

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: TRANSFERS UNDER CHARTER
SECTION 233

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 16

BACKGROUND

Section 233 of the Charter of the City of Los Angeles provides for the temporary transfer of personnel by the Mayor from one Department, Bureau or Office to another, except for Proprietary Departments. These transfers are for the purpose of alleviating shortages of personnel or temporary demands for additional personnel caused by temporary or seasonal requirements in a Department, Bureau or Office. Temporary transfers that do not exceed 14 calendar days do not require the procedure under Charter Section 233, but can be conducted according to Los Angeles Administrative Code Sections 4.340 - 4.343 and the Department's Personnel Directive No. 19.

When a Charter Section 233 transfer is approved, the position does not transfer. The employee is actually "loaned" to the other Department. The position authority remains with the home Department of the employee. These transfers are not to exceed 120 days in any one calendar year. The new Department, Bureau or Office to which the employee temporarily transfers pays the salary of the employee during the period of the transfer. The employee is shown on the timesheet of the new Department.

The Office of Management-Employee Services is responsible for processing Charter Section 233 transfers between the Department of Public Works and other City Departments as well as within the Department between Bureaus. This requires coordination between the two personnel offices involved. In addition, the Office of Management-Employee Services must prepare a memo requesting approval by the Mayor of the transfer. Only after approval by the Mayor can the transfer take place. In order to allow for the Mayor's approval to be obtained in a timely fashion for the temporary transfer, it is paramount to submit to OMES the original document containing the information as described below under A, items 1-4 - together with three (3) copies - as early as possible in the process (Mayor's Executive Directive No. 3, Villaraigosa Series).

PROCEDURE

A. In order to process Section 233 transfers, the Office of Management-Employee Services must be provided with the following information:

1. The name, title and code number of the person to be transferred.
2. The Departments/Bureaus/Office involved – “Transfer to _____
Department/Bureau/Office, Transfer from _____
Department/Bureau/Office.”
3. Justification for the transfer, clearly delineating the need for the transfer.
4. A statement that funds are available to pay the salary cost in the budget of the Department requesting the transferee.

B. Returning to the Home Department

Upon the employee’s return to the home Department, Bureau or Office from a Charter Section 233 transfer, the Head of the Public Works Bureau or - Office where he/she is returning, shall submit a request for Personnel Action, Form PAP-30, to the Office of Management-Employee Services and to the payroll section of that respective Bureau or Office involved, stating the date the transfer is to be terminated.

Reference: Los Angeles City Charter Section 233
Executive Directive No. 3 of October 20, 2005
http://www.lacity.org/mayor/myraved/mayormyraved248433303_11012005.pdf
Department of Public Works Personnel Directive No. 19 of June 20, 2007