

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

SUBJECT: Adopt Amendment to Implement Recommended Salary Range

RECOMMENDATION:

Recommendation of the Human Resources Director that the City Council adopt a resolution amending the Memorandum of Understanding for the Torrance City Employees Association(TCEA) to implement the proposed salary range and premium for Legal Secretary.

FUNDING

The cost to implement the salary adjustment is \$25,634. Funds are available in the Fiscal Year 2007-08 Wage Reserve.

BACKGROUND

A recruitment and examination was conducted for the Legal Secretary in the City Attorney's office. When attempting to hire a Legal Secretary for the position, the City Attorney's office experienced difficulty in attracting a qualified individual for the position due to the limited amount of salary growth. The City Attorney requested that staff conduct a salary survey of similar positions in comparable agencies to determine if the existing salary was competitive to retain experienced staff.

ANALYSIS

Results of the salary survey indicate that the existing pay range was not sufficient and that an adjustment was necessary. Other agencies have more than one level of Legal Secretary and compensate staff accordingly. Staff has determined that existing Legal Secretaries possess a high degree of expertise and experience similar to those at a senior level in comparable agencies. In addition, staff determined that Legal Secretaries who possess certification as a Paralegal are utilized to conduct legal research to assist Deputy City Attorneys. In comparable agencies, individuals who possess Paralegal/Legal Assistant certification are compensated accordingly.

In an effort retain existing staff and recognize those incumbents with tenure and expertise as Legal Secretaries, two steps (of 2.5% each) would be added to the pay range (\$21.20 to \$28.44 per hour). Incumbents who are placed at steps 6 – 9 will be allowed to utilize a working title of Senior Legal Secretary. In addition, Senior Legal Secretaries who possess certification as a Paralegal or Legal Assistant will receive a premium of five percent (5%) of base pay.

Respectfully submitted,

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

Jaysen Surber
Jaysen Surber
TCEA President

~~NOTED:~~ *Concur:*

LeRoy J. Jackson
LeRoy J. Jackson
City Manager

MEMORANDUM OF UNDERSTANDING

A MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE CITY EMPLOYEES ASSOCIATION (TCEA)

An agreement of the undersigned representatives of the Torrance City Employees Association (TCEA) 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 starting March 1, 2007, through February 28, 2010, and was reached through agreement of the undersigned parties.

Signed this 5th day of June 2008

Management

Aram Chapoy

TCEA

J. N. Sel

RESOLUTION NO. 2008 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007-48 SETTING FORTH CHANGES REGARDING HOURS, WAGES, AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE CITY EMPLOYEES ASSOCIATION

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

SECTION 1.

That Resolution No. 2007-48 is hereby amended as follows:

June 8, 2008

ARTICLE 13 – AMENDMENTS**SECTION 13.1 - AMENDMENT TO SECTION 2.1 – PAY RANGES AND CLASS TITLES****ARTICLE 2 COMPENSATION****SECTION 2.1 – PAY RANGES AND CLASS TITLES****BASE HOURLY PAY RANGE**

	1	2	3	4	5	6*	7*	8*	9*
Legal Secretary	21.20	22.23	23.35	24.54	25.76	26.36	27.07		
Legal Secretary	21.20	22.23	23.35	24.54	25.76	26.36	27.07	27.75	28.44

Employees who are on steps 6 – 9 may utilize the working title Senior Legal Secretary.

ARTICLE 3 - SPECIAL COMPENSATION**SECTION 3.1 PREMIUMS****ADD****G. Certification Pay**

Legal Secretaries who are on steps 6 – 9 of the pay range who provide documentation of a Paralegal or Legal Assistant Certificate shall receive premium pay of five percent (5%) of base pay.