0577	Paralegal II	
9	0581	Legal Secretary II	
2	0586	Legal Clerk II	
Gun Violence Prosecution			8
3	0551	Deputy City Attorney II	
Tobacco Enforcement Program			9
1	0568	City Attorney Administrative Coordinator II	
1	0581	Legal Secretary II	

**City Attorney
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
Resolution Positions			
FD1202 Civil Representation			
Pitchess Motions			12
6	0551	Deputy City Attorney II	
2	0552	Deputy City Attorney III	
1	0573	Deputy City Attorney IV	
1	0578	Principal Clerk City Attorney II	
2	0581	Legal Secretary II	
2	0582	Legal Secretary III	
Police Related Litigation			13
1	0525	City Attorney Systems Analyst II	
2	0551	Deputy City Attorney II	
3	0552	Deputy City Attorney III	
3	0553	Assistant City Attorney	
4	0573	Deputy City Attorney IV	
2	0577	Paralegal II	
1	0578	Principal Clerk City Attorney II	
4	0581	Legal Secretary II	
5	0582	Legal Secretary III	
5	0586	Legal Clerk II	
DNC Litigation Positions			14
1	0553	Assistant City Attorney	
2	0573	Deputy City Attorney IV	
2	0577	Paralegal II	
1	0582	Legal Secretary III	
1	0586	Legal Clerk II	
Debt and Bankruptcy Positions			15
2	0573	Deputy City Attorney IV	
Subrogation Support			18
1	0552	Deputy City Attorney III	
Housing Department Support			19
1	0552	Deputy City Attorney III	

City Attorney
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos	Code	Title	Blue Book Ref
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Resolution Positions

FD1202 Civil Representation

1	0553	Assistant City Attorney	
1	0581	Legal Secretary II	
Neighborhood Council Support			20
2	0573	Deputy City Attorney IV	
Housing Development Staff			21
1	0573	Deputy City Attorney IV	

	Net Change	Add	Delete
Regular	(21)	2	(23)
Resolution	108	108	0

City Clerk
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos. Code	Title	Blue Book Ref
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Regular Positions

FI1404 Property Ownership Records

Deletion of Vacancies		9
(1) 1368	Senior Clerk Typist	
(1) 7212_2	Office Engineering Technician II	

FF1450 General Administration and Support

Deletion of Vacancies		9
(1) 1368	Senior Clerk Typist	

FB1402 Administration of City Elections

Vote-by-Mail Administrator		16
1 9184_2	Management Analyst II	

Resolution Positions

FF1450 General Administration and Support

Election Tally System		22
1 1596_2	Systems Analyst II	
1 1597_1	Senior Systems Analyst I	

	Net Change	Add	Delete
Regular	(2)	1	(3)
Resolution	2	2	0

CHANGES WITHIN EXISTING AUTHORITY

# of Pos. Code	Title	Blue Book Ref
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Regular Positions

Pay Grade Change

FB1401 Council and Public Services

Miscellaneous Personnel Adjustments

(1) 9171_1	Senior Management Analyst I
1 9171_2	Senior Management Analyst II

City Clerk
SALARY AND PERSONNEL CHANGES
2003-04

CHANGES WITHIN EXISTING AUTHORITY

# of Pos. Code	Title	Blue Book Ref
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Regular Positions

Pay Grade Change

FF1450 General Administration and Support

Miscellaneous Personnel Adjustments

- | | | |
|-----|--------|------------------------------|
| (1) | 9171_1 | Senior Management Analyst I |
| 1 | 9171_2 | Senior Management Analyst II |

**Commission for Children, Youth & Their Families
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
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Regular Positions

EF2701 Children, Youth and Their Families

Streamlining - Field Operations			5
(5)	1542	Project Assistant	

	Net Change	Add	Delete
Regular	(5)	0	(5)
Resolution	0	0	0

**Commission on the Status of Women
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
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Resolution Positions

EF2001 Status of Women

CEDAW Implementation

7

1	1358	Clerk Typist
1	1539	Management Assistant

	Net Change	Add	Delete
Regular	0	0	0
Resolution	2	2	0

**Community Development
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos	Code	Title	Blue Book Ref
Regular Positions			
<u>BC2201 Block Grant Administration</u>			
Technical Personnel Adjustment			
(1)	1508	Management Aide	
1	1539	Management Assistant	
Reorganization and Streamlining			
(1)	9184_1	Management Analyst I	8
<u>EB2202 Training and Job Development</u>			
Technical Personnel Adjustment			
1	1508	Management Aide	
(1)	1539	Management Assistant	
<u>EG2203 Human Services</u>			
Reorganization and Streamlining			
(1)	1539	Management Assistant	8
(3)	9184_1	Management Analyst I	
<u>EB2204 Financial Management</u>			
Reorganization and Streamlining			
(1)	1523_1	Senior Accountant I	8
<u>EA2205 Economic Development</u>			
Technical Personnel Adjustment			
(1)	9184_2	Management Analyst II	
Reorganization and Streamlining			
(1)	1539	Management Assistant	8
<u>EB2250 General Administration and Support</u>			
Technical Personnel Adjustment			
1	9184_2	Management Analyst II	
<u>EB2250 General Administration and Support</u>			
Council Liaison			
(1)	9171_1	Senior Management Analyst I	25

Community Development
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos. Code	Title	Blue Book Ref
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Resolution Positions

BC2201 Block Grant Administration

Proposition 12 Administration Funding		9
1 9184_2	Management Analyst II	

EB2204 Financial Management

Proposition 12 Administration Funding		9
1 1513_2	Accountant II	

	Net Change	Add	Delete
Regular	(8)	3	(11)
Resolution	2	2	0

Controller
SALARY AND PERSONNEL CHANGES
2003-04

ADDITIONS AND DELETIONS

# of Pos.	Code	Title	Blue Book Ref
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Regular Positions

FF2601 Accounting For City Funds

Miscellaneous Personnel Changes

1	1117_2	Executive Secretary II	
(1)	1513_2	Accountant II	
1	1596_2	Systems Analyst II	
(1)	1832_1	Warehouse and Toolroom Worker I	

Neighborhood Council Support

	1	1513_1 Accountant I	10
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Resolution Positions

FF2601 Accounting For City Funds

FAMIS - Los Angeles World Airports (LAWA)

	1	1513_2 Accountant II	7
	1	1523_2 Senior Accountant II	
	1	1525_2 Principal Accountant II	
	1	1555_1 Fiscal Systems Specialist I	

Govt. Accounting Standards Board 34 (GASB 34)

	3	1523_2 Senior Accountant II	8
	1	1525_2 Principal Accountant II	

Certification and Fiscal Monitoring Program

	1	1119_2 Accounting Records Supervisor II	9
	1	1223_2 Accounting Clerk II	

Payroll System Replacement (PaySR)

	1	1368 Senior Clerk Typist	11
	1	1523_1 Senior Accountant I	
	2	1596_2 Systems Analyst II	
	3	1597_1 Senior Systems Analyst I	

	Net Change	Add	Delete
Regular	1	3	(2)
Resolution	17	17	0

Controller
SALARY AND PERSONNEL CHANGES
2003-04

CHANGES WITHIN EXISTING AUTHORITY

# of Pos. Code	Title	Blue Book Ref
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Regular Positions

Reclassification

FF2601 Accounting For City Funds

Miscellaneous Personnel Adjustments

1	1596_2	Systems Analyst II
(1)	9184_2	Management Analyst II

**Convention Center
SALARY AND PERSONNEL CHANGES
2003-04**

ADDITIONS AND DELETIONS

# of Pos. Code	Title	Blue Book Ref
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Regular Positions

EA4801 Convention and Exhibition Center

Deletion of Vacancies		6
(1)	1121_1 Delivery Driver I	
(1)	1358N Clerk Typist	
(2)	1832_1N Warehouse and Toolroom Worker I	
(1)	3182_1N Chief Custodian Supervisor I	
(1)	3529_2N Senior Parking Attendant II	
(2)	3799HN Electrical Craft Helper	
(4)	3863N Electrician	
(1)	5925N Senior Building Operating Engineer	

Event and Operational Support		7
2	3530_1N Parking Attendant I	

	Net Change	Add	Delete
Regular	(11)	2	(13)
Resolution	0	0	0

