

Council Meeting of  
September 19, 2006

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

Members of the Council:

**SUBJECT: Pay Resolution amendment for Certain Full-Time Salaried and Hourly Employees**

**Expenditure: \$2,300 Fiscal Year 2006-07**

**RECOMMENDATION**

The City Manager recommends that the City Council approve modification to the pay resolution for the position of Staff Assistant to add two additional steps to the grid, with those steps attainable solely by the Staff Assistant assigned to administrative support of the Mayor and City Council.

Funding

Funding is available in the wage reserve for the current budget.

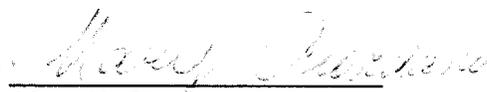
**BACKGROUND / ANALYSIS**

The responsibilities of the Staff Assistant assigned to provide administrative support to the Mayor and City Council have significantly grown in terms of management of seven schedules, each member's respective internal and regional committee commitments and the administration and oversight of each member's and the collective body's correspondence and documentation control. This position is the sole support of the Council office.

With the increased responsibilities, and the complexity of the assignments performed by the Staff Assistant, it is recommended that two additional steps be added to the existing grid for the Staff Assistant assigned to support the Mayor and Council.

Respectfully submitted,

LeROY J. JACKSON  
CITY MANAGER

By   
Mary K. Giordano  
Assistant City Manager

CONCUR:

  
LeRoy J. Jackson  
City Manager

MKG/dle

Attachment: A) Resolution



## RESOLUTION 2006-\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2005-117 SETTING FORTH CHANGES REGARDING THE HOURS, WAGES, AND WORKING CONDITIONS FOR CERTAIN FULL TIME SALARIED AND HOURLY EMPLOYEES.**

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

**SECTION I**

That Resolution No. 2005-117 is hereby amended as follows:

**SECTION II**

***Effective September 17, 2006***

**ARTICLE 1 – COMPENSATION****SECTION 1.1 PAY RANGES AND CLASS TITLES**

- A. The pay grades described below are hereby assigned to the classifications of the following Certain Full Time Salaried and Hourly Employees.

<b>Class Title</b>	<b>Steps*</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Staff Assistant		18.60	19.53	20.51	21.53	22.61	23.73	24.96	26.16	27.47♦	28.84♦

♦ Steps 9 and 10 are only achievable by Staff Assistant assigned to the City Council.

**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 September, 2006.

\_\_\_\_\_  
Mayor Frank Scotto

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

ATTEST:

By \_\_\_\_\_  
Ronald T. Pohl, Assistant City Attorney

\_\_\_\_\_  
Sue Herbers, CMC  
City Clerk

