

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 13, 2025

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **AMENDMENTS TO THE 2023-2028 MEMORANDA OF UNDERSTANDING (MOU) FOR BARGAINING UNITS 04, 14, AND 18 REPRESENTED BY SERVICE EMPLOYEE INTERNATIONAL UNION (C.F. [24-0427](#))**

## RECOMMENDATIONS

The City Administrative Officer (CAO) recommends the following actions by the City Council:

1. Approve the attached Amendments to MOUs 04, 14, and 18 to add Targeted Local Hire and Bridge-to-Jobs Program classifications to the appropriate MOUs, and
2. Authorize the City Controller and the CAO to correct any clerical errors in the MOUs, or make necessary technical corrections subsequent to City Council approval.

## SUMMARY

On October 31, 2023, the City Council adopted Ordinances No. 188035 and No. 188034, which amended Schedule "A" of Section 4.61 of the Los Angeles Administrative Code (LAAC) to establish salaries for new Targeted Local Hire and Bridge-to-Jobs Program classifications. The classifications included Cement Finisher Worker Assistant, (Class Code 3359), Cement Finisher Worker Trainee (Class Code 3358), Mechanical Helper Assistant (Class Code 3770), Vocational Worker Mechanical Helper (Class Code 3113-H), Traffic Painter and Sign Poster Assistant (Class Code 3406), and Traffic Painter and Sign Poster Trainee (Class Code 3405).

On April 30, 2024, the City Council adopted Ordinance No. 188237, which amended Schedule "A" of Section 4.61 of the LAAC to establish salaries for Bridge-to-Jobs Program classifications of Security Officer Assistant (Class Code 3314) and Security Officer Trainee (Class Code 3313).

On October 28, 2024, the Employee Relations Board (ERB) signed the Decision and Order Amending Certification to approve the accretions of the Targeted Local Hire and Bridge-to-Jobs Program classifications into the respective MOUs for the targeted civil service classifications represented by the Service Employees International Union (SEIU) Local 721. The Certifications approved the accretion of Cement Finisher Worker Assistant (Class Code 3359), Cement Finisher Worker Trainee (Class Code 3358), Mechanical Helper Assistant (Class Code 3770), and Vocational Worker Mechanical Helper (Class Code 3113-H) into the Service and Crafts Representation Unit (MOU 14), Traffic Painter and Sign Poster Assistant (Class Code 3406) and Traffic Painter and Sign Poster Trainee (Class Code 3405) into the Equipment Operation and Labor Employees Representation Unit (MOU 04), and Security Officer Assistant (Class Code 3314) and Security Officer Trainee (Class Code 3313) into the Safety/Security Representation Unit (MOU 18).

In accordance with Article 1.7, Amendment of MOU to Include New Classes, of MOUs 04, 14, and 18, the CAO has provided the amendments attached hereto to accrete the classifications as approved by the ERB.

## **FISCAL IMPACT**

The General Fund will not be impacted in FY2024-25 as Departments will hire employees into these classifications using existing vacant civil service position authorities.

*MWS:PAG:PF:0725132*

Attachments

**AMENDMENT NO. 1**

**MEMORANDUM OF UNDERSTANDING  
SAFETY/SECURITY REPRESENTATION UNIT  
(MOU #18)**

**AMENDMENT NO. 1 to Memorandum of Understanding  
made and entered into this 13<sup>th</sup> day of May, 2025**

**BY AND BETWEEN THE**

**CITY OF LOS ANGELES**

**AND THE**

**SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721**

**December 31, 2023 through December 23, 2028**

**MOU AMENDMENT NO. 1**  
**SAFETY/SECURITY REPRESENTATION UNIT (MOU #18)**

The Service Employees International Union, Local 721, and the City of Los Angeles have reached agreement on the following MOU amendments.

The following Article 6.4 – Uniforms and Maintenance Allowance is **amended**, as follows:

**ARTICLE 6.4            UNIFORMS AND MAINTENANCE ALLOWANCE**

Effective November 17, 2024, the following provisions in Article 6.4 A. shall be implemented.

- A. Uniforms required by Management and not provided by a Department will be replaced, maintained, and cleaned at the employee's expense. Management will provide each employee, in the classes listed below, a cash payment of \$1,225.00 per fiscal year to each employee who is compensated for pay period 11 of each year, for maintenance, cleaning, laundering, or dry cleaning of any required uniforms. This payment will be made through an employee's regular paycheck as part of the paycheck issued for pay period 11 for that fiscal year. Employees may only receive one uniform allowance in each fiscal year. An employee transferring or promoting into this Unit shall receive only one uniform payment per year under the terms of the employee's former MOU. This allowance shall be a cash, non-pensionable payment and shall be taxed at the applicable supplemental state and federal taxation rates. In the event that management changes the type and/or style of required uniforms, Management will, subject to review and approval by the CAO, provide an appropriate initial issue and will provide for maintenance and replacement either through a contract service or an allowance. Any allowances paid to employees herein are non-pensionable.

<u>Code No.</u>	<u>Title</u>
4330	Animal Licensing Canvasser
4311	Animal Control Officer
3199	Security Aide
3181	Security Officer
<b><u>3314</u></b>	<b><u>Security Officer Assistant</u></b>
<b><u>3313</u></b>	<b><u>Security Officer Trainee</u></b>
3207	Property Officer
3211	Detention Officer
3214-1	Traffic Officer I
3214-2	Traffic Officer II
3214-3	Traffic Officer III

The provisions below in Article 6.4 A. expire on November 16, 2024, and are replaced with the provisions above.

- A. Uniforms required by Management and not provided by a department will be replaced, maintained, and cleaned at the employee's expense unless noted otherwise. Management will give to each employee, in the classes listed below, an allowance for such maintenance and cleaning of forty-five dollars (\$45.00) each pay period for laundering any wash and wear type of required uniforms or forty-five dollars (\$45.00) each pay period for dry cleaning dress type uniforms. In the event that management changes the type and/or style of required uniforms, Management will, subject to review and approval by the CAO, provide an appropriate initial issue and will provide for maintenance and replacement either through a contract service or a biweekly allowance. Any allowances paid to employees herein are non-pensionable.

<u>Code No.</u>	<u>Title</u>
4330	Animal Licensing Canvasser
4311	Animal Control Officer
3199	Security Aide
3181	Security Officer
3207	Property Officer
3211	Detention Officer
3214-1	Traffic Officer I
3214-2	Traffic Officer II
3214-3	Traffic Officer III

B. Work Shoes and Boots

Full time employees who are required by management to wear a specific safety-type work shoe/boot or a uniform shoe/boot and whose employing department does not already provide said shoes or boots, or a cash allowance, shall receive a cash allowance of three hundred dollars (\$300.00) and intermittent and half-time employees shall receive one-half this cash allowance, one hundred fifty dollars (\$150.00), for the purchase, repair and maintenance of said shoes or boots provided they are on active payroll status each January 1 during the term of this MOU. In no event shall an employee receive more than three hundred dollars (\$300.00) per calendar year under the provisions of this Article. This payment shall be made by separate check distributed in February for the term of the MOU.

Each department shall develop safety shoe standards to include safety requirements, style and color consistent with operating needs and reasonable uniformity. All employees, including new hires and transfers, shall be responsible for compliance with these standards. Failure to wear approved and serviceable safety shoes while on duty may subject the employee to appropriate discipline.

All other provisions of Article 6.4 remain unchanged.

The following Article 6.5 – Uniforms and Maintenance Allowance is **amended**, as follows:

## **ARTICLE 6.5      RAIN GEAR**

Management shall provide rain gear for employees in those classifications listed below who are required to work outside in inclement weather as a normal part of their job duties. In addition, Management shall replace such gear when no longer serviceable. For enhanced safety, where rain jackets and pants are provided when working around moving vehicles, the rain gear must meet the following specifications:

Rain Jackets – Jackets with attached or detachable Parka hood. Fire retardant PVC/Nylon/PVC laminated construction. Storm front. Non-Conductive buttons for closing. Exterior-High Visibility Color. Seams double needle lock stitch to form seams which will not rip, coated seams inside and out. Vent holes under armpit. Material will not crack or peel in temperatures of -30°F to 120°F.

Rain Pants – Bib coverall type capable of being worn with Rain Jackets furnished. Color, construction, and, seams as specified for Rain Jackets. Fly Front, elastic suspenders.

<u>Code No.</u>	<u>Title</u>
4311	Animal Control Officer
4330	Animal License Canvasser
3181	Security Officer
<b><u>3314</u></b>	<b><u>Security Officer Assistant</u></b>
<b><u>3313</u></b>	<b><u>Security Officer Trainee</u></b>
3214-1	Traffic Officer I
3214-2	Traffic Officer II
3214-3	Traffic Officer III

All other provisions of Article 6.5 remain unchanged.

The Appendices E – J of MOU 18, attached hereto, are amended to add the classifications and salaries for Security Officer Assistant, Code 3314, and Security Officer Trainee, Code 3313, which were accreted on October 28, 2024.

#### **Appendix E (Operative October 20, 2024)**

Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant*	2315	6	\$58,443 - \$72,599
3313	Security Officer Trainee*	2315	6	\$58,443 - \$72,599

*\*Classes accreted on October 28, 2024*

#### **Appendix F (Operative on June 29, 2025)**

Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant	2406	6	\$60,760 - \$75,502
3313	Security Officer Trainee	2406	6	\$60,760 - \$75,502

#### **Appendix G (Operative on June 28, 2026)**

Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant	2504	6	\$63,224 - \$78,529
3313	Security Officer Trainee	2504	6	\$63,224 - \$78,529

#### **Appendix H (Operative on June 27, 2027)**

Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant	2578	6	\$65,082 - \$80,889
3313	Security Officer Trainee	2578	6	\$65,082 - \$80,889

#### **Appendix I (Operative on December 26, 2027)**

Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant	2657	6	\$67,066 - \$83,311
3313	Security Officer Trainee	2657	6	\$67,066 - \$83,311

#### **Appendix J (Operative on June 25, 2028)**


Class Code	Title	Range	Starting Step	Salary Rate
3314	Security Officer Assistant	2710	6	\$68,423 - \$85,002
3313	Security Officer Trainee	2710	6	\$68,423 - \$85,002

**MOU AMENDMENT NO. 1**  
**SAFETY/SECURITY REPRESENTATION UNIT (MOU #18)**


Except for the amendments specified herein, all other Articles and/or provisions of the 2023-2028 MOU No. 18 shall remain in full effect during the term of the December 31, 2023 – December 23, 2028, MOU.

**IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized representatives to execute this Amendment No. 1 to the 2023-2028 Memorandum of Understanding the day, month, and year first above written.


**FOR THE UNION:**

  
\_\_\_\_\_  
Jenita Igweakor  
Regional Director, SEIU

4/15/25  
Date


  
\_\_\_\_\_  
Pedro Conde  
Bargaining Unit Chair, MOU 18

4-15-25  
Date

  
\_\_\_\_\_  
Steve Koffroth  
Chief Negotiator, SEIU 721


4-7-25  
Date

**FOR THE CITY:**

  
\_\_\_\_\_  
Matthew W. Szabo  
City Administrative Officer

5 / 13 / 2025  
Date

**Approved as to Form and Legality:**

  
\_\_\_\_\_  
Ulysses Aguayo  
Office of the City Attorney

04/16/25  
Date