

Reclassification Requests

Office of the City Attorney - Budget Request 2010-2011

Summary

The managers of the Office of the City Attorney have requested that our Departmental Personnel Ordinance and Resolution Authorities be changed to properly reflect the actual work performed by the following positions with the requested reclassifications. The requested changes are as follows:

Reclassification Requests – DPO

Branch	Section	From	To	No.
Office-wide	Office-wide	0551 Deputy City Attorney II	0552 Deputy City Attorney III	12
Criminal	Central Trials	0580 Legal Secretary I	0581 Legal Secretary II	1
Civil	Housing / HACLA	0582 Legal Secretary III	0578 Principal Clerk II	1

Reclassification Requests – PAR

Branch	Section	From	To	No.
Criminal	Gang	0551 Deputy City Attorney II	0552 Deputy City Attorney III	1

Reclassification Requests

Office of the City Attorney - Budget Request 2010-2011

Reclassification Requests – DPO

Office-wide

Deputy City Attorney III (12)

The Office of the City Attorney is requesting to re-classify twelve (12) regular Deputy City Attorney II position authorities to Deputy City Attorney III position authorities in the Departmental Personnel Ordinance.

The request reflects an administrative clean-up related to the current Memorandum of Understanding (MOU 29) with the Los Angeles City Attorneys Association that represents both Deputy City Attorney II and Deputy City Attorney III positions in the office. The MOU provides that the Deputy City Attorney IIs who achieve the top step in their classification automatically promote to the Deputy City Attorney class after twelve (12) months at the top step.

As such, without this reclassification, the office will have twelve Deputy City Attorney III authorities overfilling Deputy City Attorney II authorities during the 2010-2011 fiscal year.

Criminal & Special Litigation Branch

Legal Secretary II (1) – Central Trials

The Office of the City Attorney is requesting to re-classify one (1) regular Legal Secretary I position authority to Legal Secretary II position authority in the Departmental Personnel Ordinance.

The request reflects an administrative clean-up related to the current Memorandum of Understanding (MOU 3) with AFSCME that represents both Legal Secretary I and Legal Secretary II positions in the office. The MOU provides that the Legal Secretary Is who achieve the top step in their classification automatically promote to the Legal Secretary II class after twenty-four (24) months.

As such, without this reclassification, the office will have one Legal Secretary II overfilling a Legal Secretary I authority during the 2010-2011 fiscal year.

Reclassification Requests

Office of the City Attorney - Budget Request 2010-2011

Civil Branch

CA Principal Clerk II – Housing / HACLA

The requested change would add one CA Principal Clerk II authority and concurrently delete one Legal Secretary III authority in the Departmental Personnel Ordinance.

As the Housing and HACLA Division Support Staff Supervisor this position oversees the workflow and productivity of three support staff. Duties involve training new staff, completing annual performance evaluations, maintaining time keeping records for support staff and attorneys, monitoring vacation time, acting as liaison to the clients and other administrative duties as assigned.

Reclassification Requests - PAR

Criminal & Special Litigation Branch

Deputy City Attorney III (1) – Gangs (Gun Control)

The Office of the City Attorney is requesting to re-classify one (1) resolution authority Deputy City Attorney II position to a Deputy City Attorney III position authority in the City's PAR.

The request reflects an administrative clean-up related to the current Memorandum of Understanding (MOU 29) with the Los Angeles City Attorneys Association that represents both Deputy City Attorney II and Deputy City Attorney III positions in the office. The MOU provides that the Deputy City Attorney IIs who achieve the top step in their classification automatically promote to the Deputy City Attorney class after twelve (12) months at the top step.

As such, without this reclassification, the office will have one Deputy City Attorney III overfilling a Deputy City Attorney II resolution authority during the 2010-2011 fiscal year.

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.
All are accurate.

SUPERVISION RECEIVED: Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Work Assignments (Daily): The employee in this capacity will complete daily assignments determined by the requests submitted by LAHD and HACLA. The employee will work closely with the General Managers, Executive Assistants and other employees within the LAHD and HACLA Offices, to complete the assignments.

Supervision of Employee: The employee will be required to work independently and be given supervision on an as-needed basis in the review of completed projects and assignments. The employee must exercise independent judgment and have thorough knowledge of the work assignments when assigning and reviewing matters that are distributed to the Housing Division's attorneys. Minimal supervision and independent judgment are essential, as the employee will provide immediate administrative support to the Division when the Managing Assistant City Attorney and Assistant are both present and absent from the Office.

Interaction with Outside Agencies (frequently): The employee will interact and communicate with numerous outside agencies. Good oral communication and public relation skills are necessary to fulfill this duty. The employee will be required to provide immediate administrative support to the Managing Assistant City Attorney and Assistant City Attorney when they are both present and absent from the Office.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

- (a) Education (include specific matter). **Not applicable**
- (b) Experience (type and length; list appropriate city classes, if any).
Two years experience in office; supervisory experience, procedures and thorough knowledge of LAHD and HACLA processes and policies

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job. **Not applicable**

Hours per
week

_____ Strength to: _____ Lift _____ Push _____ Pull _____ Average weight _____ Heaviest weight _____ _____ Climbing (stairs, ladders, poles) _____ How far _____ _____ Face severe work conditions _____ Outdoors _____ on/near water _____ _____ Other/explain _____	SPECIAL NEED FOR: _____ Vision, to read fine print/numbers _____ Hearing, for telephones/alarms _____ Balance, for working heights _____ Other/explain _____ _____	EXTENSIVE USE OF: _____ Legs, for walking/standing _____ Hands and fingers _____ Back, for strenuous labor _____ Other/explain _____ _____	_____ _____ _____ _____ _____
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- (a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

- (a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Good knowledge of City structure, policies; strong knowledge of LAHD and HACLA processes and policies.

- (b) Materials or Products: Describe the responsibility for bringing about economies and /or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

Employee is responsible for the handling of legal documents that could impact settlements that effects the City's or the client's budget.

- (c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

Employee uses proper care and handling in the operation of machinery and equipment to prevent loss and damage. The employee may be required to call for repairs of defective or disabled equipment.

- (d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handled each month, or the amounts which are authorized to be expended each month.
 Is position bonded? _____ : amount of bond \$ _____

Not applicable.

- (e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

The employee will be in constant contact with general managers, assistant managers and other employees with LAHD, HACLA, numerous outside counsel firms and other City departments. The purpose of the contacts will relate to work assignments, invoices, meetings, subpoenas, council meetings etc.

- (f) Records and reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto.

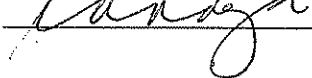
The employee works with IT to assist with the development and on-going maintenance of the database that assists with the development of statistical reports provided to HACLA for their submittal to HUD. The employee will be working with IT to develop a new database for LAHD for the same purpose of maintaining monthly and quarterly statistical reports to LAHD, which is scheduled to begin during the fiscal year 2010-11. The employee is responsible for maintaining a weekly report to track the work assignment of the attorneys.

Signature of the immediate supervisor _____

Date _____

Class Title: **Managing Assistant City Attorney** _____

Extension **(213) 978-7958** _____

Signature of department head  _____

Date **12/17/09** _____

Attachments:

- 1) Attachment A – Question 8

Support Staff Admin. and Supervisor

Performs a wide range of duties for the Managing Assistant City Attorney of the Housing Division (“Manager”) as well as serving as liaison to the Housing Division’s two clients, Los Angeles Housing Department (“LAHD”) and Housing Authority of Los Angeles (“HACLA”); the duties are as follows:

70% of time spent on administrative/supervisory support to Managing Attorney:

- Reviews timesheets for accuracy; signs off on support staff timesheets
- Serves and aids the Manager of the Division
- Coordinates and expedites the work of the unit
- Staffing support staff positions (conducting interviews, setting up interviews, mailing job applications)
- Serves as liaison to the Housing Division’s two clients LAHD and HACLA
- Works with IT Systems personnel to design databases
- Assists the Manager with law school interns by obtaining the names and resumes; make work and seating arrangements; introduce interns to attorneys and support staff within the division; arrange with the attorneys of division to provide work assignments for interns; work with IT to ensure log-in accounts and passwords for interns access to computer equipment; handle any and all computer problems for interns and arrange schedules with interns on work schedules
- Coordinates with thirteen attorneys regarding work assignments e-mailed to the attorneys directly from the clients to ensure that those assignments are logged and inputted into the database for statistical reports
- Ensures that good public relations are maintained between the City Attorney’s Office support staff and LAHD and HACLA staff
- Participates with the Manager in attending meetings at HACLA for the review and procedures of their outside counsel invoice database
- Collects and enters information into the database for the purpose of preparing monthly statistical reports:
 - Work assignments submitted from clients are enter into Access database
 - Excel for invoices
- Accepts and reviews all incoming assignments for both clients (LAHD and HACLA) dealing with claims, PRA’s, subpoenas, contracts, agreements, rental agreements, loan documents, covenant bonds, bankruptcy, personnel loan contracts, complaints, outside counsel invoices, correspondence, probate, board reports, resolutions, and other miscellaneous projects
- Assigns the above incoming assignments to both LAHD attorneys, HACLA attorney and support staff; in addition assigns the incoming litigation case to the three litigating attorneys
- Coordinates with all attorneys and support staff to ensure that work assignments are evenly distributed
- Assist attorneys in resolving issues with their assigned support staff and makes re-assignments as needed
- Prepares appropriate forms for cash reimbursements for parking
- Makes recommendations to the Manager of the division on budgetary issues concerning the office related to personnel and administrative matters
- Sets up appointments, reserves conference rooms and meetings
- Finds solutions to administrative problems and uses independent judgment to all aspects of work
- Performs administrative duties as requested by the Manager, and is expected to be familiar with all support staff duties and assume such duties whenever necessary
- Assists with the parking arrangements for general manager, assistant managers and/or outside counsel
- Handles matters for the general managers and assistant managers for both clients LAHD and HACLA - Matters are countless and numerous but they range from
 - Assignments submitted for review and approval and to be assigned to attorneys
 - Contracts (various types – must know who to assign them to, must be able to pull data from the database to give info or answers to the both clients)
 - Inquiries about data from specific assignments (using the database)
 - Subpoenas (various types: Subpoena Duce Tecum, Production of Documents etc. – must be able to give any necessary info to HACLA)

- Board Reports – approvals, inquiries, updates
- Correspondence
- Coordinating meetings upon request
- Conference calls
- Travel Arrangements
- Statistical Reports re work assignments done on a monthly and quarterly basis requested by HACLA. Quarterly Reports - queries the database for total number of assignments for each category; Section 8, Tech Services, HR and General Adm., then determines percentages in each category. Monthly reports – to determine which assignments are outstanding and dividing assignments among the attorneys; sending out reminders to attorneys on upcoming due dates
- Reminder notices to attorneys regarding meetings, conference calls, depositions etc.
- Acquiring agendas for meetings, faxing agendas and distributing
- Setting up luncheons for the discussion of litigation cases with numerous outside counsel
- Create and organize computer folders for attorneys regarding work assignments that are submitted by the clients; obtain and copy electronic copies of assignments from clients
- Obtaining fully executed copies of contracts, agreements and other items from clients for attorneys
- Performs work that requires thorough in-depth knowledge of legal and court procedures, office policy procedures, reports, ordinances and opinion procedures
 - State and Federal procedures
 - HACLA's policies with regards to invoices; obtaining approval signatures, submitting to appropriate personnel
 - HACLA's procedures on preparing statistical reports; distributing, copying and submitting to appropriate personnel
 - Proper formats, approvals, signatures on ordinance
 - Distribution lists for reports ordinances and opinions

20% of time spent on supervisory duties:

- Support Staff Supervisor – (2) LS II, long-term LS temp
- Trains, counsels and evaluates the performance of the support staff
- Evaluates the performance of support staff personnel
- Distributes and assigns work to the support staff
- Organizes support staff vacation schedules, overtime and time off, maintaining daily attendance records for support personnel
- Keeps employees informed of office policies, city policies and other procedures

10% of time spent on miscellaneous duties:

- Requests and monitors furniture, supplies and equipment
- Research in CLS and/or other database (internal and external)
- Reviews job applications submitted for new hire/transfer within the division
- City Forms are computerized and used as templates using Word, Access or Excel

OFFICE OF THE CITY ATTORNEY

Housing and HACLA

