

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: AUTHORIZATION OF SALARY
DIFFERENTIALS FOR BONA FIDE
SUPERVISORS

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 17

BACKGROUND

Since September 8, 1970, Los Angeles Administrative Code Section 4.62.2 amended effective July 1, 2000, provides that a salary differential may be paid for bona fide supervisors. This salary differential is approximately 5.5%. Authorization for granting such differentials is delegated to the City Administrative Officer. This Personnel Directive contains the procedure to be followed by the Department of Public Works when making such requests.

Criteria for Consideration by Requesting Bureau

1. The supervisory relationship must be full time and regularly assigned. Part time and/or temporary assignments will not be considered.
2. The subject supervisor must have full administrative and technical authority to assign, review and approve the work of a subordinate. The supervisory relationship must be one of fact, rather than merely of form.
3. The supervisor and subordinate must be in the authorized and allocated classes. Neither person may be serving in an in-lieu appointment.
4. The salaries for both the supervisor and subordinate must be fixed by salary range number.
5. The rates to be compared must be the maximum rates of the salary ranges prescribed for the classes of the supervisor and the subordinate. Do not consider any premiums, bonuses or working condition differentials.
6. Salary differentials to compensate individuals supervising others in the same class will not be approved. Section 4.62.2 does not supersede authorized procedures for the establishment of new classes or pay grades; therefore, when supervisor and subordinate are in the same class no request for salary differential can be considered.
7. The manager (highest ranking supervisor) of any department, bureau or office and the manager's chief assistant are excluded from consideration for supervisory salary differential.

NOTE: Certain Memoranda of Understanding (MOU) which cover Public Works employees contain exceptions to the above criteria. Therefore, when an employing bureau considers a supervisory differential for an employee, it should check the appropriate MOU.

NOTE: Bureaus may be confronted by situations involving problems of inadequate supervisory differentials not meeting the criteria of Administrative Code Section 4.62.2. When such is the case, a request may have to be submitted to the City Administrative Officer in connection with the departmental special salary adjustment review made each January, in conformance with Administrative Code Section 4.57.

PROCEDURE

I. Employing Bureau Initiates Request

- A. Upon its determination that an employee's supervisory relationship warrants payment of a supervisory salary differential, the employing bureau shall prepare a report for submission to the City Administrative Officer. A separate report shall be submitted for each request. The format of the report shall be as follows:

"Subject: Request For Authorization of Salary Differential For Bona Fide Supervisor Under Administrative Code Section 4.62.2"

The Statement –

"The Bureau of (insert bureau name) has determined that the supervisory duties of (insert individual's name) employed in the class of (insert Civil Service Classification), Range (insert range number), warrant payment of a salary differential and requests that such authority be granted, in consideration of the following:"

1. The Bureau shall submit the name, Civil Service Classification and range number of the subordinate who qualifies the supervisor for a salary differential. Exclude any premiums, bonuses or working conditions differentials.
 2. The Bureau shall submit the nature of the supervisory relationship. This must include a statement that both positions are in the authorized and allocated classes and are full time and regularly assigned, and the specifics relating to the supervisor's authority to assign, review and approve the work of the subordinate.
 3. The Bureau shall submit any other facts it believes are pertinent in reaching the proper decision.
- B. The Bureau Head of the employing Bureau shall transmit the request to the City Administrative Officer.

II. Final Determination

- A. The City Administrative Officer, upon receipt of the request, will make the final determination and notify the Bureau.
- B. If the request is approved, the Bureau will prepare the necessary documentation and transmit it to OMES for preparation of a Form 41.
- C. If the request is denied, no documentation will be transmitted.

References: Los Angeles Administrative Code, Sections 4.57, 4.62

Supersedes Personnel Directive No. 17, revised 12/16/1983