Council Meeting
November 10, 2009

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

Members of the Council:

SUBJECT: HR - Adoption of an amendment to the resolution for certain full time salaried and hourly employees to update titles and salary ranges.

Expenditure: None

RECOMMENDATION

Recommendation of the Human Resources Director that the City Council adopt an amendment to the resolution for certain full time salaried and hourly employees to update titles and salary ranges.

BACKGROUND AND ANALYSIS

Due to declining Workforce Investment network (WIN) grant funds, the City merged with the Greater Long Beach Workforce Development Board in 2007. A number of the positions with titles previously used in WIN are vacant and have not been utilized over the last 2 years. These positions are being eliminated from the resolution as they as they were created as staff for the WIN programs.

The Home Improvement Program has continued to operate in the City and job descriptions have been created for the incumbents who are staff to that program. The Home Improvement Instructor title has been changed to Home Improvement Program Supervisor and the Job Training Project Leader title has been changed to Home Improvement Program Coordinator.

There is an incumbent currently allocated as a Job Training Project Assistant in the Human Resources Department which is one of the WIN classifications being eliminated. The incumbent will be reallocated as a Customer Service Representative. Therefore, a step has been added to the Customer Service Representative pay range to ensure that the incumbent suffers no loss in 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

CONCUR:

LeRoy J. Jackson
LeRoy J. Jackson
City Manager

Attachment:
A. Supplemental Salary Resolution

12B

ATTACHMENT A

RESOLUTION NO. 2009 -
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
November 10, 2009

ARTICLE 1 – COMPENSATION

SECTION 1.1 PAY RANGES AND JOB TITLES

a) The pay grades described below are hereby assigned to the job titles of the following Certain Full Time Salaried and Hourly Employees.

DELETE

JOB TITLE STEPS	1	2	3	4*	5*	6*	7*	8*
Career Center Supervisor	36.90	38.73	40.69	42.72				
Customer Service Representative	15.85	16.67	17.55					
Employment & Training Coordinator	33.37	35.01	36.73	38.64	40.56			
Employment Counselor I	19.99	21.01	22.05	23.14	24.30			
Employment Specialist I	23.68	24.85	26.13	27.42	28.80			
Home Improvement Instructor	30.12	31.64	33.21	34.89	36.60	38.47	40.38	
Intake Interviewer	16.47	17.28	17.99	18.88	19.81			
Job Training Project Leader, Sr.	30.38	31.85	33.45	35.15				
Job Training Project Leader	20.54	21.55	22.65	23.78	24.96	26.23	27.52	28.90
Job Training Project Assistant	13.90	14.58	15.33	16.10	16.92	17.76	18.66	19.58

ADD

JOB TITLE STEPS	1	2	3	4*	5*	6*	7*	8*
Customer Service Representative	15.85	16.67	17.55	18.66(1)				
Home Improvement Program Supervisor	30.12	31.64	33.21	34.89	36.60	38.47	40.38	
Home Improvement Program Coordinator	20.54	21.55	22.65	23.78	24.96	26.23	27.52	28.90

(1) Step 4 is for the incumbent assigned to the Human Resources Department, and future cost of living increases shall not apply to this step. At such time that the incumbent vacates the position, the step shall be eliminated from the pay range.

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 November 2009.

APPROVED AS TO FORM:

/s/ Frank Scotto
Mayor Frank Scotto

JOHN FELLOWS III, City Attorney
by _____

ATTEST:
/s/ Sue Herbers
Sue Herbers, CMC
City Clerk