

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

Date: July 1, 2020

To: Ron Galperin, Controller  
Attn: Robert Wingenroth, Principal Deputy Controller

From: Richard H. Llewellyn, City Administrative Officer



Subject: **2018-21 MEMORANDUM OF UNDERSTANDING NO. 3 – TECHNICAL CORRECTIONS (C.F. NO. 19-0845-S1)**

The following technical corrections are being made to Memorandum of Understanding No. 3 for the Clerical Unit:

**Salary Note I:** For clarity in describing compensation parity between the classes and pay grades of Communications Information Representative III and the Senior Administrative Clerk III at the Harbor Department only, this salary note is updated as follows:

**DELETE:**

- I. Effective July 8, 2018, any employee in the class of Communications Information Representative III, Class Code 1461-3, or Senior Administrative Clerks III, Class Code 1368-3, who is assigned as a Port Pilot Dispatcher or Port Police Dispatcher and is required to train new employees at least 50% of the time in any one day, shall receive additional compensation at the second premium level rate (5.5%) above the employee's step rate of the salary range prescribed for the employee's class for each day so assigned. This compensation is non-pensionable.

**ADD:**

- I. Effective July 8, 2018, any employee in the class of Communications Information Representative III, Class Code 1461-3, or Senior Administrative Clerks III, Class Code 1368-3, who is assigned as a Port Pilot Dispatcher or Port Police Dispatcher and is required to train new employees at least 50% of the time in any one day, shall receive additional compensation at the second premium level rate (5.5%) above the salary range prescribed for the Senior Administrative Clerk III class at the employee's step level for each day so assigned for each day so assigned. This compensation is non-pensionable.

Please contact Isophine Atkinson by email at [Isophine.Atkinson@lacity.org](mailto:Isophine.Atkinson@lacity.org) or telephone at (213) 978-7644 if additional information is needed.

*RHL:DB:ICA:0720180*

c: Daniel Quach, Office of the Controller  
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