



RESOLUTION NO. \_\_\_\_\_

**BOARD LETTER APPROVAL**

*Tracey K. Pierce*  
Tracey K. Pierce (Sep 30, 2024 18:03 PDT)

**TRACEY K. PIERCE**  
Chief People Officer  
Human Resources

A handwritten signature in black ink, appearing to read 'Janisse Quiñones'.

**JANISSE QUIÑONES**  
Chief Executive Officer and Chief Engineer

**DATE:** September 30, 2024

**SUBJECT:** Establish and Revise Duties Description Records, Adopt the Salaries, and Amend the Annual Personnel Resolution for the Classification of Chief of Drafting Operations.

**SUMMARY**

The proposed Resolution will revise the Duties Description Record (DDR) for the Chief of Drafting Operations (CODO) “A”, Class Code 7271, DDR No. 95-72713; adopt the DDR for CODO “B”, Class Code 7271, DDR 95-72714; and amend the Annual Personnel Resolution (APR) to reflect the new DDRs and salaries.

City Council approved the salaries for CODO on October 28, 2022.

No further City Council action is required.

**RECOMMENDATION**

It is recommended that the Board of Water and Power Commissioners (Board) adopt the attached Resolution, which has been approved as to form and legality by the City Attorney.

**ALTERNATIVES CONSIDERED**

The alternative to this action would be to retain the status quo, in which the CODO “B” DDR does not exist at LADWP. However, this option is not recommended as it does not provide an opportunity to properly train and expose employees to the duties and responsibilities of CODO “A”, thereby not preparing them with the necessary skills, knowledge, and abilities to perform at that level.

## **FINANCIAL INFORMATION**

LADWP and the Management Employees Association (MEA) reached an agreement on the salaries of the existing CODO “A” DDR and the new CODO “B” DDR via the Memorandum of Understanding (MOU) effectuated for the period of January 1, 2022, through December 31, 2025. The Board adopted the MOU on October 11, 2022, and the City Council approved the salaries on October 28, 2022.

The fifth step monthly salaries are as follows:

Class Title	DDR No.	Current Monthly Salary	Proposed Monthly Salary
CODO “A”	95-72713	\$18,492.72	N/A
CODO “B”	95-72714	N/A	\$16,831.02

There is one incumbent in the CODO “A” DDR.

## **BACKGROUND**

The work performed by the CODO classification is related to planning, directing, and coordinating through subordinate unit heads and supervises all activities of the Power System drafting function, including, but not limited to the Mechanical, Structural, Civil, Electrical, and Architectural Drafting Units, Distribution Maps and Records, and Computer-Aided Drafting/Design (CAD/D) Technical Support. The CODO classification exercises administrative supervision through the respective unit heads, coordinates the activities of the various groups with design engineers, and conducts administrative reviews of completed drafting work.

Establishing the CODO “B” DDR will create an opportunity to expose and train employees to work with Power System drafting function, including, but not limited to the Mechanical, Structural, Civil, Electrical, and Architectural Drafting Units, Distribution Maps and Records, and CAD/D Technical Support. Consequently, this will help address LADWP’s succession planning efforts by creating the lower level CODO “B” DDR for the critical CODO class.

## **ENVIRONMENTAL DETERMINATION**

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(4) states that government fiscal activities which do not involve any commitment to any

specific project which may result in a potentially significant physical impact on the environment do not meet that definition. Therefore, the establishment of DDRs, adoption of salaries, and the amendment of the APR for the Class of CODO is not an action subject to CEQA.

### **CITY ATTORNEY**

The Office of the City Attorney reviewed and approved the Resolution as to form and legality.

### **ATTACHMENTS**

- Resolution
- CODO "A", DDR No. 95-72713
- CODO "B", DDR No. 95-72714