

Council Meeting of
March 25, 2008

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

Members of the Council:

SUBJECT: City Manager - Adopt amendment to the Certain Full Time Salaried and Hourly Employees Resolution modifying the compensation section and adopt a Supplemental to the Torrance Professional and Supervisory Association (TPSA) Memorandum of Understanding modifying the compensation section.

RECOMMENDATION

Recommendation of the City Manager that City Council adopt an amendment to the Certain Full Time Salaried and Hourly Employees Resolution (Theater Technical Director, Booking Manager, Assistant Booking Manager, Box Office Manager, and Nature Center Manager/Naturalist) and adopt a Resolution pursuant to Memorandum of Understanding amending the Resolution setting forth hours, wages and working conditions for employees (Administrative Analyst, Fleet Services Supervisor, Public Works Sanitation Supervisor, Information Technology Specialists, Information Technology Analysts, and Systems Analysts) represented by the Torrance Professional and Supervisory Association (TPSA). Expenditure is \$187,560.

Funding

Funding is available in the Wage Reserve. The funding amount for the Certain Full Time Salaried and Hourly Employees positions is \$56,975. The funding amount for TPSA positions is \$130,585.

BACKGROUND

Salary levels in the City are established in accordance with public sector standards that include factors such as the need to recruit and retain employees based on labor market conditions, the need to adjust job specifications, and upon request of individual employee groups and City departments. Each factor is carefully considered and analyzed to ensure that the City's needs are met and that a well trained work force is constantly maintained in order to provide residents with the highest quality of service they deserve.

City Management regularly monitors and obtains labor market data related to recruitment for vacancies, updating job classifications to reflect changes in technology, compliance with new State/Federal mandate and a need to retain qualified employees. Salary adjustments and current classifications are considered a key component of an essential need to effectively operate and deliver City services. With careful planning and analysis, City Departments are able to make strategic changes to positions which yield long-term benefits related to

efficiencies, expansion of duties and updating job specifications to meet the latest demands in technology, industry standards, and special certification requirements to comply with State and Federal mandates.

Another element of the analysis as noted is requests by individual employee groups and City Department Heads for reviews of specific positions relative to updating the job classification and compensation. Once a request is received, the City Manager's Office works with the Human Resources Department to review and analyze the request to determine whether the position necessitates a wage adjustment and/or classification modification. Individual positions are identified as qualifying for salary adjustments based on the key factors of recruitment, retention, job classification update and compliance with industry standards. Salary levels are determined by obtaining compensation and benefit data from cities, agencies, and companies that have comparable positions with similar functions.

During the past several months, staff has reviewed positions throughout the City and will be bringing forth several recommendations for City Council's consideration, with this item being the first.

ANALYSIS

The City has identified several job classifications as qualifying for special adjustments. There are also classification studies in progress for employees represented by the Torrance Municipal Employees (TME-AFSCME) within the Public Works Department. As the data is analyzed and agreement is reached through the meet and confer process, staff will return to Council for further adjustments. Additional positions will include employees represented by the Torrance City Employees Association (TCEA), the Torrance Professional and Supervisory Association (TPSA) and Torrance Municipal Employees (TME-AFSCME) and will be forthcoming in the near future for Council approval.

The first phase of the adjustments for City Council approval is from the Human Resources, General Services and the Community Services departments. With the City Council's approval, the following positions will be adjusted to reflect a new compensation level for Certain Full Time Salaried and Hourly Employees:

Department	Position/Number of Employees	Adjustment
General Services	Theater Technical Director (1)	Adding a new 5% step
	Booking Manager (2)	Adding two additional steps at 5% each
	Assistant Booking Manager (2)	Adding two additional steps at 5% each
	Box Office Manager (1)	Adding two additional steps at 5% each
Community Services	Nature Center Manager/Naturalist (1)	Deleting two steps and adding two additional steps at 5% each
Human Resources	Human Resources Analyst (6)	Deleting entry step and adding a new 5% step at top

Staff has met and conferred with the Torrance Professional and Supervisory Association (TPSA) who concurs with this recommendation. With City Council approval, the following positions will be adjusted to reflect the new compensation and revised premiums for the employees represented by TPSA:

Department	Position/Number of Employees	Adjustment
Citywide	Administrative Analyst (12)	Deleting two steps and adding two additional steps at 5% each
General Services and Transit	Fleet Services Supervisor (3)	Realign grid to 5 steps with 5% between each step
Public Works	Public Works Sanitation Supervisor (1)	10% premium for Collection System Maintenance Grade 4 Certificate
Communication and Information Technology	Information Technology Specialists (10), Information Technology Analysts (7) and Systems Analyst (9)	Revision of existing premiums

RECOMMENDATION

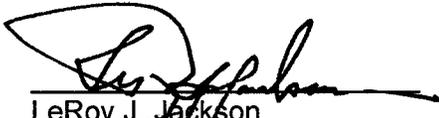
Staff recommends that the City Council adopt the attached Resolutions to update the compensation sections for Certain Full Time Hourly and Salaried Employees as well as employees represented by the Torrance Professional and Supervisory Association (TPSA). The attached Resolutions once adopted will modify the compensation benefit and premiums for impacted employees within the stated classifications.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

By Aram Chaparyan
Aram Chaparyan
Assistant to the City Manager

CONCUR:


LeRoy J. Jackson
City Manager

Attachments: A) Certain Full-Time Salaried and Hourly Employees Amendment #5
B) TPSA Supplemental #4

RESOLUTION 2008-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2007-45 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. 2007-45 is hereby amended as follows:

SECTION II

Effective March 16, 2008

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.

Effective March 16, 2008

Class Title	Steps*	1	2	3	4	5	6	7	8	9
Booking Manager		18.94	19.89	20.88	21.92	23.02				
Booking Manager, Assistant		15.89	16.65	17.50	18.38	19.30				
Box Office Manager		18.94	19.89	20.88	21.92	23.02				
Human Resources Analyst		27.87	29.25	30.71	32.27	33.85	35.55	37.34	39.21	41.17
		29.25	30.71	32.27	33.85	35.55	37.34	39.21	41.17	43.23
Theatre Technical Director		22.86	24.00	25.25	26.49	27.79	29.18			

Effective January 18, 2009

Class Title	Steps*	1	2	3	4	5	6	7	8	9
Booking Manager		19.60	20.59	21.61	22.69	23.83				
Booking Manager, Assistant		16.45	17.23	18.11	19.02	19.98				
Box Office Manager		19.60	20.59	21.61	22.69	23.83				
Human Resources Analyst		28.85	30.27	31.78	33.40	35.03	36.79	38.65	40.58	42.61
		30.27	31.78	33.40	35.03	36.79	38.65	40.58	42.61	44.74
Theatre Technical Director		23.66	24.84	26.13	27.42	28.76	30.20			

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 March, 2008.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, City Clerk

MEMORANDUM OF UNDERSTANDING

**TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION
(TPSA)**

2007 – 2010

SUPPLEMENTAL #4

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA)

An agreement of the undersigned representatives of the Torrance Professional and Supervisory Association (TPSA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period of March 16, 2008, to March 31, 2010, and was reached through agreement of the undersigned parties.

Signed this ___ day of March, 2008.

Management

TPSA



RESOLUTION NO. 2008-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
AMENDING RESOLUTION NO. 2007-56 SETTING FORTH CHANGES
REGARDING HOURS, WAGES AND WORKING CONDITIONS FOR
EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND
SUPERVISORY ASSOCIATION (TPSA)**

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

SECTION I

That Resolution No. 2007-56 is hereby amended.

SECTION II

The following agreement between representatives of Management and the representatives of the Torrance Professional and Supervisory Association (TPSA) is hereby amended as follows:

Effective March 16, 2008

ARTICLE 13 – AMENDMENTS**SECTION 13.4 AMENDMENT TO SECTION 3.1 – PAY RANGES AND CLASS TITLES****ARTICLE 3 – COMPENSATION****SECTION 3.1 PAY RANGES AND CLASS TITLES**

- B. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees are **effective January 20**~~March 16~~, **2008**.

BASE HOURLY PAY RANGE

Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Administrative Analyst ² – Tier 1	22.83	23.97	25.17	26.93	28.27	29.67	31.76	33.35	35.01	<u>36.76</u>	<u>38.60</u>
Administrative Analyst ² – Tier 2	25.08	26.85	28.19	29.59	31.10	31.86*	32.61*	33.45*	34.32*		
	28.19	29.59	31.10	31.86	32.61	33.45*	34.32*	36.04*	37.84*		
Administrative Analyst ² – Tier 3	19.67	21.06	22.10	23.22	24.37	25.57*	26.87*				
Fleet Services Supervisor	31.47	32.24	33.03	33.87	34.72*	35.58*					
		33.04	34.70	36.43	38.25						
*Extended Step											
Bolded Step indicates the progression to step is contingent on passing applicable level of competency test.											

² Administrative Analyst, Tiers 1, 2 and 3 as described below:

- Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.
- Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.
- Tier 3: Applies to incumbents hired in the class of Administrative Specialist prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/00 whom do not pass, or choose not to take the competency test, will remain at the Tier 2 or 3 grids until they pass the test. Once all incumbents are no longer on either the Tier 2 or 3 grid, the grid will be eliminated.

- C. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees are **effective January 18, 2009**.

Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Analyst ³ – Tier 1	23.63 24.81	24.81 26.05	26.05 27.87	27.87 29.26	29.26 30.71	30.71* 32.87	32.87 34.52	34.52 36.24	36.24 38.05	38.05 39.95
Administrative Analyst ³ – Tier 2	25.96 29.18	27.79 30.63	29.48 32.19	30.63 32.98	32.19 33.75	32.98* 34.62*	33.75* 35.52*	34.62* 37.30*	35.52* 39.17*	
Administrative Analyst ³ – Tier 3	20.36	21.80	22.87	24.03	25.22	26.46*	27.81*			
Fleet Services Supervisor	32.57	33.37 34.20	34.19 35.91	35.06 37.71	35.94* 39.59	36.83*				
*Extended Step										
Bolded Step indicates the progression to step is contingent on passing applicable level of competency test.										

³ Administrative Analyst, Tiers 1, 2 and 3 as described below:

Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.

Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Tier 3: Applies to incumbents hired in the class of Administrative Specialist prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/00 whom do not pass, or choose not to take the competency test, will remain at the Tier 2 or 3 grids until they pass the test. Once all incumbents are no longer on either the Tier 2 or 3 grid, the grid will be eliminated.

SECTION 13.5 AMENDMENT TO SECTION 3.2 – PREMIUM PAY

SECTION 3.2 PREMIUM PAY

E. Certification Pay

1. Systems Analysts, and Information Technology Analysts, and Information Technology Specialists who possess certifications as listed in Attachment CB shall be eligible to obtain a maximum of 15% in premiums as designated.
2. The Senior Water Service Supervisor who possesses certifications as listed in Attachment D shall receive premiums as designated.
3. ~~Information Technology Specialists who possess certifications as listed in Attachment E shall receive premiums to a maximum of 15% as designated.~~
4. The Public Works Supervisor assigned to the Waste Water/Sweeping Section of the Sanitation Division of the Public Works Department who possesses a Collection System Maintenance Grade 4 Certificate shall receive a 10% premium as designated.

DELETE:

**ATTACHMENT B
PREMIUMS/CERTIFICATIONS FOR IT ANALYST & SYSTEMS ANALYST**

Employees are eligible for premiums up to a maximum of 15%.

CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP)

<u>Certificate/Level</u>	<u># Exams</u>	<u>Notes</u>	<u>Classes Eligible & Premium Max.</u>
CISSP	1	<ul style="list-style-type: none"> • Requires minimum 4 years professional experience in the information security field or 3 years plus a college degree. • Complete Candidate Agreement, attesting to the truth of his/her assertions regarding professional experience and legally commit to adhere to the CISSP Code of Ethics. • Successfully answer four questions regarding criminal history and related background. • Pass the CISSP exam with a scaled score of 700 points or greater. • Submit a properly completed and executed Endorsement Form. • If selected for audit, successfully pass that audit of their assertions regarding professional experience. 	IT Analyst - 10% Systems Analyst – 10%

CERTIFIED PROJECT MANAGEMENT PROFESSIONAL

<u>Certificate/Level</u>	<u># Exams</u>	<u>Notes</u>	<u>Classes Eligible & Premium Max.</u>
Certified Project Management Professional	1	Experience and college degree required.	Systems Analyst – 2.5%

CIW CERTIFICATION

<u>Certificate/Level</u>	<u># Exams</u>	<u>Notes</u>	<u>Classes Eligible & Premium Max.</u>
Master CIW Enterprise Developer	8	CIW Associate is a prerequisite.	IT Analyst – 10% for 4 exams
Master CIW Website Manager	5	CIW Associate is a prerequisite.	IT Analyst – 10% Systems Analyst – 10%
CIW Security Analyst	1	Prerequisite is possession of one of the following certificates: MCSA, MCSE, MCSE 2000, CNE 4, CNE 5, CCNP, CCIE, LIP Level 2, SAIR Level 2 LCE	IT Analyst – 2.5%

CISCO CERTIFICATIONS**Only the highest certification in this track will be awarded the assigned premium.**

<u>Certificate/Level</u>	<u># Exams</u>	<u>Notes</u>	<u>Classes Eligible & Premium Max.</u>
Associate			
CCDA – Routing & Switching	1 1 exam to recertify	Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Network) – 5% IT Analyst (Applications) – 2.5% Systems Analyst – 2.5%
CCNA – Routing & Switching	1 1 exam to recertify	Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Network) – 5% IT Analyst (Applications) – 2.5% Systems Analyst – 2.5%
Professional			
CCDP – Routing and Switching	4 1 exam to recertify	Prerequisite valid CCNA and CCDA certification. Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Applications) – 5% IT Analyst (Network) – 10% Systems Analyst – 5%
CCNP – Routing and Switching	6 1 exam to recertify	Prerequisite valid CCNA certification. Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Applications) – 5% IT Analyst (Network) – 10% Systems Analyst – 5%

MS CERTIFICATIONS³

<u>Certificate/Level</u>	<u># Exams</u>	<u>Notes</u>	<u>Classes Eligible & Premium Max.</u>
MCSA (Microsoft Certified Systems Administrator)	4 3 core exams 1 elective exam	2.5% - Upon successful completion of the four required tests and proof of passing each test toward the version currently in use by the City.	IT Analyst (Network) – 2.5%
MCSE (Microsoft Certified Systems Engineer)	7 5 core exams 2 elective exams	5% - Upon successful completion of four of the seven required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications and Network)
MCSA (Microsoft Certified Solutions Developer)	5 4 core exams 1 elective exam	5% - Upon successful completion of three of the five required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications) Systems Analyst – 5-10%
MCDBA (Microsoft Certified Database Administrator)	4 3 core exams 1 elective exam	5% - Upon successful completion of two of the four required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications) Systems Analyst – 5-10%

³ Premium is available for certification in the MS Operating System version currently in use by the City. As migration to a new version of MS Operating System is implemented,* employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued.

*Implementation is defined as a minimum of 25% of the PCs being upgraded with the new version and notice to the incumbents by the IT Director of the change.

DELETE:**ATTACHMENT E****INFORMATION TECHNOLOGY SPECIALIST
PREMIUMS & REQUIRED CERTIFICATIONS****Employees are eligible for premiums up to a maximum of 15%.**

Certification Description	Hours/Day Study & Training Required	Requirements for Premium Achievement
CCNA (Cisco Certified Network Associate) Level 1 of Certification Series	Instructor-based training 5 days, 1 test	2.5% - Upon successful completion of test
MOUS MI (Microsoft Office User Specialist Master Instructor)	No formal training – self-study Minimum 2 tests Additional test for each subject area as an instructor	5% - 10% 5% - Complement of the 2 required tests, documentation of instructor skills and a class outline for each subject. Additional 2.5% upon completion of each subject as a certified instructor for a total of 10%. Premium is available for certification in the MS Office version currently in use by the City. As the initial migration to a new version of MS Office is implemented*, employees will have 12 months to obtain certification for the new version. If certification is not obtained within 12 months, the premium will be discontinued. *Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.
Master CIW Designer (Certified Internet Webmaster)	Computer-based training – 60 hrs. Instructor Training – 15 days, 3 tests	7.5% - Upon successful completion of three tests and certification.
MCSE – Microsoft Certified Systems Engineer	Computer-based training – 191 hours Instructor training – 30 days, 7 tests	7.5% - 15% 7.5% - Upon successful completion of 4 of the 7 required tests and proof of passing each test toward the version currently in use by the City. Additional 7.5% upon completion of remaining tests and certification. Premium is available for certification in the version(s) currently in use by the City. As the migration to a new version is implemented*, employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued. <ul style="list-style-type: none"> • Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.

Certification Description	Hours/Day Study & Training Required	Requirements for Premium Achievement
MCSA – Microsoft Certified Systems Administrator	Computer-based training – 4 tests	5% for two tests completed. 10% upon successful completion of all 4 tests. Premium is available for certification in the version(s) currently in use by the City. As the migration to a new version is implemented*, employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued. Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.

ADD:

ATTACHMENT B

Premiums/Certifications for IT Specialist, IT Analyst & Systems Analyst Employees Are Eligible for Premiums Up To A Maximum Of 15%.

Certificate	No. Of Exams	Notes	Classes Eligible & Premium Max.
Certified Information Systems Security Professional (CISSP)	1	Requires minimum four years professional experience in the information security field or three years and a college degree. <ul style="list-style-type: none"> ▪ Complete Candidate Agreement, attesting to the truth of his/her assertions regarding professional experience and legally commit to adhere to the CISSP Code of Ethics. ▪ Successfully answer four questions regarding criminal history and related background. ▪ Pass the CISSP exam with a scaled score of 700 points or greater. ▪ Submit a properly completed and executed Endorsement Form. ▪ If selected for audit, successfully pass that audit of their assertions regarding professional experience. 	IT Analyst - 10% Systems Analyst – 10%
Certified Project Management Professional (PMP)	1	Applicants must have: <ul style="list-style-type: none"> ▪ 35 hours of specific project management education: ▪ Bachelor's Degree (or the global equivalent): Minimum three years professional project management experience, during which 4,500 hours are spent leading and directing project tasks, up to eight years from the time of application. ▪ Without a Bachelor's Degree (or the global equivalent): Minimum five years professional project management experience, during which at least 7,500 hours are spent leading and directing project tasks, up to eight years from the time of application. ▪ Four-hour examination composed of 200 multiple-choice questions 	Systems Analyst – 5% (CAPM and PMP premiums cannot be combined as the CAPM is a non-required step toward PMP. An employee must complete one or more projects as the designated project manager at the City of Torrance after achieving the PMP before they are eligible for the PMP premium.)

Certificate	No. Of Exams	Notes	Classes Eligible & Premium Max.
Certified Associate in Project Management (CAPM)	1	Applicants must have: <ul style="list-style-type: none"> Minimum of a high school diploma or the global equivalent 1,500 hours of work on a project team or 23 contact hours of project management education. Three-hour, 150-question, knowledge-based examination that uses the <i>PMBOK® Guide</i> as its source. 	Systems Analyst – 2.5%
Master CIW Enterprise Developer	8	CIW Associate is a prerequisite.	IT Analyst – 10% for four exams
Master CIW Website Manager	5	CIW Associate is a prerequisite.	IT Analyst – 10% Systems Analyst – 10%
Master CIW Designer (Certified Internet Webmaster)	3	Computer-based training – 60 hrs. Instructor Training – 15 days, three tests	IT Specialist 7.5%
CIW Security Analyst	1	Prerequisite is possession of one of the following certificates: MCSA, MCSE, MCSE 2000, CNE 4, CNE 5, CCNP, CCIE, LIP Level 2, SAIR Level 2, LCE	IT Analyst – 2.5%

CISCO CERTIFICATIONS

Only the highest certification in this track will be awarded the assigned premium.

Certificate	No. Of Exams	Notes	Classes Eligible & Premium Max.
ASSOCIATE			
CCDA	1 1 exam to recertify	Valid for three years. Premium cannot be combined with the CCNA premium. Only one Associate premium will be honored.	IT Analyst (Network) – 5% Systems Analyst (Network) – 5%
CCNA	1 1 exam to recertify	Valid for three years. Premium cannot be combined with the CCDA premium. Only one Associate premium will be honored.	IT Specialist – 5% IT Analyst (Network) – 5% Systems Analyst (Network) – 5%
PROFESSIONAL			
CCDP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCNP or CCSP premium. Only one Professional premium will be honored. The CCDP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCDP or CCSP premium. Only one professional premium will be honored. The CCNP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCSP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCNP or CCDP premium. Only one professional premium will be honored. The CCSP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
SPECIALIST			
Cisco IP Telephony Design Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCDA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco Firewall Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%

Certificate	No. Of Exams	Notes	Classes Eligible & Premium Max.
Cisco IPS Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco VPN Specialist	2 2 exam to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco Advanced Wireless LAN Field Specialist	1 1 exam to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%

MS CERTIFICATIONS⁴

Certificate	No. of Exams	Notes	Classes Eligible & Premium Max.
MOS (Microsoft Office Specialist)	1 per specialty area	Word, Excel, PowerPoint, Access & Outlook	IT Specialist – 2% for each certification; additional 2% upon completion of each subject as a certified instructor for a total of 10%.
MCTS (Microsoft Certified Technical Specialist)	1	Windows Mobile, Implementing and Managing	IT Specialist – 2%
MCSA (Microsoft Certified Systems Administrator)	4 3 core exams 1 elective exam	5% - Upon successful completion of two of the four required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Specialist – 5 – 10%
MCSA (Microsoft Certified Systems Administrator)	4 3 core exams 1 elective exam	5% - Upon successful completion of the four required tests and proof of passing each test toward the version currently in use by the City.	IT Analyst – 5% Systems Analyst – 5%
MCSE (Microsoft Certified Systems Engineer)	7 5 core exams 2 elective exams	7.5% - Upon successful completion of four of the seven required tests and proof of passing each test toward the version currently in use by the City. Additional 7.5% upon completion of remaining tests and certification.	IT Specialist – 7.5 – 15% IT Analyst – 7.5 – 15% Systems Analyst – 7.5 – 15%
MCSA (Microsoft Certified Solutions Developer)	5 4 core exams 1 elective exam	5% - Upon successful completion of three of the five required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications) Systems Analyst – 5-10%
MCITP (Microsoft Certified Info. Technology Professional)	3 3 exams for Database Administrator	5% - Upon successful completion of two of the required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of the remaining test.	IT Analyst – 10% Systems Analyst – 10%
MCITP (Microsoft Certified Info. Technology Professional)	3 3 exams for Database Developer	5% - Upon successful completion of two of the required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of the remaining test.	IT Analyst – 5 – 10% Systems Analyst – 5 – 10%

⁴ Premium is available for certification in the MS Operating System version currently in use by the City. As migration to a new version of MS Operating System is implemented,* employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued.

* Implementation is defined as 3 months before roll-out of new version and notice by the IT Director of the change.

Certificate	No. of Exams	Notes	Classes Eligible & Premium Max.
MCITP (Microsoft Certified Info. Technology Professional)	3 3 exams for Enterprise Messaging Administrator	5% - Upon successful completion of two the required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of the remaining test.	IT Analyst – 5 – 10% Systems Analyst – 5 – 10%

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 March, 2008.

Mayor of the City of Torrance

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, CMC
City Clerk