DATE: June 30, 2010

TO: Interested Persons

FROM: Office of the City Clerk

SUBJECT: NOTICE OF EXPIRED FILE STATUS

In 2005, the Council approved a policy wherein all Council files pending before the City Council, which have not been placed on a Council or Committee agenda for consideration for a period of two years or more, are deemed "received and filed." The City Clerk is responsible for the administration of this process.

Quarterly each year, the City Clerk administratively closes all received and filed Council files. This letter provides notice that this Council file, and its subject matter, is no longer active as of June 30, 2010. This Council File is deemed closed.

PLACE IN FILES

JUL 26 2010

DEPUTY EGG

(8)

96-2308 Continued from meeting held May 28, 1997.
Consideration of Motion (Goldberg - Chick) relative to allegations of sexual harassment in the Police Department and a review of current and proposed Police Department efforts to identify and eliminate unacceptable behavior.

Fiscal Impact Statement submitted: No

DISPOSITION _____

(9)

97-0748 Personnel and Commerce, Energy and Natural Resources Committees Reports relative to Cooperative Security Guard Services Contracts with Elite Security Services, Inc., International Services, Inc., and Inter-Con Security Systems, Inc., for the Department of Water and Power (DWP)(Referred to Committee from Council 7/2/97)

Fiscal Impact Statement submitted: Yes, by CAO

DISPOSITION _____

(10)

94-1268 & S1, S2 Reports from the Department of General Services and City Administrative Officer relative to City-wide Fleet Operations Study - Reengineering phase, organization, staffing and work plan. (Approved as amended by Information Technology and General Services Committee 6/24/97, also referred to Budget and Finance Committee)

Fiscal Impact Statement Submitted: Yes

DISPOSITION _____

(11)

96-1172 Continued from meeting held May 28, 1997.
General Services Department and Bureau of Street Maintenance to report relative to the program to train persons in the class of Vocational Worker.

Fiscal Impact Statement Submitted: No

DISPOSITION Cont. 2 wks

Submitted in Committee 5/28/97

VOCATIONAL WORKER PROGRAM

The Department of General Services proposes to utilize the class of Vocational Worker to train low or unskilled workers in the duties performed by Custodial Services Attendants. The Department envisions a two year training program so that participants have ample time to train and prepare to successfully compete in the Civil Service examination for Custodial Services Attendant.

The Department's training program will consist of a general orientation to the duties and responsibilities of a Custodial Services Attendant (the "Ground Rules") and formal classes in the following aspects of custodial work:

-Interior Office Cleaning
-Basic Restroom Cleaning
-Basic Carpet Cleaning
-Daily Floor Maintenance
-Stripping and Refinishing Floors
-Equipment Maintenance
-Safety

All of the above will be supplemented with intensive In-Service Field Training until participants are sufficiently skilled to allow for routine work assignments. At the completion of the training period, Vocational Workers will be tested on their understanding of the cleaning concepts and given a performance test to evaluate their ability to apply the cleaning concepts learned in a practical work setting. This training program is the same program the Department of General Services has used since 1993 to train Custodial personnel in proper cleaning procedures.

(5)

97-0302 Department of Recreation and Parks reports relative to a Board of Recreation and Park Commissioners request for approval of a proposed concession contract between the City and California Golf Centers for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Encino-Balboa Golf Course. **(Also referred to the Arts, Health, and Humanities Committee.)**

Fiscal Impact Statement Submitted: Yes, by the CAO

DISPOSITION_____

(6)

97-0303 Department of Recreation and Parks reports relative to a Board of Recreation and Park Commissioners request for approval of a proposed concession contract between the City and John Wells Golf Shops, Incorporated, for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Hansen Dam Golf Course. **(Also referred to the Arts, Health, and Humanities Committee.)**

Fiscal Impact Statement Submitted: No

DISPOSITION_____

(7)

96-1172 Continued from meeting held April 23, 1997.
Department of Recreation and Parks to report relative to the exemption of all positions in the class of Vocational Worker, Code 3113, from the civil service provisions of the City Charter, pursuant to Council action of July 9, 1996 adopting Motion (Goldberg-Walters).

Fiscal Impact Statement Submitted: No

DISPOSITION Rec & Park to report back Annually
BOS/M and GSD to report 6/11 in conjunction w/ union

(8)

97-0442 Department of Recreation and Parks request to exempt from the civil service provisions of the City Charter and position authority for one new Project Assistant position at the Robert M. Wilkinson Senior Citizens Center. **(Also referred to the Budget and Finance Committee.)**

Fiscal impact statement submitted: Yes, by the CAO

DISPOSITION_____

PERSONNEL COMMITTEE

WEDNESDAY - MAY 28, 1997

2:00 P.M. - ROOM 340 - CITY HALL
200 N. SPRING ST., LOS ANGELES, CA 90012

MEMBERS: COUNCIL MEMBER JACKIE GOLDBERG, CHAIR
COUNCIL MEMBER MARK RIDLEY-THOMAS
COUNCIL MEMBER LAURA CHICK

(John A. White - Legislative Assistant - 213-485-5775)

FILE NO. SUBJECT

(1)

97-0771 City Administrative Officer (CAO) report relative to special salary adjustment recommendations for non-represented employees.

Fiscal Impact Statement submitted: Yes, by the CAO

DISPOSITION_____

(2)

96-1111 Continued from meeting held April 23, 1997.
City Attorney and Bureau of Contract Administration to report relative to the implementation plans, status of, and monitoring of "Living Wage" Ordinance regulations.

Fiscal Impact Statement Submitted: No

DISPOSITION_____

(3)

89-2374 Continued from meeting held April 23, 1997.
Personnel Department to report relative to the Planning Assistant examination and certification list.

Fiscal Impact Statement Submitted: No

DISPOSITION_____

(4)

97-0300 Department of Recreation and Parks reports relative to a Board of Recreation and Park Commissioners (Board) request for approval of a proposed concession contract between the City and Golf L.A. Partners for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Woodley Lakes Golf Course. **(Also referred to the Arts, Health, and Humanities Committee.)**

Fiscal Impact Statement submitted: Yes, by the CAO

DISPOSITION_____

(12)

97-0302 Board of Recreation and Park Commissioners (Board) request for approval of a proposed concession contract between the City and California Golf Centers for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Encino-Balboa Golf Course. **(This matter to be referred by Council at its April 23, 1997 meeting to the Personnel Committee.)**

Fiscal Impact Statement Submitted: Yes, by the CAO

DISPOSITION _____

(13)

97-0303 Board of Recreation and Park Commissioners (Board) request for approval of a proposed concession contract between the City and John Wells Golf Shops, Incorporated, for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Hansen Dam Golf Course. **(This matter to be referred by Council at its April 23, 1997 meeting to the Personnel Committee.)**

Fiscal Impact Statement Submitted: No

DISPOSITION _____

(14)

95-0600-S44 City Administrative Officer (CAO) report relative to the maintenance of roadway median islands and a study comparing the benefits of having this work performed by an outside contractor or by in-house City employees.

Fiscal Impact Statement submitted: Yes, by the CAO

DISPOSITION _____

(15)

96-1172 Department of Recreation and Parks to report relative to the exemption of all positions in the class of Vocational Worker, Code 3113, from the civil service provisions of the City Charter, pursuant to Council action of July 9, 1996 adopting Motion (Goldberg-Walters).

Fiscal Impact Statement Submitted: No

DISPOSITION Cont'd to Next meeting

pr0423su.agd

PERSONNEL COMMITTEE

***** SUPPLEMENTAL PAGE *****

WEDNESDAY - APRIL 23, 1997

2:05 P.M. - ROOM 340 - CITY HALL
200 N. SPRING ST., LOS ANGELES, CA 90012

MEMBERS: COUNCIL MEMBER JACKIE GOLDBERG, CHAIR
COUNCIL MEMBER MARK RIDLEY-THOMAS
COUNCIL MEMBER LAURA CHICK

(John A. White - Legislative Assistant - 213-485-5775)

FILE NO.	SUBJECT
	(10)
96-2308	Continued from meeting held April 9, 1997. Consideration of Motion (Goldberg - Chick) relative to allegations of sexual harassment in the Police Department and a review of current and proposed Police Department efforts to identify and eliminate unacceptable behavior. Fiscal Impact Statement submitted: No DISPOSITION
	(11)
97-0300	Board of Recreation and Park Commissioners (Board) request for approval of a proposed concession contract between the City and Golf L.A. Partners for the operation and maintenance of the Golf Pro Shop, and Driving Range and to provide Lesson Service at Woodley Lakes Golf Course. **(This matter to be referred by Council at its April 23, 1997 meeting to the Personnel Committee.)** Fiscal Impact Statement submitted: Yes, by the CAO DISPOSITION

CITY OF LOS ANGELES SPEAKER CARD

Date: 5/28/97

Council File No., Agenda Item, or Case No.: 7

I wish to speak before the Personnel Committee
Name of City Agency, Department, Committee or Council

Do you wish to provide general public comment, or to speak for or against a proposal on the agenda? ( ) For proposal ( ) Against proposal ( ) General comments

Name: Julie Butcher

Business or Organization Affiliation: SEIU Local 347

Address: 1015 Wilshire Bl 2nd fl LA Ca 90017
Street City State Zip

Business phone: (213) 482-6660 Representing: SEIU Local 347

CHECK HERE IF YOU ARE A PAID SPEAKER AND PROVIDE CLIENT INFORMATION BELOW: ☐

Client Name: _____ Phone #: _____

Client Address: _____
Street City State Zip

Please see reverse of card for important information and submit this entire card to the presiding officer or chairperson.

BOARD OF RECREATION AND
PARK COMMISSIONERS

STEVEN L. SOBOROFF
PRESIDENT

LEROY CHASE
VICE PRESIDENT

MIKE ROOS
P. JUAN SANTILLAN
LISA SPECHT

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

DEPARTMENT OF
RECREATION AND PARKS
200 NO. MAIN ST.
13TH FLOOR
LOS ANGELES, CALIF. 90012

(213) 485-5508
FAX - (213) 628-8954

JACKIE TATUM
GENERAL MANAGER

July 23, 1996

Los Angeles City Council
c/o City Clerk
Room 395, City hall
200 N. Spring Street
Los Angeles, CA 90012

Honorable Members:

The Board of Recreation and Park Commissioners, at its meeting held May 22, 1996, adopted General Manager's Report 229-96 concerning a request to exempt from Civil Service provisions thirty (30) positions of Vocational Worker, code 3113, and all subsequent positions of that classification.

Pursuant to its action, the Board respectfully requests that the aforementioned thirty (30) positions of Vocational Worker and all subsequent positions of that classification be exempted from the Civil Service provisions of the City Charter in accordance with Charter Section 111(b), which governs exemption of unskilled laborers.

This request has been sent simultaneously to the Board of Civil Service Commissioners. Enclosed for your assistance are copies of the adopted General Manager's Report 229-96. If additional information is required, please contact Ms. Margaret Whelan, the Department's Personnel Director, at 485-5507.

Very truly yours,

BOARD OF RECREATION AND
PARK COMMISSIONERS

JOAN A. THOMAS
Secretary

PERSONNEL
AUG 06 1996

sg
enclosure

cc: Ms. Whelan

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FILED
CITY CLERK

'96 AUG -5 A8:11

CITY CLERK

BY. _____ DEPUTY

ELIAS MARTINEZ
City Clerk

J. Michael Carey
Executive Officer

When making inquiries relative to this matter refer to File No.

96-1172

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

July 10, 1996

Recreation and Parks Department
Personnel Department
City Administrative Officer

Civil Service Commission
Controller: Room 220
Accounting Division, F & A
Disbursement Division

RE: EXEMPTION OF ALL POSITIONS IN THE CLASS OF VOCATIONAL WORKER FROM THE CIVIL SERVICE PROVISIONS OF THE CHARTER

At the meeting of the Council held July 9, 1996, the following action was taken:

Attached report adopted	
Attached motion (Goldberg - Walters) adopted	X
Attached resolution adopted	
Ordinance adopted	
Motion adopted to approve attached report	
Motion adopted to approve attached communication	
To the Mayor for concurrence	
FORTHWITH to Concerned Depts	X
Mayor concurred	
Appointment confirmed	
Findings adopted	
Negative Declaration adopted	
Categorically exempt	
Generally exempt	

Elias Martinez

City Clerk
jv
steno\961172

PLACE IN FILES
JUL 16 1996
DEPUTY

cal 7/15/96

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER

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35

BOARD OF RECREATION AND
PARK COMMISSIONERS

STEVEN L. SOBOROFF
PRESIDENT

LEROY CHASE
VICE PRESIDENT

MIKE ROOS
P. JUAN SANTILLAN
LISA SPECHT

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

DEPARTMENT OF
RECREATION AND PARKS
200 NO. MAIN ST.
13TH FLOOR
LOS ANGELES, CALIF. 90012

(213) 485-5538
FAX - (213) 847-5619

JACKIE TATUM
GENERAL MANAGER

June 17, 1996

City Council
City of Los Angeles
Room 395, City Hall

Dear Councilmembers:

SUBJECT: EXEMPTION

In accordance with Charter Section 111, on June 14, 1996, the Board of Civil Service Commissioners exempted all positions in the class of Vocational Worker, Code 3113, from the civil service provisions of the Charter.

A copy of the report approved by the Civil Service Commission is attached.

Very truly yours,

JACKIE TATUM
General Manager

JT:JD:si
Enclosures

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35

Date: June 4, 1996

To: Board of Civil Service Commissioners

From: General Manager

Subject: **EXEMPTION--VOCATIONAL WORKER**

CIVIL SERVICE COMMISSION
FILE NO. _____
X Routine/Nonappearance
__Nonroutine/Appearance
AGENDA
Date: 6/14/96
Page: _____
Item: _____
FINAL ACTION:
✓ RECOMMENDATION APPR.
_DISAPPR. _WITHDRAWN
_DENIED _GRANTED
_MATTER OF RECORD
_OTHER

Recommendation: At the request of the Department of Recreation and Parks, and in accordance with Charter Section 111 (b), approve the exemption of all positions in the class of Vocational Worker, Code 3113, in the Department of Recreation and Parks because the positions are those of unskilled laborers.

FORM GEN. 160 (Rev. 6-80)

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 28, 1996

TO: BOARD OF CIVIL SERVICE COMMISSIONERS

FROM: JACKIE TATUM, General Manager
Recreation and Parks Department

Recommendation: Approve the exemption of all positions in the class of Vocational Worker in the Department of Recreation and Parks, in accordance with the following provision of Charter Section 111: (Check one)

☐ Persons employed to render professional, scientific, technical or expert services of an exceptional character;

☑ Positions of unskilled laborers, including drivers;

☐ Positions the occupants of which are workers, mechanics or craftspersons (including supervisors) employed exclusively as such on the construction of public works, improvements or building;

☐ Any position requiring the services of one individual for not more than half time and paying a salary not to exceed three-fourths of the monthly rate established by the salary fixing authority of such department, division or office for entering level clerical positions;

☐ Grant-funded positions the term of which does not exceed two years but which may be extended for one additional year for a maximum exemption period of three years;

☐ Persons employed as the first or second deputies.

Discussion:

The class of Vocational Worker has no requirements, and any unskilled worker qualifies. The Recreation and Parks Department believes that a civil service examination would be an impractical method of selection. The candidate group is potentially limitless, and the administration of such an exam would require more resources than the City is able to provide in an expeditious and economically feasible manner.

The Department will recruit from within its part-time exempt workforce of Special Program Assistants (SPAs), all of whom are already engaged in performing unskilled manual labor. Most SPAs are hired from within the community surrounding the workplace, having worked with the Department as volunteers, general relief workers and/or court referral workers. The Department of Recreation and Parks believes, as indicated in the attached Board Report, that it would be appropriate to exempt all positions in the Department of Recreation and Parks assigned to the Vocational Worker classification as provided in Charter Section 111.

Attachment

Reviewed by (Personnel Department staff)

Approved by (Personnel Department staff)

VERBAL MOTION

I HEREBY MOVE that Council ADOPT the attached recommendation of the Board of Civil Service Commissioners dated June 14, 1996, as requested by the General Manager, Department of Recreation and Parks, on today's Council agenda (Item No. 35, CF 96-1172) relative to the exemption of all positions in the class of Vocational Worker from the civil service provisions of the Charter, as follows:

RESOLVE that the exemption of all positions in the class of Vocational Worker, Code 3113, in the Department of Recreation and Parks, from the civil service provisions of the City Charter in accordance with Charter Section 111(b), BE APPROVED, inasmuch as the positions are those of unskilled laborers.

[Personnel Committee waived consideration of this matter]

PRESENTED BY _____
JACKIE GOLDBERG
Councilmember, 13th District

SECONDED BY _____
RITA WALTERS
Councilmember, 9th District

MOTION
ADOPTED
JUL 0 9 1996
LOS ANGELES CITY COUNCIL
FORTHWITH TO CONCERNED DEPTS.

July 9, 1996

CF 96-1172
Attachment
calagend\96-1172.mot

MOTION (Goldberg - Walters) ADOPTED TO APPROVE R/P EXEMPTIONS TO CIVIL SERVICED PROVISIONS OF CHARTER, AS RECOMMENDED BY

AGENDA NO. 34-35 YES: 14 NO: 0 ABS: 1 07/09/96 TIME: 10 21 42

ALARCON.....YES	ALATORRE.....YES	BERNSON.....YES	BRAUDE.....YES
CHICK.....YES	FEUER.....YES	GALANTER.....YES	GOLDBERG.....YES
HERNANDEZ....YES	RIDLEY-THOMASYES	SVORINICH....YES	WACHS.....YES
WALTERS.....YES	FERRARO.....YES	HOLDEN.....ABS	

Bd OF CIVIL SERVICE COMMISSIONERS ON MAY 10, 1996 And JUNE 14, 1996 — FORTHWITH TO CONCERNED DEPTS

BOARD OF RECREATION AND PARK COMMISSIONERS

STEVEN L. SOBOROFF
PRESIDENT

LEROY CHASE
VICE PRESIDENT

MIKE ROOS
P. JUAN SANTILLAN
LISA SPECHT

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

DEPARTMENT OF
RECREATION AND PARKS
200 NO. MAIN ST.
13TH FLOOR
LOS ANGELES, CALIF. 90012

(213) 485-5508
FAX - (213) 628-8954

JACKIE TATUM
GENERAL MANAGER

July 23, 1996

Los Angeles City Council
c/o City Clerk
Room 395, City hall
200 N. Spring Street
Los Angeles, CA 90012

Honorable Members:

The Board of Recreation and Park Commissioners, at its meeting held May 22, 1996, adopted General Manager's Report 229-96 concerning a request to exempt from Civil Service provisions thirty (30) positions of Vocational Worker, code 3113, and all subsequent positions of that classification.

Pursuant to its action, the Board respectfully requests that the aforementioned thirty (30) positions of Vocational Worker and all subsequent positions of that classification be exempted from the Civil Service provisions of the City Charter in accordance with Charter Section 111(b), which governs exemption of unskilled laborers.

This request has been sent simultaneously to the Board of Civil Service Commissioners. Enclosed for your assistance are copies of the adopted General Manager's Report 229-96. If additional information is required, please contact Ms. Margaret Whelan, the Department's Personnel Director, at 485-5507.

Very truly yours,

BOARD OF RECREATION AND
PARK COMMISSIONERS

JOAN A. THOMAS
Secretary

sg
enclosure

cc: Ms. Whelan

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REPORT OF GENERAL MANAGER NO. 229-96

DATE May 22, 1996 CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Exemption of Vocational Workers

J. Andervich____ P. Bryant____
D. Gonzalez____ A. Kerman____
S. Klippel____ M. Mollinedo____
R. Sessinghaus____ M. Whelan____
D. Zamrzla____

General Manager

Approved_____ Disapproved_____ Withdrawn_____

RECOMMENDATION:

That the Board instruct the Board Secretary to prepare a letter to the City Council and the Civil Service Commission requesting that thirty (30) positions of Vocational Worker, code 3113, and all subsequent positions of that classification, be exempted from the Civil Service provisions of the City Charter in accordance with Charter Section 111 (b) which governs exemption of unskilled laborers.

SUMMARY:

In the 1996-97 budget, our Department proposed converting thirty (30) positions of Gardener Caretaker to the classification of Vocational Worker. The duties of the Vocational Worker classification are largely unskilled and the incumbents will receive close supervision. It is the Department's intention to select employees from among our Special Program Assistant classification. We currently have 827 individuals employed as Special Program Assistant on our payroll. Exempting these positions from the civil service provisions of the Charter allows the Department to recruit from among our own workforce using a selection process based on the work performance of those employees participating.

The annual salary for Vocational Worker at the fifth step is $16,704. The annual salary for Gardener Caretaker at the fifth step is $29,023.20. This represents a savings of $12,319.20 per year. In the first year, the Department will save $369,576 in direct salary costs. Additional economies will be created by more efficient use of existing grounds maintenance personnel. The Mayor included this program as a productivity improvement element of his proposed budget.

Part-time employees who are selected will receive employee benefits including health insurance, sick leave and vacation; as well as be the recipients of a formalized training program which will allow them to increase their competitiveness in the examination for Gardener Caretaker.

The Vocational Worker classification is represented by Local 347, SEIU, AFL-CIO. Representatives from the Union are supportive of the institution of this program. This program will be reviewed at the end of the 1996-97 fiscal year and recommendations will be made as to whether we should expand it or maintain it at the current level.

REPORT OF GENERAL MANAGER NO. 229-96

DATE May 22, 1996 CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Exemption of Vocational Workers

J. Andervich ___ P. Bryant ___
D. Gonzalez ___ A. Kerman ___
S. Klippel ___ M. Mollinedo ___
R. Sessinghaus ___ M. Whelan ___
D. Zamrzla ___

General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board instruct the Board Secretary to prepare a letter to the City Council and the Civil Service Commission requesting that thirty (30) positions of Vocational Worker, code 3113, and all subsequent positions of that classification, be exempted from the Civil Service provisions of the City Charter in accordance with Charter Section 111 (b) which governs exemption of unskilled laborers.

SUMMARY:

In the 1996-97 budget, our Department proposed converting thirty (30) positions of Gardener Caretaker to the classification of Vocational Worker. The duties of the Vocational Worker classification are largely unskilled and the incumbents will receive close supervision. It is the Department's intention to select employees from among our Special Program Assistant classification. We currently have 827 individuals employed as Special Program Assistant on our payroll. Exempting these positions from the civil service provisions of the Charter allows the Department to recruit from among our own workforce using a selection process based on the work performance of those employees participating.

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The Vocational Worker classification is represented by Local 347, SEIU, AFL-CIO. Representatives from the Union are supportive of the institution of this program. This program will be reviewed at the end of the 1996-97 fiscal year and recommendations will be made as to whether we should expand it or maintain it at the current level.

PERSONNEL COMMITTEE
SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 96-1172

- [ ] Council Member(s) _____
- [x] Interested Department Rec & Parks
- [ ] Mayor (with/without file)
- [x] Board of Civil Service Commissioners
- [x] Personnel Department
- [x] City Administrative Officer
- [ ] City Attorney
- [ ] Chief Legislative Analyst
- [x] Controller
- [ ] Treasurer
- [ ] Information Services Department
- [ ] Appropriate Pension System
- [ ] Appropriate Bargaining Unit
- [ ] Rec _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

7-9-96

35 COMMUNICATION FROM THE DEPARTMENT OF RECREATION AND PARKS
(10 Votes Required for Consideration - Motion Required)

ITEM NO. ( )*

96-1172 COMMUNICATION FROM THE DEPARTMENT OF RECREATION AND PARKS relative to an exemption for all positions in the class of Vocational Worker, Code 3113, from the civil service provisions of the City Charter.

Recommendation for Council action, as recommended by the Board of Civil Service Commissioners:

RESOLVE that the exemption of all positions in the class of Vocational Worker, Code 3113, in the Department of Recreation and Parks, from the civil service provisions of the City Charter in accordance with Charter Section 111(b), inasmuch as the positions are those of unskilled laborers, BE APPROVED.

Fiscal Impact Statement: None submitted by the Department of Recreation and Parks.

(Personnel Committee waived consideration of the above matter.)

ELIAS MARTINEZ
City Clerk

J. Michael Carey
Executive Officer

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

96-1172

June 21, 1996

PERSONNEL COMMITTEE

In accordance with Council Rules, communication from Recreation and Parks Department relative to exemption of all positions in the class of Vocational Worker, code 3113, in the Department of Recreation and Parks because the positions are those of unskilled laborers was referred on June 20, 1996, to the PERSONNEL COMMITTEE.

Elias Martinez

City Clerk
bem

FORM GEN. 160 (Rev. 6-80)

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 17, 1996

TO: CYNTHIA LANDIS, Legislative Assistant
Office of the City Clerk

FROM: MAGGIE WHELAN, Personnel Director
Recreation and Parks Department

SUBJECT: **EXEMPTION REQUEST FOR VOCATIONAL WORKER CLASS**

I am transmitting Recreation and Parks Department's request to exempt all positions in the class of Vocational Worker. Enclosed please find eight copies for distribution. I would appreciate it if you would let me know when the matter is scheduled for the Personnel Committee. I can be reached at 485-5507. Thank you for your attention to this matter.

Enclosures

MW:JD:jd

BOARD OF RECREATION AND
PARK COMMISSIONERS

STEVEN L. SOBOROFF
PRESIDENT

LEROY CHASE
VICE PRESIDENT

MIKE ROOS
P. JUAN SANTILLAN
LISA SPECHT

CITY OF LOS ANGELES
CALIFORNIA

RICHARD J. RIORDAN
MAYOR

DEPARTMENT OF
RECREATION AND PARKS
200 NO. MAIN ST.
13TH FLOOR
LOS ANGELES, CALIF. 90012

(213) 485-5538
FAX - (213) 847-5619

JACKIE TATUM
GENERAL MANAGER

June 17, 1996

City Council
City of Los Angeles
Room 395, City Hall

Dear Councilmembers:

SUBJECT: EXEMPTION

In accordance with Charter Section 111, on June 14, 1996, the Board of Civil Service Commissioners exempted all positions in the class of Vocational Worker, Code 3113, from the civil service provisions of the Charter.

A copy of the report approved by the Civil Service Commission is attached.

Very truly yours,

JACKIE TATUM
General Manager

JT:JD:si
Enclosures

FILED
CITY CLERK'S OFFICE
'96 JUN 20 A8:22
CITY CLERK

JUN 20 1996

PERSONNEL

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CIVIL SERVICE COMMISSION
FILE NO. _____
X Routine/Nonappearance
__Nonroutine/Appearance
AGENDA
Date: 6/14/96
Page:_____
Item:_____
FINAL ACTION:
✓RECOMMENDATION APPR.
__DISAPPR.__WITHDRAWN
__DENIED __GRANTED
__MATTER OF RECORD
__OTHER

Date: June 4, 1996

To: Board of Civil Service Commissioners

From: General Manager

Subject: **EXEMPTION--VOCATIONAL WORKER**

Recommendation: At the request of the Department of Recreation and Parks, and in accordance with Charter Section 111 (b), approve the exemption of all positions in the class of Vocational Worker, Code 3113, in the Department of Recreation and Parks because the positions are those of unskilled laborers.

FORM GEN. 160 (Rev. 6-80)

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 28, 1996

TO: BOARD OF CIVIL SERVICE COMMISSIONERS

FROM: JACKIE TATUM, General Manager
Recreation and Parks Department

Recommendation: Approve the exemption of all positions in the class of Vocational Worker in the Department of Recreation and Parks, in accordance with the following provision of Charter Section 111: (Check one)

- ☐ Persons employed to render professional, scientific, technical or expert services of an exceptional character;
- ☑ Positions of unskilled laborers, including drivers;
- ☐ Positions the occupants of which are workers, mechanics or craftspersons (including supervisors) employed exclusively as such on the construction of public works, improvements or building;
- ☐ Any position requiring the services of one individual for not more than half time and paying a salary not to exceed three-fourths of the monthly rate established by the salary fixing authority of such department, division or office for entering level clerical positions;
- ☐ Grant-funded positions the term of which does not exceed two years but which may be extended for one additional year for a maximum exemption period of three years;
- ☐ Persons employed as the first or second deputies.

Discussion:

The class of Vocational Worker has no requirements, and any unskilled worker qualifies. The Recreation and Parks Department believes that a civil service examination would be an impractical method of selection. The candidate group is potentially limitless, and the administration of such an exam would require more resources than the City is able to provide in an expeditious and economically feasible manner.

The Department will recruit from within its part-time exempt workforce of Special Program Assistants (SPAs), all of whom are already engaged in performing unskilled manual labor. Most SPAs are hired from within the community surrounding the workplace, having worked with the Department as volunteers, general relief workers and/or court referral workers. The Department of Recreation and Parks believes, as indicated in the attached Board Report, that it would be appropriate to exempt all positions in the Department of Recreation and Parks assigned to the Vocational Worker classification as provided in Charter Section 111.

Attachment

Reviewed by (Personnel Department staff)

Approved by (Personnel Department staff)

REPORT OF GENERAL MANAGER NO._____

DATE_____ CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Exemption of Vocational Workers

J. Andervich____ P. Bryant ____
D. Gonzalez ____ A. Kerman____
S. Klippel ____ M. Mollinedo____
R. Sessinghaus ____ M. Whelan
D. Zamrzla____

_____
General Manager

Approved_____ Disapproved_____ Withdrawn_____

RECOMMENDATION:

That the Board instruct the Board Secretary to prepare a letter to the City Council and the Civil Service Commission requesting that thirty (30) positions of Vocational Worker, code 3113, and all subsequent positions of that classification, be exempted from the Civil Service provisions of the City Charter in accordance with Charter Section 111 (b) which governs exemption of unskilled laborers.

SUMMARY:

In the 1996-97 budget, our Department proposed converting thirty (30) positions of Gardener Caretaker to the classification of Vocational Worker. The duties of the Vocational Worker classification are largely unskilled and the incumbents will receive close supervision. It is the Department's intention to select employees from among our Special Program Assistant classification. We currently have 827 individuals employed as Special Program Assistant on our payroll. Exempting these positions from the civil service provisions of the Charter allows the Department to recruit from among our own workforce using a selection process based on the work performance of those employees participating.

The annual salary for Vocational Worker at the fifth step is $16,704. The annual salary for Gardener Caretaker at the fifth step is $29,023.20. This represents a savings of $12,319.20 per year. In the first year, the Department will save $369,576 in direct salary costs. Additional economies will be created by more efficient use of existing grounds maintenance personnel. The Mayor included this program as a productivity improvement element of his proposed budget.

Part-time employees who are selected will receive employee benefits including health insurance, sick leave and vacation; as well as be the recipients of a formalized training program which will allow them to increase their competitiveness in the examination for Gardener Caretaker.

The Vocational Worker classification is represented by Local 347, SEIU, AFL-CIO. Representatives from the Union are supportive of the institution of this program. This program will be reviewed at the end of the 1996-97 fiscal year and recommendations will be made as to whether we should expand it or maintain it at the current level.