

**COST-OF-LIVING ADJUSTMENTS**

**CLERICAL UNIT**

**EFFECTIVE DECEMBER 1, 2017 (1.0150%)**

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
ADMINISTRATIVE CLERK			-- 1358	*	*	*	*	*	*	*	*	*
A												
	91-13637	NEW HOURLY	23.77	25.10	26.50	27.98	29.54					
		BIWEEKLY	1,901.60	2,008.00	2,120.00	2,238.40	2,363.20					
		MONTHLY	4,135.98	4,367.40	4,611.00	4,868.52	5,139.96					
	93-13637	SAME AS ABOVE										
	94-13637	SAME AS ABOVE										
**												
B												
	91-13635	NEW HOURLY	20.72	21.88	23.10	24.39	25.75					
		BIWEEKLY	1,657.60	1,750.40	1,848.00	1,951.20	2,060.00					
		MONTHLY	3,605.28	3,807.12	4,019.40	4,243.86	4,480.50					
	91-13636	SAME AS ABOVE										
	93-13635	SAME AS ABOVE										
	93-13636	SAME AS ABOVE										
	94-13635	SAME AS ABOVE										
	94-13636	SAME AS ABOVE										
**												
C												
	91-01119	NEW HOURLY	18.94				23.54					
		BIWEEKLY					1,883.20					
		MONTHLY					4,095.96					
**												
D												
	93-01806	NEW HOURLY	16.88				20.97					
		BIWEEKLY					1,677.60					
		MONTHLY					3,648.78					
	95-13581*	SAME AS ABOVE										
**												
E												
	91-01120	NEW HOURLY	15.93				19.80					
		BIWEEKLY					1,584.00					
		MONTHLY					3,445.20					

\*Eff. 1/1/14 this DDR No. replaces  
 93-01806 for new City employees.

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
BENEFITS SPECIALIST			-- 1203	* *	* *	* *	* *	* *	* *	* *	* *	* *
	95-12031	NEW HOURLY	30.22	31.90	33.68	35.56	37.54					
		BIWEEKLY	2,417.60	2,552.00	2,694.40	2,844.80	3,003.20					
		MONTHLY	5,258.28	5,550.60	5,860.32	6,187.44	6,531.96					
CLERK			-- 1141	* *	* *	* *	* *	* *	* *	* *	* *	* *
	A											
	91-11016	NEW HOURLY	22.72	23.99	25.33	26.74	28.23					
		BIWEEKLY	1,817.60	1,919.20	2,026.40	2,139.20	2,258.40					
		MONTHLY	3,953.28	4,174.26	4,407.42	4,652.76	4,912.02					
	<u>2</u>											
	91-11017	SAME AS ABOVE										
	93-11016	SAME AS ABOVE										
	94-11016	SAME AS ABOVE										
	<u>2</u>											
	94-11017	SAME AS ABOVE										
	95-11411	SAME AS ABOVE										
**												
	B											
	91-11014	NEW HOURLY	19.29	20.37	21.51	22.71	23.98					
		BIWEEKLY	1,543.20	1,629.60	1,720.80	1,816.80	1,918.40					
		MONTHLY	3,356.46	3,544.38	3,742.74	3,951.54	4,172.52					
	<u>3</u>											
	91-11015	SAME AS ABOVE										
	93-11014	SAME AS ABOVE										
	94-11014	SAME AS ABOVE										
	<u>3</u>											
	94-11015	SAME AS ABOVE										
	95-11412	SAME AS ABOVE										
**												
	C											
	91-01118	NEW HOURLY	18.40				22.86					
		BIWEEKLY					1,828.80					
		MONTHLY					3,977.64					
	93-01118	SAME AS ABOVE										
**												
	95-11413*	NEW HOURLY	15.63	16.50	17.42	18.39	19.42					
		BIWEEKLY	1,250.40	1,320.00	1,393.60	1,471.20	1,553.60					
		MONTHLY	2,719.62	2,871.00	3,031.08	3,199.86	3,379.08					

\*Eff. 1/1/14 this DDR No. replaces  
 91-01118 and 93-01118 for new City employees.

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
CLERK STENOGRAPHER			-- 1321	*	*	*	*	*	*	*	*	*
A												
91-13135	NEW HOURLY	23.77	25.10	26.50	27.98	29.54						
	BIWEEKLY	1,901.60	2,008.00	2,120.00	2,238.40	2,363.20						
	MONTHLY	4,135.98	4,367.40	4,611.00	4,868.52	5,139.96						
93-13135	SAME AS ABOVE											
94-13135	SAME AS ABOVE											
**												
B												
91-13134	NEW HOURLY	22.72	23.99	25.33	26.74	28.23						
	BIWEEKLY	1,817.60	1,919.20	2,026.40	2,139.20	2,258.40						
	MONTHLY	3,953.28	4,174.26	4,407.42	4,652.76	4,912.02						
93-13134	SAME AS ABOVE											
94-13134	SAME AS ABOVE											
COMMUNICATIONS INFORMATION REP--			1461	*	*	*	*	*	*	*	*	*
A												
95-14612	NEW HOURLY	26.64	28.13	29.70	31.36	33.11						
	BIWEEKLY	2,131.20	2,250.40	2,376.00	2,508.80	2,648.80						
	MONTHLY	4,635.36	4,894.62	5,167.80	5,456.64	5,761.14						
**												
B												
94-14020	NEW HOURLY	23.77	25.10	26.50	27.98	29.54						
	BIWEEKLY	1,901.60	2,008.00	2,120.00	2,238.40	2,363.20						
	MONTHLY	4,135.98	4,367.40	4,611.00	4,868.52	5,139.96						
**												
C												
94-14001	NEW HOURLY	22.72	23.99	25.33	26.74	28.23						
	BIWEEKLY	1,817.60	1,919.20	2,026.40	2,139.20	2,258.40						
	MONTHLY	3,953.28	4,174.26	4,407.42	4,652.76	4,912.02						
CUST SRVC REPTV 7			-- 1230	*	*	*	*	*	*	*	*	*
91-15031	NEW HOURLY	32.73	34.55	36.48	38.51	40.66						
	BIWEEKLY	2,618.40	2,764.00	2,918.40	3,080.80	3,252.80						
	MONTHLY	5,695.02	6,011.70	6,347.52	6,700.74	7,074.84						
**												
A												
91-12069	NEW HOURLY	31.60	33.36	35.22	37.18	39.25						
	BIWEEKLY	2,528.00	2,668.80	2,817.60	2,974.40	3,140.00						
	MONTHLY	5,498.40	5,804.64	6,128.28	6,469.32	6,829.50						

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
**												
	B											
	91-12068	NEW HOURLY	28.93	30.54	32.24	34.04	35.94					
		BIWEEKLY	2,314.40	2,443.20	2,579.20	2,723.20	2,875.20					
		MONTHLY	5,033.82	5,313.96	5,609.76	5,922.96	6,253.56					
	<u>5</u>											
	91-12110	SAME AS ABOVE										
	95-12301	SAME AS ABOVE										
**												
	C											
	91-12067	NEW HOURLY	27.37	28.90	30.51	32.21	34.01					
		BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80					
		MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74					
	95-12302	SAME AS ABOVE										
**												
	D											
	91-12066	NEW HOURLY	25.62	27.05	28.56	30.15	31.83					
		BIWEEKLY	2,049.60	2,164.00	2,284.80	2,412.00	2,546.40					
		MONTHLY	4,457.88	4,706.70	4,969.44	5,246.10	5,538.42					
**												
	E											
	91-01117	NEW HOURLY	23.55				29.26					
		BIWEEKLY					2,340.80					
		MONTHLY					5,091.24					
	DATA ENTRY OPERATOR	-- 1433	*	*	*	*	*	*	*	*	*	*
	A											
	93-14135	NEW HOURLY	25.62	27.05	28.56	30.15	31.83					
		BIWEEKLY	2,049.60	2,164.00	2,284.80	2,412.00	2,546.40					
		MONTHLY	4,457.88	4,706.70	4,969.44	5,246.10	5,538.42					
	94-14134	SAME AS ABOVE										
**												
	<u>B 1</u>											
	91-14102	NEW HOURLY	23.77	25.10	26.50	27.98	29.54					
		BIWEEKLY	1,901.60	2,008.00	2,120.00	2,238.40	2,363.20					
		MONTHLY	4,135.98	4,367.40	4,611.00	4,868.52	5,139.96					
	<u>1</u>											
	93-14102	SAME AS ABOVE										
	<u>1</u>											
	94-14102	SAME AS ABOVE										
	95-14331*	SAME AS ABOVE										

\*Eff. 1/1/14 this DDR No. replaces  
 94-14102 for new City employees.

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
DATA ENTRY SUPERVISOR			-- 1434	*	*	*	*	*	*	*	*	*
91-14079	NEW HOURLY		27.37	28.90	30.51	32.21	34.01					
	BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80						
	MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74						
93-14079	SAME AS ABOVE											
94-14079	SAME AS ABOVE											
DATA PROCESSING TECHNICIAN			-- 1136	*	*	*	*	*	*	*	*	*
A												
93-11005	NEW HOURLY		28.93	30.54	32.24	34.04	35.94					
	BIWEEKLY	2,314.40	2,443.20	2,579.20	2,723.20	2,875.20						
	MONTHLY	5,033.82	5,313.96	5,609.76	5,922.96	6,253.56						
94-11005	SAME AS ABOVE											
**												
B												
93-11006	NEW HOURLY		27.37	28.90	30.51	32.21	34.01					
	BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80						
	MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74						
94-11125	SAME AS ABOVE											
DELIVERY DRIVER			-- 1121	*	*	*	*	*	*	*	*	*
A												
93-11146	NEW HOURLY		23.77	25.10	26.50	27.98	29.54					
	BIWEEKLY	1,901.60	2,008.00	2,120.00	2,238.40	2,363.20						
	MONTHLY	4,135.98	4,367.40	4,611.00	4,868.52	5,139.96						
**												
B												
91-11126	NEW HOURLY		20.72	21.88	23.10	24.39	25.75					
	BIWEEKLY	1,657.60	1,750.40	1,848.00	1,951.20	2,060.00						
	MONTHLY	3,605.28	3,807.12	4,019.40	4,243.86	4,480.50						
93-11126	SAME AS ABOVE											
94-11126	SAME AS ABOVE											
**												
C												
95-11211*	NEW HOURLY		17.61	18.59	19.63	20.72	21.88					
	BIWEEKLY	1,408.80	1,487.20	1,570.40	1,657.60	1,750.40						
	MONTHLY	3,064.14	3,234.66	3,415.62	3,605.28	3,807.12						

\*Eff. 1/1/14 this DDR No. replaces  
 91-01506 for new City employees.

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
**												
	C											
	91-01506	NEW HOURLY	16.88				20.97					
		BIWEEKLY					1,677.60					
		MONTHLY					3,648.78					
MESSENGER CLERK			-- 1111	*	*	*	*	*	*	*	*	*
	91-11018	NEW HOURLY	18.03	19.04	20.10	21.22	22.40					
		BIWEEKLY	1,442.40	1,523.20	1,608.00	1,697.60	1,792.00					
		MONTHLY	3,137.22	3,312.96	3,497.40	3,692.28	3,897.60					
	93-11018	SAME AS ABOVE										
	94-11018	SAME AS ABOVE										
**												
	A											
	95-11111*	NEW HOURLY	15.33	16.18	17.08	18.03	19.04					*Eff. 1/1/14 this DDR No. replaces
		BIWEEKLY	1,226.40	1,294.40	1,366.40	1,442.40	1,523.20					91-11018, 93-11018, and 94-11018
		MONTHLY	2,667.42	2,815.32	2,971.92	3,137.22	3,312.96					for new City employees.
OFFICE TRAINEE			-- 1101	*	*	*	*	*	*	*	*	*
	A											
	93-81103	NEW HOURLY	15.75				19.57					
		BIWEEKLY					1,565.60					
		MONTHLY					3,405.18					
**												
	B											
	91-81100	NEW HOURLY	13.66				16.97					
		BIWEEKLY					1,357.60					
		MONTHLY					2,952.78					
SECRETARY LEGAL			-- 1924	*	*	*	*	*	*	*	*	*
	A											
	91-11101	NEW HOURLY	39.14				46.05	48.62				
		BIWEEKLY					3,684.00	3,889.60				
		MONTHLY					8,012.70	8,459.88				
**												
	B											
	19-19101	NEW HOURLY	32.73	34.55	36.48	38.51	40.66					
		BIWEEKLY	2,618.40	2,764.00	2,918.40	3,080.80	3,252.80					
		MONTHLY	5,695.02	6,011.70	6,347.52	6,700.74	7,074.84					
	19-19109	SAME AS ABOVE										

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
**												
	C											
	91-19102	NEW HOURLY	31.60	33.36	35.22	37.18	39.25					
		BIWEEKLY	2,528.00	2,668.80	2,817.60	2,974.40	3,140.00					
		MONTHLY	5,498.40	5,804.64	6,128.28	6,469.32	6,829.50					
**												
	D											
	91-19003	NEW HOURLY	27.37	28.90	30.51	32.21	34.01					
		BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80					
		MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74					
* * * * *												
SENIOR ADMINISTRATIVE CLERK -- 1368												
	A 4											
	91-13640	NEW HOURLY	28.93	30.54	32.24	34.04	35.94					
		BIWEEKLY	2,314.40	2,443.20	2,579.20	2,723.20	2,875.20					
		MONTHLY	5,033.82	5,313.96	5,609.76	5,922.96	6,253.56					
	91-13641	SAME AS ABOVE										
	4											
	93-13640	SAME AS ABOVE										
	93-13641	SAME AS ABOVE										
	4											
	94-13640	SAME AS ABOVE										
	94-13641	SAME AS ABOVE										
**												
	B											
	91-13639	NEW HOURLY	27.37	28.90	30.51	32.21	34.01					
		BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80					
		MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74					
	93-13639	SAME AS ABOVE										
	94-13639	SAME AS ABOVE										
**												
	C											
	91-13638	NEW HOURLY	25.62	27.05	28.56	30.15	31.83					
		BIWEEKLY	2,049.60	2,164.00	2,284.80	2,412.00	2,546.40					
		MONTHLY	4,457.88	4,706.70	4,969.44	5,246.10	5,538.42					
	93-13638	SAME AS ABOVE										
	94-13638	SAME AS ABOVE										



CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
SENIOR CLERK			-- 1143	*	*	*	*	*	*	*	*	*
A												
91-11123	NEW HOURLY	28.93	30.54	32.24	34.04	35.94						
	BIWEEKLY	2,314.40	2,443.20	2,579.20	2,723.20	2,875.20						
	MONTHLY	5,033.82	5,313.96	5,609.76	5,922.96	6,253.56						
<u>4</u>												
91-11124	SAME AS ABOVE											
93-11123	SAME AS ABOVE											
<u>4</u>												
93-11124	SAME AS ABOVE											
94-11123	SAME AS ABOVE											
<u>4</u>												
94-11124	SAME AS ABOVE											
**												
B												
91-11122	NEW HOURLY	27.37	28.90	30.51	32.21	34.01						
	BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80						
	MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74						
91-14002	SAME AS ABOVE											
93-11122	SAME AS ABOVE											
94-11122	SAME AS ABOVE											
**												
C												
91-11121	NEW HOURLY	25.62	27.05	28.56	30.15	31.83						
	BIWEEKLY	2,049.60	2,164.00	2,284.80	2,412.00	2,546.40						
	MONTHLY	4,457.88	4,706.70	4,969.44	5,246.10	5,538.42						
91-14103	SAME AS ABOVE											
93-11121	SAME AS ABOVE											
94-11121	SAME AS ABOVE											
SENIOR CLERK STENOGRAPHER			-- 1323	*	*	*	*	*	*	*	*	*
A												
91-13138	NEW HOURLY	28.93	30.54	32.24	34.04	35.94						
	BIWEEKLY	2,314.40	2,443.20	2,579.20	2,723.20	2,875.20						
	MONTHLY	5,033.82	5,313.96	5,609.76	5,922.96	6,253.56						
<u>4</u>												
91-13139	SAME AS ABOVE											

CLASS	DDRNO	PAY RATE	STEP-1	STEP-2	STEP-3	STEP-4	STEP-5	STEP-6	STEP-7	STEP-8	STEP-9	STEP-10
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93-13138		SAME AS ABOVE										
<u>4</u>												
93-13139		SAME AS ABOVE										
94-13138		SAME AS ABOVE										
<u>4</u>												
94-13139		SAME AS ABOVE										

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B												
91-13137	NEW HOURLY	27.37	28.90	30.51	32.21	34.01						
	BIWEEKLY	2,189.60	2,312.00	2,440.80	2,576.80	2,720.80						
	MONTHLY	4,762.38	5,028.60	5,308.74	5,604.54	5,917.74						
93-13137		SAME AS ABOVE										
94-13137		SAME AS ABOVE										

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C												
91-13136	NEW HOURLY	25.62	27.05	28.56	30.15	31.83						
	BIWEEKLY	2,049.60	2,164.00	2,284.80	2,412.00	2,546.40						
	MONTHLY	4,457.88	4,706.70	4,969.44	5,246.10	5,538.42						
93-13136		SAME AS ABOVE										
94-13136		SAME AS ABOVE										

SENIOR COMMUNICATIONS OPERATOR-- 1467 \* \* \* \* \*

A												
94-14003	NEW HOURLY	29.65	31.30	33.05	34.89	36.84						
	BIWEEKLY	2,372.00	2,504.00	2,644.00	2,791.20	2,947.20						
	MONTHLY	5,159.10	5,446.20	5,750.70	6,070.86	6,410.16						

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B												
94-14104	NEW HOURLY	26.01	27.46	28.99	30.61	32.32						
	BIWEEKLY	2,080.80	2,196.80	2,319.20	2,448.80	2,585.60						
	MONTHLY	4,525.74	4,778.04	5,044.26	5,326.14	5,623.68						

CLERICAL UNIT

FOOTNOTES:

1. Employees occupying DDR Nos. 91-14102, 93-14102, or 94-14102 in the class of Data Entry Operator (Class Code 1433), who are assigned to a position in the class of Data Processing Technician Trainee (Class Code 1134) shall continue to receive the pay applicable to the position they occupied in the class of Data Entry Operator if that salary is higher than the salary applicable to the position in the class of Data Processing Technician Trainee.
2. Any employee who occupied one of the DDRs listed below between June 29, 1981 and July 24, 1981, shall receive the second premium level above the appropriate step rate in the salary range while occupying or re-occupying any DDR listed below.

Clerk (Class Code 1141)

91-11017

94-11017

3. Any employee who occupied one of the DDRs listed below between June 29, 1981 and July 24, 1981 shall receive the third premium level above the appropriate step rate in the salary range while occupying or re-occupying any DDR listed below:

Clerk (Class Code 1141)

91-11015

94-11015

4. Any employee who occupied one of the DDRs listed below between June 29, 1981 and July 24, 1981 shall receive the fourth premium level above the appropriate step rate in the salary range while occupying or re-occupying any DDR listed below:

Clerk Typist Class Code 1358	Sr. Clerk Typist Class Code 1368	Sr. Clerk Steno Class Code 1323	Sr. Clerk Class Code 1143
91-13636	91-13640	91-13139	91-11124
93-13636	93-13640	93-13139	93-11124
94-13636	94-13640	94-13139	94-11124

CLERICAL UNIT

FOOTNOTES: (cont'd)

5. All positions on DDR 91-12110 in the class of Customer (previously Commercial) Service Representative (Class Code 1230) shall not be filled by bid.
6. Due to certain class consolidations conducted by the Personnel Department, City of Los Angeles, the following classifications indicated in Appendix A-1 have been abolished and are not shown in Appendix A-2.

Data Processing Technician Trainee	1134
Traffic Agent	1159

7. Due to certain class consolidations conducted by the Personnel Department, City of Los Angeles, the following classification was reallocated:

From:	Senior Teller	1192
To:	Customer Service Representative	1230

8. One person in a classification represented by IBEW, when designated to represent IBEW as the Administrator to the Joint Safety Institute (JSI), shall, while assigned to perform such JSI Administrator duties, be compensated at the fifth (5<sup>th</sup>) step of the "III" level Salary Range (DDR No. 95-52653) established for the class of Electrical Services Manager (Class Code 5265), enabling the individual to remain in the bargaining unit during such assignment while being compensated at the Electrical Services Manager III salary level. The provisions of this footnote shall be effective October 1, 2002.
9. One person in a classification represented by IBEW, when designated to represent IBEW as the Administrator to the Joint Training Institute (JTI) shall, while assigned to perform such JTI Administrator duties, be compensated at the fifth (5<sup>th</sup>) step of the "III" level Salary Range (DDR No. 95-52653) established for the class of Electrical Services Manager (Class Code 5265), enabling the individual to remain in the bargaining unit during such assignment while being compensated at the Electrical Services Manager III salary level. The provisions of this footnote shall be effective October 1, 2002.