

DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATION
BUREAU MANUAL
DIVISION A
GENERAL INFORMATION

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**DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATION
BUREAU MANUAL
DIVISION A
GENERAL INFORMATION**

MISSION STATEMENT

The mission of the Bureau of Contract Administration (BCA) is to:

- § Serve as the public witness of work financed by public funds or performed in the public right of way to ensure the citizens of Los Angeles receive quality construction for the money spent.
- § Protect the City=s interest in the construction of public improvements by serving as an independent quality assurance agency and by assuring that these projects are administered in accordance with the plans, specifications, State and Federal Law, and standards for quality to afford the greatest benefit to the public.
- § Provide an impartial review of the quality and progress of a project, independent of any design, construction, management, or other biased agency, and prepare progress payments for acceptable work to the contractor.
- § Reduce future maintenance costs, ensure longevity, provide for public convenience and safety, and minimize public liability.
- § Enforce Articles 13 and 14, Chapter 1, Division 10 of the City of Los Angeles Administrative Code to ensure that all Public Works construction contracts are awarded only to contractors who possess the quality, fitness, and capacity to satisfy the City=s needs, deliver quality construction at a fair price, and maintain a good client/customer relationship.
- § Enforce the Mayor=s Executive Order regarding Minority, Women, and Disadvantaged Business Enterprise regulations for the Department of Public Works, and affirmative action and labor compliance regulations on City awarded construction and non-construction contracts.
- § Certify qualified Minority, Women, and Disadvantaged Business Enterprises for all City Departments

A1 INTRODUCTION

A1-1 General

The Bureau of Contract Administration (BCA) is one of six (6) Bureaus within the Department of Public Works. BCA is overseen by the Board of Public Works and directed by the Inspector of Public Works. The Inspector of Public Works is exempt from the Civil Service provisions of the Los Angeles City Charter and is appointed by the Mayor.

The Bureau provides inspection services for both material and construction and administers Public Works contracts for projects within the public right-of-way in the City of Los Angeles, street improvements, sewer and storm drain construction, bridges, tunnels, public buildings, and other related improvements.

The Bureau provides services for recreational facilities, airport facilities, sewage disposal plants, marine construction, shop fabrication, material plant inspection, and erosion control.

Public Works contracts administered by BCA include Capital Improvement Projects, Assessment Act Projects, Grant-funded projects, projects financed by general obligation bond issues approved by the electorate, and permits issued to private parties for work to be conducted within the public right-of-way.

BCA performs inspection services and contract administration functions for other City Departments and local agencies including, but not limited to:

Fire Department	Utility Companies
Police Department	Department of Recreation and Parks
Library Department	Convention Center Authority
Port of Los Angeles	Metropolitan Transportation Authority (MTA)
Los Angeles World Airports	Los Angeles County Flood Control District
Department of Transportation	State Department of Transportation (Cal-Trans)

The Office of Contract Compliance (OCC) is responsible for implementing, monitoring and enforcing Federal, State, and local laws, directives and policies relating to Affirmative Action, Equal Employment Opportunity, Prevailing Wages, and Minority, Women, and Disadvantaged Business Enterprises. In addition OCC is responsible for the Subcontractor Outreach Program, Small and Local Business Programs, Unified Certification Programs, and Prevailing Wage Laws.

OCC ensures that contractors comply with all applicable regulations at the time of bidding and throughout their performance of each contract.

This Bureau Manual is designed to provide the personnel in the Bureau of Contract Administration with a source of information to guide and assist them in the performance of their duties.

It is not intended that this Bureau Manual be in conflict with or take precedence over any contract, permit provision, specification, or M.O.U. This manual is intended to be a corollary reference of written instruction on matters not coming directly within the scope of specific requirements for a project. Individual judgment and decision is required of field personnel on a variety of matters not covered by these instructions, and these instructions are not to be applied in an arbitrary manner. Specific problems require specific solutions, decisions, and courses of action within the framework of this manual. All matters of major importance are to be brought to the attention of the Supervisor, who is the primary source of assistance in most Bureau matters.

Thoroughness, attention to detail, integrity, and critical thinking are as important to the successful Inspector as skill and experience in construction.

A1-2 Bureau Manual Organization

-2.1 Bureau Manual Divisions

§ Division A, General Information

Subject matter contained in this division includes:

1. The Bureau organization structure; responsibility and function within the Department of Public Works; relationship to the divisions of City governmental agencies and outside agencies, including those in the private sector.
2. Regulations governing Public Works construction in the City of Los Angeles.
3. Personnel regulations and procedures.
4. General construction inspection policies and procedures.

§ Division B, Public Works Inspectors= Manual

This division of the Bureau Manual is a complete operational and technical guidebook for inspectors charged with the responsibility of inspecting all types of Public Works construction. It is unique as the most comprehensive and authentic text of its kind ever written and published. The contents of this manual prove to be of considerable value, not only to inspection personnel but to contractors, engineers, architects, and to students considering Public Works inspection as a career.

The first edition of this manual was written in 1957 for use by personnel of the Bureau of

Contract Administration, and published in that year. The publishers recognized the non-availability of such a work to serve the needs of countless other governmental agencies. To this end, the manual was edited and recast with references to departments and bureaus of the City of Los Angeles eliminated in order that the text might have general application by any other governmental agency which might adopt it for its own use.

The first author was Silas B. Birch, Jr., former director of the Bureau of Contract Administration.

The text material in this manual is of universal application in modern engineering construction and contains most of the background and technical information essential to the effective performance of the construction inspector.

The procedures set forth in this manual are designed to be compatible with the provisions of the Standard Specifications for Public Works Construction (Green Book). This manual, however, is intended as a corollary book of reference and would not take precedence over provisions of specifications or other contract documents in the event of a conflict.

§ **Division C, Supplemental Construction Inspection Information**

This division of the Bureau Manual provides instruction for the completion of communications and instructions issued by Bureau Management for the purpose of:

1. Supplementing or revising information contained in other divisions of this manual
2. Clarification of Standard Specification requirements

§ **Division D, Supervision Manual**
(Issued to Management and Supervisors only)

This manual is designed to provide the Principal Construction Inspector (Supervisor) with a ready reference to general information, policy, and standard operating procedures associated with the duties and responsibilities at the supervisor level.

§ **Division E, Management Policy**
(Issued to Management and Supervisors only)

The basic management policy of the Bureau is defined in the Administrative Orders included in this division of the Bureau Manual.

§ **Division F, Office Manual**
(Issued to administrative personnel only)

This division is a guide for the personnel employed in the office administration, staff, and clerical functions of the Bureau.

§ **Division G, Office of Contract Compliance Manual**

This manual provides organizational, administrative, technical, and procedural information for personnel employed in the Office of Contract Compliance (OCC).

A2 CITY AND DEPARTMENT OF PUBLIC WORKS ORGANIZATION

A2-1 City of Los Angeles

The City organization is comprised of the standard branches of a democratic government.

The legislative branch is the City Council, comprising members elected by the people of the district of the City they represent.

The judicial branch is represented by the City Attorney, an elected official.

The executive branch of the City government rests in the Office of the Mayor, an elected official. The Mayor delegates many functions of that office to Boards and Commissions essential to the business of the City. All board members and commissioners are appointed by the Mayor, subject to confirmation by the City Council.

-1.1 Council Districts

See Council District Map, Appendix A2-1.1

-1.2 Council Offices and Field Deputies

See Appendix 2-1.2

A2-2 Department of Public Works

-2.1 General

The Department of Public Works, the City's third largest Department, is responsible for construction, renovation, and the operation of City facilities and infrastructure. The Department builds the City streets, installs its sewers, and constructs storm drains as well as public buildings and service facilities.

The Department is comprised of a staff of over 5500 employees who design and execute public projects from sidewalks to bridges to wastewater treatment plants and libraries. Throughout its history, the Department of Public Works has been responsible for construction, renovation and improvement programs involving such projects as the Los Angeles International Airport, City Hall, Hyperion and Tillman Treatment Plants, Hyperion and North Spring Street Bridges, plus hundreds of major facilities and systems throughout the City of Los Angeles.

Directors of the Department=s six bureaus report to the Board of Public Works, whose five members oversee administration, operations, fiscal systems, and contracts and agreements of the Department.

Per Charter Section 580, the Department of Public Works shall have the following powers and duties:

- (a) design, construct, excavate and maintain streets and public works improvements including but not limited to bridges, public parkways and rights-of-way, sanitary sewers and storm drains, water and sewer treatment facilities, landfills, and public rights-of-way lighting facilities owned by the City
- (b) design and construct public buildings belonging to the City, except those under the jurisdiction of the Proprietary Departments and the Department of Recreation and Parks
- (c) dispose of solid waste, and
- (d) performed other duties as may be assigned by ordinance, if not inconsistent with Charter Section 514

-2.2 Director of Public Works

Per Charter Section 582, there shall be a chief administrative officer of the Department of Public Works, known as the Director of Public Works, who shall be appointed and removed as provided in Charter Section 508. The director shall have the following power and duty to:

- (a) enforce all orders, rules, and regulations adopted by the Board
- (b) administer contracts
- (c) supervise and manage construction and maintenance work authorized by the board
- (d) approve those public works contracts within the authority delegated to the Director by the board or by ordinance
- (e) grant street encroachment and other permits necessary for the temporary use of City rights-of-way
- (f) make recommendations to the board about short- and long-range public works and programs
- (g) oversee the functions of departmental accounting and management-employee services including any bureaus charged with performing those functions, and issue instructions to, appoint, discharge, suspend, and transfer the employees that perform those functions, all subject to the civil service provisions of the Charter.
- (h) recommend to the Board prior to the beginning of each fiscal year an annual departmental budget covering the anticipated revenues and expenditures of the department, conforming so far as practicable to the forms and dates provided in Article III in relation to the general City budget, and
- (i) file with the board and the Mayor a written report on the work of the department on a regular basis as requested by the Mayor or Board

-2.3 Division of Responsibility by Bureau

The Bureau of Contract Administration administers contracts and permits for Public Works construction and improvement projects (streets, sewers, storm drains, street lighting, and

all other public improvements).

The Bureau of Engineering prepares preliminary designs, specifications, and estimates of major public improvement projects.

The Bureau of Sanitation provides refuse, recyclables, and yard trimmings collection, sewer and storm drain maintenance and repair, wastewater collection and treatment, and many other related services to the residents of Los Angeles. To accomplish these tasks, the Bureau has more than 2,600 employees in 15 divisions.

The Bureau of Street Lighting designs, constructs, operates, maintains, and repairs the City=s street lights. It is also responsible for the financial administration of the lighting district.

The Bureau of Street Services provides roadway maintenance, improvement, resurfacing, and reconstruction of streets and related structures, and engineering design of streets and streetscapes in the City.

The Bureau of Financial Management and Personnel Services is responsible for comprehensive department-wide financial planning, including coordination of capital improvement programs. This office also advises the Board and Bureau management on all financial planning-related matters. This Bureau includes:

- \$ Office of Strategic Planning
- \$ Office of Accounting
- \$ Office of Management/Employee Services (MES)
- \$ Department-wide Systems
- \$ Department-wide Emergency Preparedness

A2-3 Board of Public Works

As Los Angeles keeps pace with the needs of its people, the Board of Public Works continues its leadership tradition after more than 90 years of service. The Board of Public Works is the City=s only full time, policy making Board.

The Board is an executive team composed of five members, selected and appointed by the Mayor, and confirmed by the City Council to five year terms. Board of Public Works Commissioners are the chief administrators of the Department of Public Works.

Residents may appear before the Commission during regularly scheduled Board meetings, Board sponsored public hearings and throughout the Board=s appeal process.

-3.1 Legal Basis

Per Section 501 of the City Charter, each department created in the Charter shall have a board of commissioners consisting of five commissioners, unless some other number is provided in the Charter for a specific Board.

Per Section 581 of the City Charter, members of the Board shall devote their entire time to the

duties of the office. Subject to the Charter and applicable ordinances and law, the Board shall have the power and duty to:

- (a) set policy for and manage the Department of Public Works
- (b) establish procedures for the examination, consideration and preparation of requests for proposals or bids, and for the advertisement and establishment of the amount of the required bond, all as provided by Sections 370 thru 378 and related ordinances, for any work or improvement
- (c) approve the award of contracts
- (d) fix the time when work shall be commenced and completed in accordance with applicable law
- (e) exercise the power of eminent domain, subject to Council authorization, and lease or purchase property on behalf of the City for the construction and maintenance of Public Works projects
- (f) exercise the powers and duties imposed by law or delegated by the Council relating to the award of contracts for work specified in Section 580 and the determination of benefits, damages and costs incident to a proposed change or improvement of any public place, right-of-way or property belonging to the City and the making and levying of assessments upon property to cover the damages and costs
- (g) conduct hearings and hear appeals as authorized by ordinance relating to the work of the department, including hearings pertaining to special assessments
- (h) on its own initiative or upon complaint, investigate departmental operations and acts of employees and report findings to the Director of Public Works, the Mayor and the Council
- (i) approve specifications for Public Works construction projects
- (j) accept completed Public Works projects, provided that the board may delegate to the Director of Public Works the authority to accept projects involving less than one hundred thousand (\$100,000) or such other amount prescribed by the board
- (k) make recommendations about short- and long-range public works plans and programs to the Mayor and the council, and
- (l) annually present to the Council at its meeting in the second week of July, a report for the previous fiscal year stating the amount of proceeds from the sale of bonds, the purposes for which those proceeds have been expended, the amount expended, the balance in each bond fund and other information and suggestions as it deems appropriate

The Board of Public Works shall have power to proceed with all such construction and maintenance, and to carry out any of the purposes herein mentioned from any funds under its control and available for such purposes; provided, that nothing in Section 581 of the Charter shall be construed to abridge the power of the Council to order any work or improvements and to provide the manner of paying therefore, such work or improvement, however to be done under the superintendence and control of the Board of Public Works.

A3 BUREAU OF CONTRACT ADMINISTRATION ORGANIZATION

A3-1 Inspector of Public Works

At its first meeting in 1906, the Board of Public Works appointed an Inspector of Public Works to provide quality assurance on Public Works projects. In 1942, the role of Inspector of Public Works expanded to head an independent Bureau of Inspection. The Bureau of Inspection was officially renamed the Bureau of Contract Administration in 1952.

Federal, State, and local laws require detailed and continuous inspection of all work paid for with public funds or performed in the public right-of-way. As such, the City Charter, in authorizing the creation of the Board of Public Works, assigned to the Board all the powers and duties of the ASuperintendent of Streets@ as prescribed in State Law. The Board of Public Works, in accordance with provisions of the City Charter, assigned the Bureau and its head, the Inspector of Public Works, to administer contracts and permits for public works construction and improvement projects.

A3-2 General Function and Responsibility

The primary function of the Bureau of Contract Administration (BCA) is to serve as the public witness of work financed by public funds or performed in the public right-of-way to ensure the citizens of Los Angeles receive quality construction for the money spent.

The Bureau is responsible for protecting the City/Public interest as an independent quality assurance agency responsible for ensuring that all Public Works projects are constructed and administered in accordance with the plans, specifications, contract provisions, State and Federal laws and safety provisions as necessary to achieve the highest quality of construction.

Bureau Inspectors are charged with being the Aeyes and ears@ of the City, and they are responsible for providing a comprehensive and accurate official, legal record of construction.

The Bureau provides inspection services and administers Public Works contracts and permits for street improvements, sewer and storm drain construction and maintenance, bridges, tunnels, public buildings, and other related improvements.

The Bureau provides special inspection services for building construction, airport facilities, harbor facilities, sewer treatment plants, and for inspection of materials and equipment to be used in City projects.

Public Works contracts administered by BCA include Capital Improvement Projects, Assessment Act Projects, Grant-funded projects, and projects financed by general

obligation bond issues approved by the electorate, and permits issued to private parties for work to be conducted within the public right-of-way.

The types of permits issued by the Bureau of Engineering and administered by BCA include AA@ Permits, AB@ Permits, House Connection Permits, Excavation Permits, and General Deposit Permits.

BCA provides inspection and project management services upon request by other Bureaus, Departments, and agencies, including, but not limited to Los Angeles World Airways, Port of Los Angeles, Department of Recreation and Parks, Department of Transportation, Cal-Trans, and MTA.

-2.1 General Organization Structure

The Bureau of Contract Administration is directed by the Inspector of Public Works, assisted by the Assistant Director.

Within the Bureau there are four construction divisions responsible for conducting inspections of all Public Works projects, and each is headed by a Chief Construction Inspector (Division Manager). Two divisions manage projects as they are located geographically (either north or south of Mulholland Drive), and the other two divisions manage large, special funded programs (Wastewater and Bond-funded/Proprietary Department programs).

The General Services Division is responsible for providing specialized inspection support of the four construction divisions and is headed by a Chief Construction Inspector (Division Manager).

The Office of Contract Compliance (OCC) is responsible for implementing, monitoring, and enforcing Federal, State and local laws, directives, and policies relating to Affirmative Action, Equal Employment Opportunity, Prevailing Wages, and Minority, Women and Disadvantaged Business Enterprises. OCC is headed by the Program Manager.

The Administrative Services Division is responsible for all business activities of the Bureau not associated with construction administration or contract compliance. This Division is headed by a Chief Management Analyst.

A3-3 Construction Divisions

-3.1 Metropolitan Construction Division

This division is responsible for inspecting and administering Capital Improvement Projects (streets, storm drains, street lighting, and traffic signals) and B-Permit projects. The geographical area south of Mulholland Drive covered by the Metro Division includes

East Los Angeles, Downtown, Central, West Los Angeles, and San Pedro. The Metro Division is made up of the following geographic districts, each managed by a Principal Construction Inspector:

District #1	-	Harbor
District #2	-	Central
District #3 and #5	-	West L.A.
District #4	-	East L.A.
District #6	-	South L.A

-3.2 Valley Construction Division.

This division is responsible for inspecting and administering Capital Improvement (streets, storm drains, street lighting, and traffic signals) and B-Permit projects as well as Special Permits in the geographical area north of Mulholland Drive.

The Valley Division is made up of the following geographic areas, each managed by a Principal Construction Inspector:

District #7	-	Northeast Valley & Permits
District #8	-	Southeast Valley
District #9 and #10	-	West Valley
Valley Permits		
Earthquake Sewer Reconstruction		

-3.3 Wastewater Construction Division

This Division is responsible for the inspection of all wastewater construction activities citywide, and construction at the four treatment plants: Hyperion Sewage Treatment Plant, Donald C. Tillman Water Reclamation Plant, Los Angeles-Glendale Water Reclamation Plant, and the Terminal Island Treatment Plant, as well as the inspection of pumping plants. This Division is made up of the following three districts, each managed by a Principal Construction Inspector:

District E1 is responsible for the inspection of construction work at the Donald C. Tillman Water Reclamation Plant (TWRP), the Los Angeles-Glendale Water Reclamation Plant (LAGWRP), and the collection systems construction projects and pumping plant construction in both Metro and Valley areas.

District E2 is responsible for the inspection of construction activities at the Hyperion Treatment Plant (HTP), the Terminal Island Treatment Plant (TITP), and collection system sewers and pumping plants in the south bay area.

District E3 is responsible for the inspection of the North Outfall Sewer/East Central Interceptor Sewer (NOS/ECIS) and other sewer projects in the Metro and south bay areas.

-3.4 Municipal Facilities Construction Division

This division is responsible for providing construction inspection, management, and project administration services for client construction programs. In most cases, special agreements or Memorandums of Understanding (MOU) are developed for each client's program detailing the level of service to be provided. This division provides specialized inspection to, but not limited to, the following clients: Los Angeles World Airports, Department of Recreation and Parks, Harbor Department, Library Department, Police Department, Fire Department, Los Angeles Convention Center, Animal Services Department, Department of General Services, and the Community Redevelopment Agency. This division is made up of three Districts, each managed by a Principal Construction Inspector:

District A1	-	Valley Public Buildings / Facilities
District A2	-	Airport Facilities
District A3	-	Police Special Projects/ Buildings / Facilities
District A4	-	Metro and Harbor Public Buildings

A3-4 General Services Division

-4.1 General

This division acts as a Apooled@ resource for the Construction Inspection Divisions, interacting with each of them on specific elements of inspection, and providing a more efficient, professional operation by relieving each individual Construction Inspection Division from having to perform functions common to all projects. This division is divided into five special function Supervisory Sections. The Final Inspection Group is the exception to the Apooled@ resource function of this division. The Final Inspection group sets the standard for all Public Works construction in the City by operating with independence and objectivity from the other Construction Divisions, thereby ensuring enhanced quality assurance.

The General Services Division interfaces on a regular, ongoing basis with the Board and Council, specifically as Board approval is required for award of Public Works contracts and acceptance of satisfactorily completed projects. This Division acts on behalf of the Board in matters of subcontractor approval, subcontractor substitution, contractor investigations, and recommendation of penalties.

-4.2 Training Section

Under the supervision of a Principal Construction Inspector, the Bureau of Contract Administration Training Section conducts the most complete, comprehensive in-house personnel training in the Department of Public Works and the City of Los Angeles.

Through its commitment to training, the Bureau is ensuring that each and every employee delivers professional service to the citizens of the City of Los Angeles.

The Bureau Training Section was created in 1987 upon development of its Assistant Inspector Program. This section provides an average of 900 hours per month of instruction to Bureau Inspectors, averaging over 100 personnel trained per month.

The Bureau Training Policy, as part of the Master Training Plan, far exceeds the Department of Public Works training policy. Bureau inspectors are required to attend six (6) months of extensive classroom and field training during their initial probation period.

In addition to the training provided to each and every Inspector in the Bureau, the Training Section provides classroom and field training to Bureau of Engineering personnel as part of the BOE Rotation Program for new Engineers; provides Bureau of Street Services field supervisors training in grading, asphalt, concrete paving, concrete, record keeping, construction techniques and technology; and provides training to LAPD and Harbor Department employees

-4.3 Project Administration Section

Under authority of the Inspector of Public Works and the Board of Public Works, the Project Administration Section of the General Services Division made up of the following sections under the supervision of a Principal Construction Inspector:

- § Payments / Project Acceptance
- § Final Inspections
- § Dispatch
- § Plan Distribution / Sewer Records / Previews

-4.3.1 Payments / Project Acceptance

The Project Administration Section performs its functions under the authority of the Inspector of Public Works, as appointed by the Mayor, Board of Public Works Policy, the City of Los Angeles Charter, and the California Public Contract Code.

The Payments / Project Acceptance section processes monthly progress payment estimates for each and every project awarded by the Board of Public Works pursuant to Section 20104.5 of the California Public Contract Code. This section works closely with the Office of Accounting, Office of the City Controller, and the Board of Public Works to ensure that the City=s interests are protected regarding payment for work acceptably completed, disputed monies withheld from payment, monies held due to Stop Notices, penalties withheld from payment, and retention monies withheld during construction of each project.

This section is responsible for drafting and distributing the draft Board Acceptance

Report. The Draft Board Report is written and distributed at the time of the Final Inspection of each project. Following distribution and approval of each Bureau/Department involved in construction of the project, a Final Board Report is processed and forwarded to the Board of Public Works for placement on the agenda of a regularly scheduled Board session.

This section is responsible for release of retention on each project pursuant to Board of Public Works Policy adopted 1-19-2001 and section 7107 of the Public Contract Code. Retention is released within sixty (60) days of completion of a project. ACompletion@, as determined by Board of Public Works Policy, is the date of Final Field Acceptance of the project, when all physical corrections have been completed.

This section is responsible for processing of all AB@ Permits following completion, including records, Final Inspection, and Statement of Completion. In addition to processing payments, Board Reports, and release of retention, this section maintains monthly recapitulation of time on all calendar-day contracts, prepares monthly project status reports of all projects still open, maintains and processes project records upon completion of each project, and prepares a monthly report to the Board of all projects awarded and accepted by the Board.

-4.3.2 Final Inspection Group

The Final Inspection Group performs its function under the authority of the Inspector of Public Works and Board of Public Works Policy to provide an independent quality assurance function within the Department of Public Works. This group fulfills this function while protecting the City=s interest in the construction of public facilities and improvements in the public right-of-way.

This group is comprised of (4) Senior Construction Inspectors, two in the Metro Area, and two in the Valley.

The Final Inspection Group conducts a Final Inspection of all cash contract projects and AB@ Permit work following completion of the work and prior to acceptance of cash contracts by the Board of Public Works, and acceptance of AB@ Permit work by the Bureau of Engineering. Performance of these Final Inspections provides an internal check-and-balance system to ensure construction is conducted in accordance with provisions of the contract, and provides the standard of acceptance for all public works construction in the City. Final Inspections are conducted upon request of the Project Inspector, when he/she feels all work has been acceptably completed. A Final Inspection Correction List is generated by the Final Inspector of work items to be corrected or completed on the project.

The Board of Public Works Policy for establishing the official date of completion of a project, as adopted on January 19, 2001, is the date of Final Field Acceptance of a Project when all physical corrections have been completed. The date of Final Field Acceptance is

established by the Final Inspector. The Final Inspector issues a Statement of Completion for each cash contract and AB@ Permit upon completion of all Final Inspection corrections. Final payment and release of retention on cash contracts is determined by the date of Final Field Acceptance and issuance of the Statement of Completion.

-4.3.3 Dispatch Section

The Dispatch Section performs its function under the authority of the Inspector of Public Works to provide an independent quality assurance function within the Department of Public Works. The work in this section is performed by two Construction Inspectors/Senior Construction Inspectors.

The Dispatch Section is responsible for daily assignment of work to Inspectors involved in the inspection of AA@ Permits, Utility Permits, House Connection Permits, and General Deposit and Special Deposit Excavation Permits issued by the Bureau of Engineering in the area south of the Santa Monica Mountains.

This section is responsible for assigning work most often performed by Inspectors of the Special Permits Section, but is involved in assigning of Materials Control Inspectors to batch plant and/or fabrication inspection upon request. In addition, the dispatchers answer and route public complaints, arrange Street Lighting burn tests, and provide information to the public regarding permit requirements.

-4.3.4 Preview / Plan Distribution / Sewer Records Section

These sections employ one Construction Inspector in an Inspection support function under authority of the Inspector of Public Works to provide an independent quality assurance function within the Department of Public Works.

The Preview Section establishes a videotape and photographic record of each job prior to start of construction and, upon request, a videotape of the project upon completion.

The Plan Distribution Section maintains and distributes project plans and specifications to the respective Construction Division for all new projects.

The Sewer Records Section maps all sewer construction for inclusion into the City=s master sewer plans.

-4.4 Special Research and Investigation Section

The Special Research and Investigation Section (SRI), under the supervision of a Principal Construction Inspector, performs its functions under authority of the Inspector of Public Works, under direction of the Board of Public Works to provide enforcement of Articles 13 and 14 of Chapter 1, Division 10, of the City of Los Angeles Administrative Code, and the California Public Contract Code.

This section fulfills the Bureau's responsibility of enforcement of City Ordinance Number 173677 (Contractor Responsibility) and City Ordinance Number 173018 (Contractor Performance Evaluation), conducts AFirst-Time Bidder Investigations and maintains the Contractor Performance Database as directed by the Board of Public Works; is responsible for approval of all bid listed subcontractors, subcontractors added after award of contract and substitution of subcontractors; confirms that the Good Faith Effort for substitution of subcontractors has been completed, and confirms that each contractor and subcontractor working on City projects possesses a current and valid State Contractor's License for the work they are to perform.

-4.5 Materials Control Section

The Materials Control Section is an integral part of fulfilling Federal and State mandates for inspection of materials to be used in public facilities and improvements in the public right-of-way. These mandates are fulfilled by this section inspecting off-site sources of materials produced, manufactured, or fabricated for use in City projects as well as shop inspection of materials that are welded, coated, painted, or plated off the construction site for incorporation into projects both in and outside the public right-of-way. These materials include, but are not limited to, concrete, asphalt concrete, fabricated pipe products, structural elements, manufactured pipe, manufactured concrete products, and specialty items such as light poles, electrical switch gear, and architectural elements as required by project specifications.

The Materials Control Section is supervised by a Principal Construction Inspector who schedules and supervises these inspections by a staff including Construction Inspectors, Senior Construction Inspectors, Senior Electrical Inspectors, and Deputy Building Inspectors. The Materials Control Section maintains and monitors a database of AThird Party Inspection@ Agencies approved to perform Materials Control Inspection on behalf of the City for materials manufactured or fabricated outside a 60-mile radius of the City of Los Angeles.

The Materials Control Section performs its functions under authority of the Inspector of Public Works, as appointed by the Mayor, to provide an independent quality assurance function within the Department of Public Works.

-4.6 Special Permits Section

Under the supervision of a Principal Construction Inspector, the Special Permits Section performs its function to ensure public safety and to ensure that public improvements are protected and properly restored. This section is responsible for inspection of permit work conducted within the public right-of-way by private individuals or companies in the area south of the Santa Monica Mountains.

The two types of permit work most often inspected by this section include:

§ AA@ Permits

This type of construction is the smallest and most basic type of project monitored by the Bureau. These projects involve the construction of driveways, sidewalks, or curbs and gutters and require no design engineering.

§ Excavation Permits

Work inspected in this category consists of work done by utility companies to repair or install water or gas mains and power and communication conduit. This section inspects this type of work to ensure public safety and to ensure that public improvements are protected and properly restored.

In addition, this section inspects work done under permit for sewer house connections and storm drain connections installed by licensed, bonded contractors and lateral support of large excavations adjacent to the public right-of-way.

In addition to inspection of Apermit@ work, this section also provides on-site inspection of construction activities for Proprietary Agencies such as the Metropolitan Transportation Authority (MTA), Cal Trans, and the Department of Water and Power.

The Special Permits Section performs its functions under authority of the Inspector of Public Works, as appointed by the Mayor, to provide an independent quality assurance function within the Department of Public Works.

A3-5 Office of Contract Compliance (OCC)

As a separate Division within the Bureau, the Office of Contract Compliance (OCC) is managed by a Chief Management Analyst (Program Manager) and is responsible for ensuring that all contractors doing business with the City comply with City, State, and Federal requirements relating to affirmative action, equal employment opportunity, minority subcontractor outreach, prevailing wage, service contract worker retention, and Minority, Women, and Other Business Enterprise (MBE/WBE/OBE).

There are four sections in OCC, each handling a specific aspect of contract compliance.

-5.1 Equal Employment Opportunities Enforcement Section

The Affirmative Action section is responsible for ensuring compliance with the City=s nondiscrimination, Equal Employment Opportunity, and Affirmative Action Programs for contractors and vendors doing business with the City; to promulgate the required rules, regulations and forms necessary to ensure compliance with the Los Angeles Administrative Code; and to engage in research, education, assistance, and enforcement

in directing contractors= and vendors=efforts toward applying good faith outreach in a nondiscriminatory manner.

The legal authority for the administration of the City=s Nondiscrimination, Equal Employment Opportunity (EEO) and Affirmative Action Programs is provided in Division 10, Chapter 1, Article 1, and Sections 10.8 et. seq. And 10.13, and Division 22, Chapter 13, Article 10, Section 22.359.1 of the Los Angeles Administrative Code.

-5.2 Centralized Certification Section

The Centralized Certification Section certifies Minority/Women/Disadvantaged (MBE/WBE/DBE) Business Enterprise firms for City departments. Firms seeking MBE/WBE/DBE status submit an application and supporting documentation to this section. This information is reviewed to determine whether an applicant qualifies as an MBE/WBE/DBE. Firms denied certification have the right to appeal to the Board of Public Works. This section also conducts outreach meetings to disseminate information on the City=s MBE/WBE/DBE programs.

-5.3 Labor Compliance Section

The Labor Compliance Section is responsible for monitoring and assuring that Public Works contracts are in compliance with labor and prevailing wage laws and regulations of the City, State, and Federal governments. This section enforces the proper reporting of prevailing wages, fringe benefits, apprenticeship utilization, and the resolution of employee wage violations. Major activities performed include: Approving language relating to wage and hour requirements contained in bid specifications and proposals; informing contractors of labor and prevailing wage requirements; auditing certified payrolls and other requested documents; analyzing records of onsite employee interviews conducted by field inspectors; auditing contractor source documents; investigating wage and hour complaints; and recommending, collecting, and distributing wage restitution and penalty fees.

-5.4 Subcontractor Outreach and Enforcement Section

The Subcontractor Outreach and Enforcement Section is responsible for administering the rules and regulations governing the Minority Business Enterprise/Women Business Enterprise/Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program established by the Mayor=s Executive Directive 2001-2006 for the Department of Public Works. This program requires all respondents to Requests for Bids (RFB) - both construction and procurement, Requests for Proposals (RFPs), and Requests for Qualifications (RFQs) on City funded projects to perform subcontractor outreach to all available MBE/WBE/OBE firms which could perform a portion of the scope of work required in the respective RFB, RFP, or RFQ. As proof of the respondents outreach efforts, the respondent is required to submit adequate Good Faith Effort documentation sufficient to pass the evaluation performed by this section. Upon award of a contract, this

section monitors the contractor to ensure its utilization of the subcontractors pledged in the bid or proposal. This section is responsible for recommending penalties for illegal or unauthorized substitution of subcontractors and/or unapproved reductions in subcontract amounts upon completion of the contract.

This section is also responsible for administering the Disadvantaged Business Enterprise (DBE) Program for Federally funded projects for the Department of Public Works. This section is responsible for evaluating the respondent=s bid or proposal to determine its pledged DBE participation level and evaluating its Good Faith Effort documentation. The section monitors the contracts to verify continuing compliance with the Program requirements such as subcontractor participation, substitutions, and prompt payment. This section also is responsible for recommending the assessment of penalties for a contractor failing to comply with any of these requirements.

A3-6 Administrative Services Division

The Administrative Services Division is managed by a Chief Management Analyst who manages all the administrative activities of the Bureau. This Division Manager serves as the Bureau Liaison with the Office of the Controller, Mayor=s Office, the Director of Public Works, and serves as the Bureau=s designated hearing officer for grievances appealed to the third (director=s) level.

The Administrative Services Division is made up of five sections.

-6.1 Personnel Section

Under the supervision of a Senior Management Analyst this section carries out all Personnel related activities for the Bureau, including:

- \$ Oversee hiring process including certifications, interviews, and hiring
- \$ Oversee the disciplinary and grievance process
- \$ Requests for Substitute Authority and In-Lieu Authority
- \$ Employment Level Reporting
- \$ Maintain Personnel Log
- \$ Monitor Charter Section 508-02 Retiree Hires
- \$ Oversee Ethics reporting
- \$ Compiles outside employment authorizations

-6.2 Systems Support Section

Under the supervision of a Senior Systems Analyst this section oversees all systems related (computer) hardware, software, and applications including:

- \$ Program special applications for Bureau use
- \$ Order, purchase and install all computer hardware and software

- \$ Advise management on the implementation of new technologies
- \$ Maintain the Bureau=s servers and personal computers
- \$ Operate and maintain the Bureau=s Novel Network
- \$ Database Administration
- \$ Administer and maintain the Bureau websites

-6.3 Clerical Section

Under the supervision of a Principal Clerk this sections carries out all records management activities for the Bureau including:

- \$ Opening new work orders
- \$ Entering contract award and other progress information into the contract tracking system
- \$ Requesting documentation for Bureau projects
- \$ Coordination of inventory
- \$ Overseeing records storage and retention program
- \$ Purging of job files upon project completion
- \$ Audit completion of annual evaluations and probationary evaluations
- \$ Provide Bureau reception services to the main office
- \$ Provide Bureau courier services to other City offices
- \$ Other related clerical duties

-6.4 Timekeeping Section

Under the supervision of a Payroll Supervisor this section carries out all timekeeping related activities for the Bureau including:

- \$ Data entry of all employee timesheets and mileage reports
- \$ Blue slips (variation requests) and evidence of insurance
- \$ Tracking of overtime banks and usage
- \$ Preparation of payroll adjustments
- \$ Distribution of paychecks and timesheets
- \$ Coordination of jury duty leaves and personnel changes
- \$ Coordination of weekly mail-outs to Bureau personnel

-6.5 Budget and Revenue Section

Under the supervision of the Assistant Division Head this section prepares the annual Budget and monitors expenditures in addition to the following:

- \$ Monitor revenues
- \$ Fund transfers
- \$ Accounting and budgetary documents preparation
- \$ Preparation of the annual Cost Allocation Plan (CAP)

- \$ Monthly Revenue Summary
- \$ Resolve revenue problems
- \$ Audit and update fees for special services
- \$ Year end closings
- \$ Deputy Licensing
- \$ Travel Coordination
- \$ Subpoena Control
- \$ Monitor special fund reimbursements
- \$ Respond to questions from the City Administrative Office and Controller=s Office regarding Budgetary and Financial activities

A3-7 Management Staff

-7.1 General

The Management Staff of the Bureau is comprised of the Inspector of Public Works (Director of the Bureau), the Assistant Director, the Chief Construction Inspectors (Division Managers), the Chief Management Analyst, and the Program Manager.

-7.1.1 Inspector of Public Works

The Inspector of Public Works (IPW) is responsible to the Board of Public Works for the management and operation of the Bureau. The IPW is appointed by the Mayor and is exempt from Civil Service provisions.

-7.1.2 Assistant Director

The Assistant Director assists the IPW in planning and administering the functions and activities of the Bureau, serves as the liaison to the City departments, governmental agencies, unions, and the public, and directly supervises the subordinate managers. The Assistant Director is appointed by the Inspector of Public Works and is exempt from Civil Service provisions.

-7.1.3 Chief Construction Inspector (Division Manager)

The Chief Construction Inspectors are the Division Managers for the four construction divisions and the General Services Division, responsible for the daily operation of their respective division to ensure that resources are properly committed to fulfill the Bureau Mission. The Chiefs assist the Director and Assistant Director in development of the Bureau Budget, Bureau Policies, Goals, Strategic Planning, and Performance Measurement.

-7.1.4 Chief Management Analyst

The Chief Management Analyst is the Division Manager for the Administrative Services

Division, responsible for the daily operation of his/her division to ensure resources are properly committed to the performance of the administrative activities of the Bureau.

-7.1.5 Program Manager

The Program Manager is the Manager of the Office of Contract Compliance, responsible for the daily operation of this office to ensure resources are properly committed to ensuring contractor and vendor compliance with the City=s nondiscrimination, Equal Employment Opportunity, and Affirmative Action Programs.

-7.2 Supervisory Personnel

The Supervisor level of Inspection personnel within the Bureau is represented by the Principal Construction Inspector. Support Supervision is the responsibility of Principal Clerk, Systems Supervisor, Payroll Supervisor, Clerical Supervisor, Personnel Supervisor, Section Head in the Office of Contract Compliance, and Assistant Division Head in the Administrative Services Division.

-7.2.1 Responsibilities

In the Construction Divisions, the Principal Construction Inspector is assigned to supervise a District and is responsible for coordinating and supervising a team of Inspectors engaged in field inspection and project management of the construction of Public Works improvements at the work site.

In the General Services Division, the Principal Construction Inspector is assigned to a Section and is responsible for coordinating and supervising a team of Inspectors and/or support personnel in providing Inspection Support for the Construction Divisions.

In the Administrative Services Division, the Principal Clerk, Systems Supervisor, Payroll Supervisor, and Personnel Supervisor are responsible for supervising a team of management analyst series and clerk-typist personnel within their respective Section.

In the Office of Contract Compliance the Clerical Supervisor is responsible for all clerical support within the office. The Section Head is responsible for a team of management analyst series personnel within their respective Section.

-7.2.2 Performance Characteristics

The Supervisor is the primary link for information and direction between management and the field inspection and support personnel respectively.

Under the direction of their Division Manager, and acting through subordinate personnel, Supervisors within the respective Construction Divisions exercise project management and control of contractor operations to ensure compliance with the contract, permit, and

all applicable laws and City policies.

Under the direction of their Division Manager, and acting through subordinate personnel, Supervisors within the General Services Division exercise best management practices to ensure compliance with all applicable laws as well as City, Department, and Bureau policies.

Under the direction of their Division Manager, and acting through subordinate personnel, Supervisors within the Administrative Services Division exercise best management practices to ensure the Bureau complies with all applicable laws as well as City, Department, and Bureau policies.

Under the direction of the Program Manager, and acting through their subordinate personnel, Supervisors within the Office of Contract Compliance exercise best management practices to ensure that all contractors and clients comply with applicable laws as well as City, Department, and Bureau policies.

All Supervisors exercise independent judgment in acceptance of completed work, exercise control, and monitor performance to ensure acceptable working relationships between their personnel and the contractor, public, and client.

As necessary, any Supervisor may be required to act for their respective Chief in his/her absence.

-7.2.3 Duties

All Supervisory personnel are responsible for the proper training, assignment, and actions of personnel under their supervision.

In the Construction Divisions, the Principal Construction Inspector plans, organizes and directs the work of inspectors assigned to inspect the construction of a wide variety of public works, utilities, and improvement projects in an assigned district to ensure compliance with plans, specifications, contract provisions, City policies, legal requirements and good construction practices; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and other related work. A Principal Construction Inspector supervises and assists in the training of employees in construction inspection; is responsible for the assignments of inspectors within his/her respective district; explains and interprets project plans and specifications; discusses and advises inspectors and contractors about City requirements, the organization of work, investigates complaints, and aids in the resolution of disputes, problems and complaints. A Principal Construction Inspector is responsible for the performance of personnel assigned to his/her district and applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining personnel assigned to his/her district. Principal Construction Inspectors assigned to a District are responsible for ensuring the accuracy and completeness of all inspection records and reports; review and approval of all progress payment requests; recapitulations of contract time and all other work required to ensure compliance with applicable plans, specifications, agreements for work, laws, and policies.

In the General Services Division the Principal Construction Inspector is directly responsible for the performance of each person in his/her respective Section and performs the same coordination and supervisory functions as those Principal Construction Inspectors assigned to the respective Construction Divisions. The Supervisor is responsible for ensuring that all laws and City, Department, and/or Bureau Policies are expressly adhered to.

In the Administrative Services Division and the Office of Contract Compliance the Supervisor is directly responsible for the performance of each person in his/her respective Section. The Supervisor is responsible for ensuring that all laws and City, Department, and/or Bureau Policies are expressly adhered to.

A3-8 Construction Inspection Personnel

-8-1 General

Construction inspection personnel perform the direct field quality assurance activities of the Bureau and, when assigned by management, assist in construction inspection support and operational activities.

Construction inspection personnel may be assigned to contract or permit inspection as determined by the needs of the Bureau.

Construction inspection personnel may be assigned to any geographic location within the City, as determined by the needs of the Bureau.

Construction inspection personnel may be assigned to the Materials Control Section of the General Services Division, and may be assigned to conduct inspections at a location or locations outside the City, as determined by the needs of the Bureau.

There are three classes of construction inspection personnel; Assistant Construction Inspector, Construction Inspector, and Senior Construction Inspector (Senior).

-8.1.1 Assistant Construction Inspector

An Assistant Construction Inspector assists inspectors and receives training in the inspection of streets, sewers, storm drains, bridges, buildings and structures, grading projects, and in the administration of public works contracts and permits; independently makes inspections of limited scope, and may, subject to frequent review and supervision, perform regular inspector duties as indicated by the training process and individual progress.

The Assistant Construction Inspector may, when assigned by the Training Section, assist in construction inspection support and Bureau operational activities.

The Assistant Construction Inspector may be assigned to any geographical location within the City as required by the Bureau.

-8.1.2 Construction Inspector

A Construction Inspector inspects the construction of a variety of public works, public improvements, or public utilities projects to assure conformance to plans, specifications, contracts, and agreements for work.

In addition to providing construction inspection, the Construction Inspector may, when assigned by Management, assist in construction inspection support and Bureau operational activities.

The Construction Inspector may be assigned to any geographical location within the City as required by the Bureau, and, if necessary, may be assigned to conduct inspections at a location or locations outside the City.

-8.1.3 Senior Construction Inspector

A Senior Construction Inspector (Senior) inspects the construction of a wide variety of large-scale public works, utilities, Recreation and Parks, Airport, Harbor and improvement projects to ensure compliance with safety regulations, plans, specifications, contract documents, and legal requirements; assigns, reviews and evaluates the work of Construction Inspectors and Assistant Construction Inspectors assigned to such projects; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; conducts physical inspections, maintains construction records, writes reports and prepares progress estimates for payment purposes; participates in some aspects of construction contract and permit administration; and when assigned by management assists in construction inspection support and Bureau operational activities.

The Senior Construction Inspector may, when assigned by management, assist in construction inspection support and Bureau operational activities.

The Senior Construction Inspector may be assigned to any geographical location within the City as required by the Bureau, and, if necessary, may be assigned to conduct inspections at a location or locations outside the City.

-8.2 Distinguishing Features

Each of the classes of inspection personnel have distinguishing features that separate them, with duties and responsibilities increasing with each step in class.

-8.2.1 Assistant Construction Inspector

The Assistant Construction Inspector (Assistant) receives on-the-job training in order to become eligible for the position of Construction Inspector. An employee in this class will work in all phases of public works construction as part of the training curriculum, including the inspection of streets, sewers, storm drains, street lighting, traffic systems,

public buildings, and grading projects. If assigned by the Training Section an Assistant may work in construction inspection support and Bureau operational activities.

The Assistant receives field training and works under the supervision of an Inspector.

However, as training progresses, the Assistant is assigned to perform independent inspections and may perform some of the duties of a Construction Inspector under careful supervision and review of his/her work.

Assistant Construction Inspectors must achieve a promotion to Construction Inspector within five years of appointment as an Assistant.

-8.2.2 Construction Inspector

A Construction Inspector (CI) works independently or assists on large projects by inspecting one or more phases of the work. A CI receives limited supervision, with unusual problems being referred to the Senior Construction Inspector or the supervisor. The CI is responsible for ensuring contractors conformance to plans and specifications, ensuring proper materials and construction methods, monitoring safety practice for the safety of workers and the general public, and that adequate measures are taken for public convenience during construction. A CI participates in some aspects of construction contract and permit administration by recommending and reporting on field conditions, project progress, and preparation of project records.

The CI may be assigned by management to assist in construction inspection support and operational activities at any geographical location within the City.

A CI may be assigned to work in the Materials Control Section of the General Services Division, and may be assigned to inspections at a location or locations outside the City.

-8.2.3 Senior Construction Inspector

A Senior Construction Inspector (Senior) is responsible for the inspection of large construction projects such as bridges, street lighting and traffic signal systems, public buildings, storm drain and sewer systems, airport and harbor projects or extensive street improvement projects. The duties of a Senior may include coordinating the work of other inspectors assigned to their projects and to ensure that materials and construction methods conform to plans, specifications and contract provisions. These duties require an understanding and application of engineering and architectural principles as related to construction methods and materials. The Senior is responsible for ensuring that adequate measures are taken for public safety and convenience as well as for the safety of workers and Bureau personnel during construction. The Senior receives general supervision and refers unusual or complex problems to the supervisor. Seniors are distinguished from lead workers in that they are responsible for the performance of all inspectors working under them and are responsible for the full range of supervisory activities including application of discipline, processing and resolution of grievances, evaluation of performance, completeness and accuracy of records, the professional behavior of subordinates, and approval of time off.

Senior Construction Inspectors may be assigned to any geographical location within the City as required by the Bureau.

A Senior may be assigned by management to assist in construction inspection support and operational activities at any geographical location within the City.

Senior Construction Inspectors may be assigned to the Materials Control Section of the General Services Division, and may be assigned to inspections at a location or locations outside the City.

-8.3 Description of Duties

Each of the inspection classes are responsible for the direct field quality assurance activities of the Bureau, yet each is distinct in its level of responsibility and the complexity of inspections performed.

-8.3.1 Assistant Construction Inspector

Assistant Construction Inspector is basically an inspector in training and work done in the field is assigned accordingly. Based on training progress and evaluations of an Assistant's abilities, the Assistant is assigned to help Construction Inspectors and Senior Construction Inspectors in the inspection of streets, sewers, storm drains, bridges, public buildings and various other work.

When assigned by the Training Section, an Assistant may be assigned to perform construction inspection support and operational activities in the General Services Division, Administrative Services Division, or the Office of Contract Compliance.

-8.3.2 Construction Inspector

Duties of the Construction Inspector (CI) include, but are not limited to, the following: checks line and grade, subgrade preparation, and the placement and finishing of concrete for sidewalks, curb and gutter, and street construction; inspects pre-paving operations and various types of paving; inspects shoring, lateral support systems and excavations for sewers, storm drains, and miscellaneous structures; inspects the repair and new construction of sanitary sewers, storm drains, street lighting, traffic signals, and utilities installed under permit; inspects the erection of falsework, forming systems, and placement of reinforcing steel; inspects backfill and soil compaction; inspects placement of concrete for structures; inspects concrete and bituminous materials at mixing plants; samples aggregates, cement, and asphalt at mixing plants; samples concrete, asphalt concrete and other materials to be incorporated into the work; inspects fabrication of materials and equipment at the source of manufacture; inspects the construction of Airport, Harbor, Recreation and Park improvements, sewage and water treatment facilities; inspects public buildings, including electrical, mechanical, plumbing, communication, fire, and detection systems.

The Construction Inspector answers public complaints regarding inconvenience and public safety on a project, and takes necessary action to ensure the public convenience and protection of private property.

The Construction Inspector is responsible for record keeping of daily work completed, safety, complaints, and other project related information, and is responsible and

accountable for all his/her actions while representing the City.

The Construction Inspector may be assigned to provide inspection support or assist in other Bureau operational activities in the General Services Division, Administrative Services Division, or the Office of Contract Compliance.

-8.3.3 Senior Construction Inspector

Duties of the Senior Construction Inspector (Senior) include, but are not limited to, the following. A Senior acts as lead inspector and may supervise several Construction Inspectors assigned to assist on large construction projects; assures that contractors follow plans, specifications, and good construction practices; ensures that deviations and/or change orders are approved and properly executed; conducts interviews of contractor personnel to ensure compliance with labor and wage laws and provisions of the contract; confers with engineers, architects and contractors regarding City requirements; assists in resolution of disputes or problems on the project.

The Senior monitors and enforces safety on the project; inspects falsework, forming systems, placement of reinforcement and concrete; inspects and samples materials and equipment incorporated into the work; backfill, grading and paving operations; street lighting and traffic signal installation; enforces erosion control measures; inspects the construction of public buildings, Airport, Harbor and Recreation and Parks facilities. The Senior prepares monthly progress payment estimates, recapitulations of project time, and prepares and maintains all project records.

The Senior utilizes sound supervisory practice in communicating equal opportunity and affirmative action policy and practice; applies project related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees for advancement; and is responsible for the actions of those assigned to his/her project.

The Senior may be assigned by management to conduct Final Inspections or to provide inspection support or assist in other Bureau operational activities in the General Services Division, Administrative Services Division, or the Office of Contract Compliance.

The Senior may be assigned to inspect permit work, conduct material control inspections, or serve as a Training Officer in the Training Section.

-8.4 Qualifications

The qualifications for each of the construction inspection classes are derived from the increasing experience and responsibility of each class.

-8.4.1 Assistant Construction Inspector

An Assistant Construction Inspector (Assistant) should have, but not limited to, the following knowledge and abilities:

An Assistant should have a good knowledge of arithmetic and geometry in order to check calculations on plans and specifications and calculate adjusted specifications. The Assistant should have a general knowledge of standards of public works improvement

and building construction, materials, procedures and practices; principles of soil mechanics and geology as applied to foundations, embankments, fills and excavations. The Assistant should have the ability to learn and practice inspection techniques and procedures; read and interpret building, electrical, mechanical, process system, plumbing, and street plans; read and interpret technical material; use tools such as measuring tapes, levels, and other measuring devices; work in difficult conditions such as noisy environments, dirty and dusty environments, confined spaces, in trenches, above ground, and in inclement weather; understand and follow verbal and written instructions; write clear and concise reports and deal tactfully and effectively with the public.

-8.4.2 Construction Inspector

A Construction Inspector (CI) shall have a good knowledge of: the methods, practices and materials used in constructing public works type projects, such as streets, storm drains, sanitary sewers, water mains, public buildings, Airport, Harbor and Recreation and Parks facilities; placement of reinforcing steel and concrete for structures; proportioning, mixing, placing and finishing of concrete and bituminous paving materials; the State of California Construction Safety Orders, and the Standard Plans and Standard Specifications for Public Works Inspection.

The CI shall have a working knowledge of: the laws, ordinances, and administrative regulations governing public works construction in the City of Los Angeles; survey practices, including the use of line, slope and grade stakes; concrete forming, falsework and scaffolds; trenching, excavating, shoring and backfill; testing methods and the interpretation of test results.

The CI shall have a general knowledge of: the types of equipment used in public works construction; types and uses of pipe; principles of engineering design and specification writing; soil mechanics as applied to foundations, embankments, fills, and excavations. The CI shall have the ability to: verbally and in writing communicate effectively and concisely; read, interpret and explain plans, specifications, and moderately complex regulations; relate lines and grades indicated by survey stakes to the work being performed; ability to write clear, concise reports and keep records of construction progress; read and interpret charts and graphs; ability to make decisions and work effectively without close supervision; ability to deal tactfully and effectively with contractors, engineers, architects, and the general public; ability to assess complex construction operations and to set priorities for acting in a timely manner to achieve compliance with construction and safety requirements.

-8.4.3 Senior Construction Inspector

The Senior Construction Inspector (Senior) must possess a good knowledge of: the methods, practices, and materials used in constructing public works projects such as streets, storm drains, sewers, water mains, street lighting systems, traffic signals, sewage and water treatment facilities, concrete and steel structures, public buildings, Airport, Harbor and Recreation and Parks facilities; measuring, mixing and placement of concrete and bituminous materials; laws, codes, ordinances, standard plans and specifications, and

the administrative regulations governing public works construction in the City of Los Angeles; safety principles and practices.

The Senior shall must have a working knowledge of: the State of California Construction Safety Orders; survey practices in construction work including the use of line and grade stakes; concrete forming, falsework and scaffold systems; methods of testing construction materials and interpreting the test results; supervisory principles and practices including planning, delegating and controlling the work of subordinates; techniques of training, instructing and evaluating subordinate work performance; supervisory responsibility for Equal Opportunity and Affirmative Action; memoranda of understanding as they apply to subordinate personnel.

A Senior must have a general knowledge of: principles of engineering and architectural design and specification writing; soil mechanics as related to foundation, embankments, fills and excavations; contracting practices and costs in construction; city personnel rules, policies and procedures.

A Senior must have the ability to: read, interpret and explain complex plans and specifications; relate lines and grades indicated by survey stakes to the work being performed; write clear and concise reports; maintain accurate and complete records of project progress; make decisions and work effectively with contractors, construction workers, engineers, architects and the general public; establish and maintain a work environment to enhance both employee morale and productivity.

A3-9 Operational Authority and Responsibility

-9.1 General

The lines of authority within the Bureau are indicated on the Organizational Chart (Appendix A3-1.1) and are to be adhered to as is practicable.

Construction inspection personnel, at all levels, have the authority and responsibility to reject materials and workmanship not in conformance with contract or permit requirements at any time.

Construction inspection personnel, at all levels, have the authority and responsibility to suspend work at any time for serious safety violations which place contractor personnel, City personnel, or the general public in eminent danger.

Important areas of personnel administration and construction inspection operations, and the authority associated with each are shown in Delegation of Authority chart (Appendix A3-7.1)

-9.2 Assistant Director

The Assistant Director is the executive officer of the Bureau, with the prime responsibility for the implementation of Bureau policy and to ensure the organization functions in an effective manner.

The Assistant Director shall have final authority over all personnel assignments, is responsible for operations of the construction divisions, and has authority to act for the Director on all matters in his/her absence.

-9.3 Chief Construction Inspector (Division Manager)

The Chief Construction Inspector (Chief) is accountable for the performance of each individual assigned to their Division, and for the effective, professional operation of the Division.

The Chief will ensure compliance with contract and permit requirements, that inspection personnel are properly trained and assigned, and that all personnel are effectively utilized.

The Chief is responsible for maintaining open communication with other Division Managers to ensure a cooperative, efficient implementation of Bureau personnel and enforcement of Bureau policy.

The Chief will assist the Assistant Director in preparation of the Bureau budget and will provide all assistance in matters of personnel discipline and deployment.

-9.4 Principal Construction Inspector (Supervisor)

The Principal Construction Inspector is accountable for the performance of group of Senior Construction Inspectors, Construction Inspectors, Assistant Construction Inspectors and support personnel within an assigned geographical district or section of the General Services Division, and for the effective, professional operation of the District.

The Supervisor will ensure compliance with contract and permit requirements, that inspection and support personnel are properly assigned and trained, and that all personnel assigned to their District are effectively utilized.

The Supervisor is the primary link between field inspection and management, and as such shall keep management informed of all developments within their district.

The Supervisor is responsible for employee discipline, conduct, and performance within their respective district.

The Supervisor shall refer severe disciplinary matters or other critical decision making to the Division Manager as necessary.

The Supervisor is authorized to determine the acceptability of questioned work, to make determinations regarding adherence to plans and specifications, and to provide direction regarding the amount of inspection required for a project.

The Supervisor shall notify the Division Manager of any serious safety violations, failure

to cooperate with City personnel, or other serious matters.

-9.5 Senior Construction Inspector

The Senior Construction Inspector (Senior) is accountable for the performance of Construction Inspectors and Assistant Construction Inspectors assigned to projects for which they are the Project Inspector. The Senior is responsible for on-site control of construction activities to ensure compliance with contract or permit requirements. The Senior is authorized to reject any material or workmanship not in conformance and to suspend any phase of work where there is a failure to cooperate or produce acceptable work.

The Senior is authorized to suspend work at any time for serious safety violations which place contractor personnel, City personnel, or the general public in eminent danger.

The Senior shall immediately notify the Supervisor in the event of serious safety violations, failure to cooperate with City personnel, or other serious matters.

-9.6 Construction Inspector

The construction inspector is authorized to reject any material or workmanship not in conformance with the contract or permit requirements.

The construction inspector is authorized to suspend work at any time for serious safety violations which place contractor personnel, City personnel, or the general public in eminent danger.

The construction inspector is not authorized to suspend work for any other reason without being authorized by the Senior Construction Inspector to do so.

The construction inspector shall immediately notify the Senior Construction Supervisor or Supervisor in the event of serious safety violations, failure to cooperate with City personnel, or other serious matters.

-9.7 Assistant Construction Inspector

Under the guidance of the Senior Construction Inspector the Assistant Construction Inspector (Assistant) is authorized to suspend work at any time for serious safety violations which place contractor personnel, City personnel, or the general public in eminent danger.

Under the guidance of the Senior Construction Inspector the Assistant is authorized to reject materials or workmanship not in conformance with the contract or permit requirements.

The Assistant is to refer all serious matters to the Senior Construction Inspector.

-9.8 Chief Management Analyst

The Chief Management Analyst (Chief MA) is accountable for the performance of each individual assigned to the Administrative Services Division and the Systems Group, and for the effective, professional operation of the Division and Group.

The Chief MA will ensure compliance with all applicable laws and policies, that all personnel are properly assigned and trained, and that all personnel are effectively utilized.

The Chief MA is responsible for assisting the Assistant Director with the Bureau Budget and ensuring that the budget is prepared correctly and in a timely manner.

The Chief MA is responsible for hearing third-level grievances and for the effective, efficient resolution of disciplinary matters approved by the Director.

The Chief MA is not responsible for decisions regarding personnel or operational matters within the Construction or General Services Divisions or the Office of Contract Compliance.

-9.9 Program Manager

The Program Manager is accountable for the performance of each individual assigned to the Office of Contract Compliance (OCC), and for the effective, professional operation of the Office.

The Program Manager will ensure compliance with all applicable laws and policies, that all personnel are properly assigned and trained, and that all personnel are effectively utilized.

The Program Manager is responsible for assisting the Assistant Director with the Bureau Budget as it applies to OCC.

-9.10 Personnel Assignments / Dispatch

The Assistant Director has final authority over all personnel assignments.

Each District Supervisor is responsible for the effective use of all personnel assigned to their district and shall make job assignments accordingly

Inspection requests for permits, cash contracts, and materials control are received by the two Bureau dispatch centers.

All inspection requests for contract and permit work in the San Fernando Valley is received by the Valley Dispatcher.

Inspection requests for all materials control inspection and for contract and permit work in the Metro area is received by the Main Office Dispatcher.

The Main Office Dispatcher and the Valley Dispatcher are assigned to the General Services Division and are under the supervision of the Project Administration Section. All inspection requests are received and assignments made by the respective dispatcher. Any changes to scheduled inspections made by the District Supervisor must be reported to the respective dispatcher as soon as possible. No changes are to be made to inspection assignments without authorization from the District Supervisor.

-9.11 Suspension of Work

The Division Manager (Chief Construction Inspector) and the District Supervisor (Principal Construction Inspector) are delegated the authority to suspend all or any part of the work when necessary to enforce conformance with plans, specifications, agreements for work, or applicable laws.

All Bureau personnel are authorized to suspend all or any part of the work when there is eminent danger to the workers, Bureau personnel, or the public.

In the event that any Bureau personnel suspend work on a project, they are to immediately inform the Director or Assistant Director and provide a complete report of the events and worksite condition(s) warranting the suspension of work.

-9.12 Delegation of Authority

The Assistant Director, Division Manager, and District Supervisor may delegate authority to their subordinates as necessary to maintain effective Bureau operations unless specifically prohibited from doing so by a higher authority. Responsibility for proper performance and conduct may not be delegated under any circumstance.

-9.13 Discipline

Disciplinary action, with the exception of suspension or discharge, is delegated to the Division Manager and District Supervisor. Any suspension or discharge recommended at a subordinate level shall be the decision of the Bureau Director. (See Subsection A4-2.4 for details regarding disciplinary action, suspension, or discharge.)

-9.14 Interaction Regarding Bureau Affairs

Interaction with members of the City Council, Board of Public Works, Office of the City Attorney, or any representative of said groups regarding Bureau affairs shall be done so only with the prior knowledge of the Director or Assistant Director.

There is to be no formal or informal discussion regarding Bureau matters with any member of the City Council, Board of Public Works, or Office of the City Attorney without the Director or Assistant Director having prior knowledge of the reason for, and nature of, the discussion.

It is important to remember that information regarding Bureau matters disseminated during conversations between Bureau management and/or in Bureau meetings is to be kept strictly confidential unless permission is granted to share the information with subordinates.

A3-10 Offices, Geography and Communications

-10.1 Offices

The Bureau maintains several permanent offices throughout the City as follows:

Main Office

1149 S. Broadway, Suite 300
Los Angeles, California 90015
(213) 847-1922

Office of Contract Compliance

1149 S. Broadway, Suite 300
Los Angeles, California 90015
(213) 847-1922

West Los Angeles Office

1828 Sawtelle Boulevard, Third Floor
West Los Angeles, California 90025
(310) 575-8397

San Pedro Office

638 South Beacon Street, #501
San Pedro, California 90731
(310) 732-4624

Valley Office

6262 Van Nuys Boulevard #431
Van Nuys, California 91401
(818) 374-1188

Training Section Office

6262 Van Nuys Boulevard #131
Van Nuys, California 91401

(818) 374-7570

West Valley Office
19040 Vanowen Street
Reseda, California 91335
(818) 756-8796

-10.2 Temporary Field Offices

When specified in the contract documents, the contractor shall provide temporary field office(s) for Inspection personnel as required.

Temporary field offices shall be outfitted as specified, but shall have no less than the following:

- Electrical power
- Lighting
- Telephone service
- Heating and Air conditioning
- Desk and chair(s)
- Filing Cabinet
- Plan Table
- Security devices as necessary

The contractor shall provide cleaning service for field offices as specified.

Sanitary facilities shall be provided as specified.

Temporary field offices shall be provided prior to commencement of construction.

Field offices provided for in the project specifications are for the use of Bureau personnel only.

-10.3 Construction Divisions

The Bureau is comprised of four (4) Construction Divisions which provide direct inspection and contract administration services for construction projects. The Divisions are divided into Districts geographically in accordance with their respective assignments.

Metropolitan Construction Division is comprised of 4 districts south of Mulholland Drive:

District 1	-	Harbor
District 2	-	Central L.A.
District 3 & 5	-	West L.A.
District 4	-	East L.A.
District 6	-	South L.A.

Valley Construction Division is comprised of 3 Districts North of Mulholland Drive.

District 7	-	Northeast Valley
District 8	-	Southeast Valley
District 9 & 10	-	West Valley

Metropolitan Construction Division has 4 Districts with work assigned geographically citywide.

District A1	-	Valley Buildings and Facilities
District A2	-	Airport Facilities
District A3	-	Major Police Facilities / Buildings
District A4	-	Metro and Harbor Buildings / Facilities

Wastewater Construction Division has 3 Districts with work assigned geographically citywide.

District E1	-	Collection / Tillman / L.A Glendale
District E2	-	Hyperion and Terminal Island
District E3	-	Collection System / ESR

-10.4 Bureau Telephone List

The telephone numbers of Bureau Offices and Staff as well as Cellular Phone Number for Bureau Personnel are contained in the Bureau Telephone List in Appendix A4-10.4.

-10.5 Cellular Phone Policy

Each employee assigned a cellular telephone will be responsible for the care and proper use of the device. Each employee assigned a cellular telephone is required to read and acknowledge with an original signature the following usage guidelines:

1. Outgoing cellular telephone calls, when possible, should be limited in City facilities where a City telephone is available.
2. Cellular telephone service should generally be limited to the local calling area except for Management. An exception to this rule can be provided on a case-by-case basis by the Division Manager, Assistant Director or Director.
3. Cellular telephone communications are not always secure and should not be used to discuss sensitive or confidential information.
4. Employees with assigned cellular telephones can elect to activate the electronic lock on their cellular telephones when not in use to avoid unauthorized usage.
5. Employees are prohibited from disposing of batteries in the trash. Used and

depleted rechargeable and other batteries used in conjunction with cellular devices should be returned to the Bureau's Cellular Phone Coordinator for proper handling.

6. Employees with assigned cellular devices shall reimburse the City for the cost of all personal calls / usage.
7. Employees using cellular telephones while driving are required to use a hands-free device.
8. Employees with assigned cellular telephones are discouraged from using the 411 directory assistance due to the high cost of this service.
9. Employees with assigned cellular telephones will receive a detailed monthly carrier cellular services bill for immediate review. Employees are required to reimburse the City for personal usage even if their usage does not exceed the cellular plan's monthly allocation of minutes.
10. Employees must return their cellular telephones to the Bureau Cellular Phone Coordinator when no longer require for their work assignment, and/or separation from the Bureau.
11. Employees with cellular telephones should observe courteous practices including activating the phone's silent ring or vibration feature in order not to be disruptive during meetings.
12. Employees should not engage in cellular phone conversations during meetings and other events but should excuse themselves to avoid disruption.
13. Employees shall work with the Bureau Cellular Phone Coordinator to determine the most cost-effective rate plan available.

The City of Los Angeles Cellular Services Policy and Procedures can be found in Appendix A3-10.5

A4 PERSONNEL ADMINISTRATION

A4-1 Employment

-1.1 General

Employees of the Bureau of Contract Administration are representatives of the Bureau, the Department of Public Works, the Board of Public Works, and the City of Los Angeles, and as such shall conduct themselves in a professional manner at all times. No employee of the Bureau shall, at any time, conduct themselves in a manner which will bring undue criticism from the public or other City Bureau or Department, and shall be mindful that his/her actions reflect not only on the Bureau, but upon their fellow employees as well.

Bureau employees shall be beyond reproach in their duties, and shall display the highest degree of integrity at all times.

-1.2 Recruitment

Due to the fact the nature of work within the Bureau requires extensive contact with the contracting community as well as the general public, Bureau employees occasionally receive inquiries from contractor personnel or the public regarding employment opportunities within the City, and particularly within the Bureau. Bureau personnel are encouraged to actively recruit qualified personnel by referring them to the Personnel Department for job bulletins and/or applications. Requests for information concerning immediate employment opportunities and/or actual job openings in the Bureau should be referred to the Bureau Personnel Coordinator in the Administrative Services Division.

-1.3 Appointment

Regular appointments to all positions in the Bureau are made from the list of eligible candidates established and maintained by the Personnel Department for each respective position following the required examination process.

Employees may be terminated at any time during the six month probationary period should they fail to demonstrate the ability to fulfill the requirements of the position to which they were appointed.

On occasion, emergency appointments may be made to any position classification when a vacancy occurs for which there is no List of Eligible Candidates. Such appointments are normally for a period of 120 days, but upon approval may be extended an additional 120 days.

-1.4 Promotion

Promotion in City service is based on merit as determined by competitive examinations. There are two types of competitive examinations provided by the Personnel Department, open competitive, and promotional. Open competitive examinations are available for both City employees and the general public. Promotional examinations are limited to those City employees meeting the requirements for the exam.

Promotional examinations are given as a means of developing career service in the City. Therefore, those eligible candidates on promotional lists receive precedence over those on open competitive lists in the hiring process.

Employees taking promotional examinations receive seniority credit for years of City service. One-quarter point for each year of City service is added to the employees final examination score.

The City Charter provides that honorably discharged members of the Armed Forces of the United States, who served in time of war, receive an additional five points on their examination score if they pass an open competitive examination. This bonus is not provided for on promotional examinations.

-1.5 Probation Period

Each new employee to the Bureau, whether they are a new hire to the City or promotes from another Bureau/Department, is required to serve a probationary period. Lateral transfers from another Bureau/Department are not required to serve a probationary period provided they have completed probation for that respective position. If a lateral transfer has not completed probation for that respective position, they will be required to serve the complete probation period for that position.

The probation period for Bureau employees is as follows:

Regular Employees	-	6 months
Supervisory Personnel	-	6 months
Chief Construction Inspector	-	1 year
Chief Management Analyst	-	1 year

During the probationary period, the employee is required to demonstrate their ability to satisfactorily fulfill the requirements of the position to which they were appointed, and will be evaluated for said ability by their immediate supervisor.

Employees hired to the position of Construction Inspector are required to attend six months of extensive training conducted by the Bureau Training Section as a condition of

their probationary status. During this six month training period each employee will be evaluated in both classroom training and field assignments by both the Bureau Training Officer and any immediate supervisor to whom they may be assigned.

-1.6 Transfers

If an employee wishes to be transferred out of their work assignment to another assignment within the Bureau, it should be discussed with their immediate supervisor and Division Manager, if necessary.

If an employee wishes to transfer out of the Bureau, the employee should contact the Bureau Personnel Coordinator.

-1.7 Leaves of Absence

-1.7.1 Military Leave

Employees who serve in the Armed Forces in time of war continue to accumulate seniority in the class in which they were regularly employed prior to such military service. Time in the armed services, however, does not count toward the completion of a probation period.

Military leave is also granted to employees who are in reserve components of the military, including National Guard, who present orders for limited military duty.

See Appendix A4-1.7.1 Military Leave Fact Sheet

-1.7.2 Bureau Leave of Absence

A leave of absence may be granted by the Bureau Director for the following:

- (1) Leave because of injury or illness not in line of duty. Any employee granted leave for this reason will be required to demonstrate fitness for duty prior to returning to regular duty.
- (2) Leave to take advantage of veteran's educational benefits under provisions of federal law unless the employee has not completed a probationary period in any class.
- (3) Leave for educational purposes if:
 - The course of study to be pursued will increase the employee's training for the job or for promotion in City service; and
 - The employee certifies that return to City service is intended.

- (4) Additional periods of leave for educational purposes will be considered if the employee has demonstrated normal and satisfactory progress toward the educational objective.
- (5) Leave for personal reasons if the approval of such leave will not interfere with the work of the Bureau and if the length of service and the quality of performance of the employee merits it. This includes leave to settle estates, to travel, to be with spouse or family, to take care of property, or to take extended vacation and rest, etc.
- (6) Leave to accept an intermittent or limited appointment.
- (7) Leaves to accept other employment if
 - The Director finds that the City will materially benefit from the specific experience to be obtained by the employee in such employment;
 - The appointing authority certifies that there is a replacement available who can perform the required duties in a satisfactory manner and that the employee's absence will not adversely affect the quality of City service;
 - The employee has had a reasonable period of city service; and
 - The employee's services have been requested for a definite, specified period of time.

Leaves of absence for successful candidates for the U.S. Peace Corps program will be granted notwithstanding the requirements above.

- (8) Leave to work for an employee organization or joint council of employee organizations on City employee relations matters.
- (9) Leave of absence without pay rather than suspension or abandonment of position for an employee who fails to return from worker's compensation absence because the employee believes sufficient recovery has not occurred and states an intention to carry a claim to the Worker's Compensation Appeals Board.

The Director will not grant leave of absence for the following reasons:

- (1) Leave upon transfer from one department or bureau to a position in another department or bureau.
- (2) Extension of leave beyond the probationary period for a person holding another civil service position within the City.

In accordance with Section 7.4 of the Civil Service Commission Rules, the Director will not approve requests for leave beyond one year. Renewals shall be accompanied by an explanation stating the reason for extension.

-1.7.3 Return From Leave of Absence

Employees on authorized leaves of absence shall be entitled to return from such leaves.

Employees returning from leave of absence due to injury or illness shall be subject to a medical evaluation by a City physician immediately upon their return.

- (1) Appointments for medical evaluations shall be made by the Bureau Personnel Coordinator.
- (2) The medical appointment shall be made prior to the date of return to work.
- (3) The Bureau Personnel Coordinator shall notify the returning employee to bring a release to return to work from the employee's personal physician together with other pertinent medical information for consideration by the City physician.

If in the opinion of the Bureau Personnel Coordinator, employees returning from any leave of absence from City service have physical or medical conditions which might affect their performance or assignment, they may be subject to medical examination by a City physician.

As soon as possible after a medical evaluation, the City physician shall report in writing to the Bureau Personnel Coordinator recommendations regarding the employee's fitness for duty, specifying any physical limitations to be imposed. This report may include:

- (1) Recommendation for return to full duty;
- (2) Temporary or permanent limitations on the ability of the employee to perform some or all of the duties of the class;
- (3) Conditions which would make any further employment hazardous to the employee, fellow employees, or the public.

Any personnel actions based on the medical evaluation and recommendations of a City physician on a returning employee must be taken by the Bureau.

-1.8 Resignation

Any employee wishing to resign from City service must provide a written resignation.

When an employee resigns, the employee loses all seniority rights and credits for service, and if later reinstated will do without credit for past service.

-1.8.1 Request for Restoration to List of Eligible Candidates

The Director will grant a request to be restoration to any list of eligible candidates only when it appears to do so would be for the good of the City.

All persons seeking restoration shall, prior to appointment, be approved medically by a City physician if they are not currently employed by the City.

The Director will restore individuals to the original class title for which they were examined. After such restoration, they shall be eligible for certification to any of the converted titles for the particular class and subsequently are assignable to any of the converted titles.

-1.9 Layoff Seniority

In the event that layoffs become necessary, they shall be based on seniority within class.

The first person laid off within a class shall be the one in the Bureau with the least seniority in that class. If two or more employees have the same layoff seniority, the order of layoff shall be determined by the Director.

Any person laid off shall be entitled to displace to a position in a class group in which he/she formerly held a regular appointment and in which there is an employee with less displacement seniority. The employee with the least displacement seniority shall be displaced by the person who is laid off. The employee displaced shall be considered as laid off for the same reason as the person who displaced him/her and shall in the same manner be eligible to displace to a position in a class group in which he/she formerly held a regular position. If two or more employees have the same displacement seniority to a position in a class group, the order of displacement shall be determined by the Director.

-1.10 Personnel Records

A complete employment record, including the employee's status in any examinations that were taken, employment history with the City, applications, disciplinary actions, appeals, accommodations, and similar information, is maintained by the Personnel Department.

The Bureau maintains Personnel files in the main office that contain much of the same information as contained in the official personnel file maintained by the Personnel Department.

-1.11 Change of Address and/or Telephone

Any change of address or telephone number must be reported immediately to the

Administrative Services Division in the Main Office.

-1.12 Employee Identification Card

Each Bureau employee is provided with a photo identification card that must be worn at all times while in a City building or facility. If your identification card is lost or stolen you must immediately contact the Bureau Personnel Coordinator and arrange for a new card.

A4-2 Personal Conduct

-2.1 General

-2.2 Standards of Conduct

-2.1.1 Code of Ethics

-2.2.2 Outside Employment

-2.2.3 Conflict of Interest

-2.3.4 Working Hours

Regular working hours for Bureau personnel are from 7:00 AM to 3:30 PM, Monday thru Friday. Hours may be adjusted by the Division Manager if work dictates an adjustment. Employees may be required to work overtime after 3:30 PM and/or on weekends and holidays as the workload dictates.

-2.3.5 Absences

If an employee is absent from work for three or more days due to an illness or injury, prior to returning to work he/she may be required to provide a note from an attending physician clearing them to return to normal duty.

Employees who are absent from work without a valid authorization for seven calendars shall be considered to have abandoned their position and to have resigned from City service.

-2.3.6 Arrest Record

Upon receipt of advice of arrest of an employee of the Bureau, either while on or off duty, the Bureau of Management Employees Services will advise the Director. A copy of the arrest report will be filed in the Employee's personnel record file.

-2.3.7 Concealed Weapons

The Penal Code of the State of California and the Municipal Code of the City of Los Angeles prohibit the carrying of concealed weapons, including, but not limited to, guns, upon the person or in an automobile except by those persons specifically authorized to do so. These provisions apply to all personnel of this Bureau while on duty, and failure to comply is cause for disciplinary action, including discharge.

-2.3.8 Political Activity

The Government Code of the State of California governs the rights of City employees to engage in political activities. Applicable excerpts from the Government Code are found below for the guidance of Bureau Employees:

- An officer, or employee, of the City shall not, directly or indirectly, knowingly solicit or receive political funds or contributions from other officers or employees of the City.
- No employee shall use their position, direct or indirect threats, or influence to assist or obstruct any person from attaining a change in status or compensation within the City based on consideration that political action will be given or withheld, or upon any other illegal condition or consideration.
- No employee of the City shall take an active part in any campaign for or against any candidate running for a City office.
- The Government Code does not prevent a City employee from soliciting or receiving contributions to promote the passage or defeat of a ballot measure which would affect the rate of pay, hours of work, retirement, civil service, or other employee working conditions.
- Bureau employees may not take part in any political fund raising, soliciting, campaigning, demonstrating, or other political activity during time they are being paid by the City for performing their prescribed duties.

-2.3.9 Property Accountability

Bureau employees are responsible for maintaining all equipment they are issued, or for which they are responsible. If equipment is lost, the employee is to immediately inform his/her immediate supervisor and complete an Equipment Loss Affidavit. If it is determined that equipment was lost or damaged due to negligence on the part of the employee, compensation will be required for the loss or damage sustained.

-2.4 Performance Reports

-2.4.1 Probationary Employee Report

Under current Civil Service procedure, a Probationary Report is issued at the end of the second and fourth months of probation.

For Inspection Personnel, the Training Officer will provide a training report monthly for all probationary personnel in addition to the Probation Report completed by the respective employee's immediate Supervisor.

It is critically important to the future of the employee and the Bureau that all Supervisors complete the Probation Report in an honest, critical manner. The Supervisor must make accurate assessments of the employees ability to fulfill the requirements of the position

-2.4.2 Annual Employee Evaluation

All permanent employees are rated annually on their work performance. This rating is done by the appropriate Supervisor on a form issued by the Personnel Department. The categories of work performance considered in the Annual Evaluation are quantity of work performed; quality of work performed; work habits; adaptability; and personal relations. Additional space is provided for the rater to indicate other personality traits such as attitude or judgement. The rater should describe any significant contributions the employee made during the rating period, as well as any shortcomings that need improvement.

Annual Evaluations are approved by the respective Division Manager and the Assistant Director.

The Supervisor will issue the evaluation and discuss its contents with the employee, pointing out areas where the employee has performed in an outstanding manner, and defining any areas where the employee may need improvement.

The employee will sign the Annual Evaluation to indicate that it has been seen and discussed. The employee's signature does not indicate either agreement or disagreement with the contents of the evaluation. The employee will be given a signed copy of the evaluation at the time of the discussion. One copy of the Annual Evaluation will be placed in the employee's Personnel File.

If the employee does not agree with the contents of the evaluation, he/she may appeal the contents to the Division Manager or file a grievance through the normal grievance procedure.

It should be noted that an unsatisfactory rating on the Annual Evaluation may be cause for denying a salary increase under the five-step salary schedule.

-2.4.3 Deficiency Notice

A “Notice to Correct Deficiencies” is issued by the Supervisor, Division Manager, Assistant Director, or Director to make the employee aware of specific deficiencies in the performance, attitude, or attendance of the employee.

The notice is prepared in triplicate with the employee receiving the signed original copy with the copies forwarded to the Bureau Personnel Coordinator.

One copy of the notice is placed in the employee’s Personnel File.

-2.4.4 Notices of Commendation

A “Notice of Commendation” is issued by the Supervisor, Division Manager, Assistant Director, or Director to an employee for outstanding performance or performance above and beyond the normal duties of his/her position. The employee retains the signed original copy of the Commendation with the copies forwarded to the Bureau Personnel Coordinator.

One copy of the Commendation is placed in the employee’s Personnel File.

When deemed appropriate, a letter of commendation signed by the Director may be issued either with a Notice of Commendation or in lieu of the Notice.

-2.5 Disciplinary Action

-2.5.1 General

The basis of the employment relationship is that, in exchange for salary and other benefits, employees will perform the duties for which they are hired in accordance with the standards set for operational efficiency and effectiveness. Employees are expected to consistently report to work on time, carry out their assigned duties, and cooperate with the public, co-workers, supervisors, and management to complete the work as assigned.

The City has Disciplinary Guidelines for situations in which employees fail to adhere to the requirements for proper job performance.

The disciplinary guidelines of the City are designed to ensure fair treatment to all employees; to prevent impulsive and unreasonable punishment for improper conduct. Under City disciplinary guidelines, the rights of the employee are protected, but being so protected does not give any employee the right to disobey rules, to fail to be productive, to be insubordinate, to be discourteous, to endanger others, or to engage in conduct unbecoming a City employee.

The primary goal of disciplinary action is to correct employee behavior or performance. To achieve that goal requires a mutual understanding among Bureau management,

employees, and the Bureau of Management Employee Services that the following criteria apply:

- Behavior and performance standards must relate to the duties of the job, and management must make employees aware of them;
- Employees are expected to adhere to standards of reasonable and prudent conduct;
- Employees will be subject to corrective action when they violate these standards;
- Penalties must be appropriate for the type and seriousness of the offense, while employees who commit serious offenses, or who show a pattern of offenses after successive efforts at corrective action, must not remain in City service.

When it is suspected that a violation of a performance standard has occurred, and before deciding whether corrective action is necessary, Bureau management should conduct a thorough, objective investigation and get all available facts, including the employee's side of the story. If the investigation shows that an offense occurred, the actions required by the Department's discipline procedures and policies should be taken. However, if Bureau management determines that an offense did not occur, or that the allegation is lacking in substance, a record of the incident should not be placed in the employee's file where it might prejudice future actions.

Disciplinary action will vary with the degree of seriousness or frequency of the offense, and may include a reprimand, oral counseling, written notice to correct deficiencies, suspension without pay, or discharge.

Oral counseling or reprimands must be constructive, deserved, timely, and given in private. The employee must be advised that similar offenses could lead to more severe disciplinary action, but no threats are to be used. The purpose of the reprimand or oral counseling is to improve future performance.

- A reprimand is an oral expression of disapproval and is given to make an employee aware of a shortcoming in their performance. A reprimand should be documented in the Supervisor's records only as an acknowledgement that the reprimand was given.
- An oral counseling is an official disciplinary action given for an infraction of employee conduct. An oral counseling must be documented in a Memorandum to File stating the facts upon which the counseling was given, date, time, and signature of the Supervisor. The employee will be given a copy of the Memo recording the oral counseling. The Memo will not be placed in the employee's Personnel File unless there is a repeat of the infraction.

-2.5.2 Conduct Review Meeting

Initial problems may be minor and not easily definable offenses under the disciplinary guidelines. This behavior should not be overlooked, as it can grow more serious with time. A private conference can often resolve the problem and give the employee an opportunity to correct the unacceptable behavior.

Recognition should be given to the employee who has received discipline and has demonstrated that the problem has been corrected.

-2.5.3 Probationary Termination

Although a pre-discipline procedure is not required for a probationary termination, it is advisable that such actions be documented. Bureau management should utilize the probationary period as the working test period of fitness to perform the duties of the job and meet the standards of performance.

A probationary employee should receive periodic counseling regarding their job performance during the probationary period. Such counseling should be documented by the supervisor and/or Training Officer in a memo to their file. A probationary termination should not come as a surprise to an employee. If an employee has not met satisfactory performance standards in all areas by the end of the 4th month of probation, management will make a decision regarding the retention of the employee. If an employee has not met satisfactory performance standards by the 4th month of probation, the Assistant Director is to be notified. If termination is appropriate, management will initiate the termination process as soon as possible.

-2.5.4 Suspension / Discharge

If a discharge or a suspension is being considered for an employee who has completed probation, a pre-discipline procedure is required. This is the case even when an appeal procedure, including a post-discharge evidentiary hearing is available. The purpose of this procedure is to “minimize the risk of error” in management’s initial decision. This procedure enables the employee to receive notice of the charges and a copy of the materials upon which the proposed discipline is based, to provide his or her version of the fact surrounding the proposed discipline, and to give the Department to reevaluate the proposed decision before it is irreversibly made.

-2.5.5

A5 EMPLOYEE PAY AND ALLOWANCES

A5-1 General

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