

ADMINISTRATIVE SERVICES BUREAU  
PERSONNEL DIVISION

January 23, 2018

**NOTICE**  
12.3.1

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Personnel Division

**SUBJECT:** SUPERVISION OF MANAGEMENT ANALYST

As a result of City Council action on April 12, 2016, the civilian classification of Management Analyst was amended, and no longer consists of paygrade levels. Employees previously assigned as Management Analyst I or Management Analyst II are all considered to be at the same rank and classification, and are reflected as Management Analysts. Paygrade levels are not denoted. The merging of this classification may have created some new supervisory situations that are in direct violation of the concerned Memorandum of Understanding.

Please note that the supervision of Management Analysts should only be provided by employees within appropriate classifications at the level of Senior Management Analyst or sworn equivalent (i.e. Sergeant II) or higher. Management Analysts cannot supervise other Management Analyst. However, if a Management Analyst is serving in an approved acting pay assignment at the level of Senior Management Analyst, supervision of other Management Analysts would be appropriate.

The Engineers and Architects Union has asked that the Department correct supervisory situations that are inconsistent with the provisions of the concerned Memorandum of Understanding. Each command must take immediate action to demonstrate compliance with this notice and request.

If you have additional questions, please contact Civilian Employment Section, at (213) 486-4660.

APPROVED:



ELENA NIHOA-ASUCAN, Police Administrator  
Commanding Officer  
Personnel Division



SEAN W. MALINOWSKI, Deputy Chief  
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