



Los Angeles
Department of
Water & Power

RESOLUTION NO. _____

BOARD LETTER APPROVAL

Tracey K. Pierce

Tracey K. Pierce (Sep 9, 2024 17:14 PDT)

TRACEY K. PIERCE
Chief People Officer
Human Resources

J. Quiñones

JANISSE QUIÑONES
Chief Executive Officer and Chief Engineer

DATE: August 29, 2024

SUBJECT: Establish and Revise Duties Description Records, Adopt the Salary, and Amend the Annual Personnel Resolution for the Senior Architect

SUMMARY

The proposed Resolution will establish and adopt the Duties Description Record (DDR) for Senior Architect (SA) "A", Class Code 7927, DDR No. 95-79271, and SA "B", Class Code 7927, DDR No. 95-79270; and adopt the salary as approved by the City Council for SA "A"; and amend the Annual Personnel Resolution (APR) to reflect the new SA DDRs and salary.

The Los Angeles City Council (City Council) approved the salary for the SA class at its meeting on March 15, 2024 (Council File 24-0106).

No further City Council action is required.

RECOMMENDATION

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

ALTERNATIVES CONSIDERED

The alternative would be to maintain the status quo in which the DDR for SA "A" does not exist. However, this option is not recommended, as an absence of a high-level architect manager responsible for executing multiple large projects will cause delays in the design and approval process.

FINANCIAL INFORMATION

On March 15, 2024, the City Council approved the salary for SA “A” for the Los Angeles Department of Water and Power (LADWP). No salary changes will be made for the existing SA DDR, which will become the “B”- level DDR. The fifth step monthly salaries are as follows:

Class Title	DDR No.	Current Monthly Salary	Proposed Monthly Salary
Senior Architect A	95-79271	N/A	\$19,968.24
Senior Architect B	95-79270	\$17,363.46	N/A

There is currently no incumbent on the SA “A” pay level. LADWP expects to budget funds to cover one position. Filling the SA “A” position will result in an annual financial impact of \$239,618.88.

BACKGROUND

Currently, the SA class has one DDR level. The existing DDR is responsible for the supervision of architectural and engineering staff engaged in the preparation of architectural designs, engineering specifications, cost estimates, and technical and administrative reports regarding LADWP facilities.

LADWP does not have a high-level architect manager responsible for executing multiple large projects. The proposed SA “A” DDR will bridge the gap between the current SA and the Capital Facilities Construction (CFC) Division Director, and the revised SA “B” DDR will modify the existing duties of the current DDR with respect to the new SA “A” DDR.

The SA “A” position in LADWP would serve as the head architect of the CFC group and be responsible for overseeing large budget programs and initiatives involving multiple projects, for which current estimates approach approximately \$2 billion over the next ten years. The position would be tasked with managing a comprehensive design and construction management program for new LADWP facilities, and renovations and refurbishments for existing ones, including the review and approval of architectural plans and the management of large benches of professional and open bid construction contracts.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to 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)(5) states that organizational or administrative

activities that will not result in direct or indirect physical changes in the environment do not meet that definition. Therefore, the establishment of Duties Description Records and salaries, and the amendment of the Annual Personnel Resolution 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
- Senior Architect "A", DDR No. 95-79271
- Senior Architect "B", DDR No. 95-79270