

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

Subject: Human Resources - Approve an amendment to the resolution regarding compensation for Executive and Management Employees to implement the recommended salary range for Civil Service Manager.

RECOMMENDATION

Recommendation of the Human Resources Director that the City Council adopt an amendment to the resolution regarding compensation for Executive and Management Employees to implement the recommended salary range for Civil Service Manager.

FUNDING

The cost to implement the salary adjustment is \$4635. Funds are available in the Fiscal Year 2007-08 Wage Reserve.

BACKGROUND AND ANALYSIS

The Civil Service Manager position has been vacant since August 2007 and there is a corresponding need to conduct a Civil Service Examination. The City Manager requested a review of the class specification to ensure it accurately reflects the current responsibilities of the position prior to conducting the examination. The class specification was recently revised to include additional duty statements and knowledge and abilities statements, and broader experience and education requirements.

Upon review of the salary, it was determined that a differential of more than 15% existed between the reference point for the Civil Service Manager and the Human Resources Manager. The salary for this position is typically benchmarked so that it is approximately 15% less than the reference point for Human Resources Manager and has been adjusted to reflect a 3.4% increase in order to maintain the differential.

ELAINE M. WINER  
Human Resources Director

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

CONCUR:

Elaine M. Winer  
Elaine M. Winer  
Human Resources Director

LeRoy J. Jackson  
LeRoy J. Jackson  
City Manager

Attachments:  
A) Supplemental Salary Resolution



## ATTACHMENT A

## RESOLUTION 2008 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007 - 67 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. 2007 - 67 is hereby amended as follows:

SECTION II

Effective May 13, 2008

## ARTICLE 2 – COMPENSATION

SECTION 2.1 REFERENCE POINT AND POSITIONS

Title	Reference Point
Civil Service Manager	8436
Civil Service Manager	8720

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 May 2008

\_\_\_\_\_  
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

