

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

**SUBJECT: HR – Adopt Amendment Engineers MOU to Implement Title
Change for Fire Prevention Specialist**

RECOMMENDATION

Recommendation of the Human Resources Director that the City Council adopt a resolution amending the Memorandum of Understanding for the Engineers to implement the title change for Fire Prevention Specialist.

EXPENDITURE: There is no cost to implement the title change.

BACKGROUND AND ANALYSIS

As part of the adoption of the budget by the City Council for fiscal year 2009 - 2010, oversight of the City's National Pollution Discharge Elimination System (NPDES) inspection program and underground tank storage compliance program was transferred. These functions were moved from the Community Development and General Service Departments to the Fire Department in order to utilize staff and equipment more efficiently.

The Fire Prevention Division provides oversight regarding environmental issues related to hazardous materials inspections and conducts annual fire prevention inspections for all businesses within the City. The Division currently tracks inspections, provides follow-up and maintains records for these actions and could incorporate the NPDES inspections into the annual inspection process. In addition, through the negotiations process with the Torrance Firefighter Association (TFFA) a Firefighter position assigned to conduct public education was converted to a non-sworn position.

At the request of the Fire Chief, staff conducted a study of the classification Fire Prevention Officer to revise the class specification to incorporate the responsibilities for the NPDES program and public education into the existing Fire Prevention Officer class specification.

The proposed class specification was approved by the Civil Service Commission at their meeting on February 8, 2010. The attached salary resolution includes the amended pay range to implement the title change from Fire Prevention Officer to Fire Prevention Specialist. Staff has met and conferred with the Engineers who concurs in this recommendation.

Respectfully submitted,
ELAINE M. WINER
Human Resources Director

By 
Melody Lawrence
Human Resources Manager

CONCUR:


Elaine M. Winer
Human Resources Director


Curt Dittman
Engineers President

NOTED:


LeRoy J. Jackson
City Manager

Attachments:

- A. Supplemental Salary Resolution

**ENGINEERS
2007 – 2010**

**A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS,
WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE
ENGINEERS.**

SUPPLEMENTAL #5

An Agreement of the undersigned representatives of the ENGINEERS 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 1, 2007 to February 28, 2010, and was reached through agreement of the undersigned parties.

Signed this 14 day of February 2010.

Management

Melody Lawrence

ENGINEERS

[Signature]

RESOLUTION NO. 2010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO 2004-35 SETTING FORTH CHANGES REGARDING HOURS, WAGES, AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE ENGINEERS.

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

SECTION 1.

That Resolution No. 2007-39 is hereby amended as follows:

February 23, 2010

ARTICLE 11 – AMENDMENTS**SECTION 11.1 - 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****DELETE:**

| CLASS TITLE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fire Prevention Officer | \$30.71 | \$32.04 | \$33.83 | \$35.55 | \$36.42 | \$37.34 |

ADD:

| CLASS TITLE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fire Prevention Specialist | \$30.71 | \$32.04 | \$33.83 | \$35.55 | \$36.42 | \$37.34 |

SECTION 4.11 UNIFORMS**DELETE**

The City shall pay a uniform allowance two times per year with payments made during June and December of each year as follows:

1. \$107.50 each six (6) months of employment for employees in the classification of Fire Prevention Officer and Senior Fire Prevention Officer

ADD

The City shall pay a uniform allowance two times per year with payments made during June and December of each year as follows:

- 2. \$107.50 each six (6) months of employment for employees in the classification of *Fire Prevention Specialist* and Senior Fire Prevention Officer

SECTION 3 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 23rd day of February 2010.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, CMC
City Clerk