

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

City Manager – Adopt RESOLUTION amending Executive and Management Employees Resolution implementing proposed salary range for Fire Prevention Manager position.

Expenditure: None.

RECOMMENDATION

Recommendation of the City Manager that City Council adopt a RESOLUTION amending Executive and Management Employees Resolution No. 2010-75A implementing the recommended salary range for the Fire Prevention Manager position.

Funding

Funding is available in the Fire Department Budget.

BACKGROUND ANALYSIS

As part of the budget adopted by your Honorable Body for FY 2010 - 11, a Fire Battalion Chief position was converted to a non-sworn Fire Management position. The Fire Prevention Manager class specification has been developed and was approved by the Civil Service Commission at their meeting of December 12, 2012.

As part of the 2010-11 Budget, the Fire Department reduced staffing levels by civilianizing the Fire Prevention Division. This resulted in the deletion of the 40-hour Battalion Chief (Fire Marshall) position as well as the 40-hour Captain (Assistant Fire Marshall). The City Council approved a two year attrition plan through June, 2012 with the use of one-time money to allow time for the attrition. With the retirement of both the Battalion Chief and the Captain in Fire Prevention, the Department is ready to hire civilian staff and complete the conversion. The approved budget savings were \$150,000 per year for the Battalion Chief. The table below provides a breakdown of the achieved budget savings:

	2011-12 Adopted Total Compensation
Fire Battalion Chief (40 hour)	368,100
Fire Prevention Manager	<u>186,303</u>
Total Savings	<u>181,797</u>

Upon completion of the Fire Prevention Division reorganization, the Fire Department will function with two divisions compared to the three divisions prior to the budget action. The new divisions will be "Operations Division" and "Support Services Division." While the Department has undergone major changes in the recent years, the upcoming reorganization promises a new chapter for the Torrance Fire Department. The hiring of this essential position will ensure that the needs of the Torrance community and Fire Department are met. Staff must note that any new employee hired for this position will be required to contribute 7% of pay toward the employee's share of the California Public Employee Retirement Systems (CALPERS) retirement plan.

The proposed salary range is consistent with other management positions in the technical knowledge and range of responsibility required. In addition, the range reflects salary that is

sufficient so that incumbents promoting from positions in the Fire Prevention division should not have compression in salary. The attached resolution includes the proposed reference point to implement the recommended salary range for the Fire Prevention Manager.

Respectfully submitted,

By Melody P. Lawrence
Melody P. Lawrence
Human Resources Manager

By Aram Chaparyan
Aram Chaparyan
Assistant to the City Manager

CONCUR:

LeRoy J. Jackson
LeRoy J. Jackson
City Manager

Attachment Amendment to Executive and Management Resolution

RESOLUTION NO. 2012-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2010-75A SETTING FORTH CHANGES
REGARDING THE HOURS, WAGES, AND WORKING CONDITIONS FOR
EXECUTIVE AND MANAGEMENT EMPLOYEES**

The City Council of the City of Torrance does hereby resolve as follows:

SECTION I

That Resolution No. 2010-75A is hereby amended as follows:

SECTION II

Effective: February 5, 2012

ARTICLE 6 - AMENDMENTS**SECTION 6.3 AMENDMENT TO ARTICLE 2 – COMPENSATION****SECTION 2.1 REFERENCE POINT AND POSITIONS****Add:**

Title	Reference Point	Benefit Category	Car Allowance Category
Fire Prevention Manager	10680	B	2

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this _____ day of February 2012.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, City Clerk

