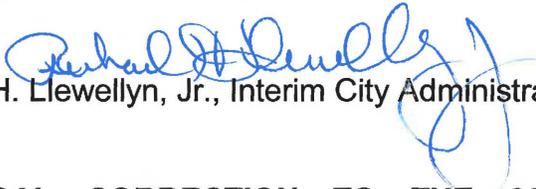


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 17, 2017

To: Ron Galperin, Controller  
Attn: Vijay Singhal, Principal Deputy Controller

From:   
Richard H. Llewellyn, Jr., Interim City Administrative Officer

Subject: **TECHNICAL CORRECTION TO THE 2013-2019 MEMORANDUM OF UNDERSTANDING FOR THE SUPERVISORY ADMINISTRATIVE UNIT (MOU 20)**

The following correction is being made to Memorandum of Understanding No. 20 for the Supervisory Administrative Unit to clarify the correct step when applying the salary note for approved additional compensation.

**SALARY NOTES**

Note 5: Any person in the class of Principal Clerk, Code 1201, in the Department of Public Works who is paid at the **top** step of the salary range prescribed for the class, and is assigned to regularly supervise a Senior Clerk Typist, who receives a salary at the fifth premium level above the fifth step of the salary range prescribed for the class for: a) processing requests for service in the Service Request Section of the Bureau of Street Maintenance; or, b) processing requests for service through the 800 Hotline phone number in the Refuse Collection Division of the Bureau of Sanitation; or, c) processing requests for service in the Public Information and Sewer Service Charge Refund Unit of the Bureau of Sanitation, shall receive a biweekly bonus of \$200.00 above the appropriate compensation of the class of Principal Clerk.

If you have any questions, please contact Errol Griffin at (213) 978-7633 or at [errol.griffin@lacity.org](mailto:errol.griffin@lacity.org).