

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

SUBJECT: Adopt Amendment to Implement Corrected Salary Range and Premium for
Legal Secretary

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 correct the salary and premium for the Legal Secretary.

EXPENDITURE: There is no cost to correct the salary and premium for the Legal Secretary.

BACKGROUND AND ANALYSIS

At your meeting of June 10, 2008, your Honorable Body approved a salary adjustment and premium for Legal Secretary. When the resolution was adopted, the salary range that was to be effective on February 9, 2009 was not included in the amendment. This error was brought to the attention of staff after the recent recruitment and selection process was completed for the Legal Secretary.

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

Debbie Collins
Debbie Collins
TCEA President

CONCUR:
~~NOTED~~

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 2nd day of April 2010.

Management

Melody Lawrence

TCEA

Rebbie Cott

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. 2008-75 is hereby amended as follows:

April 6, 2010

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**

DELETE

	1	2	3	4	5	6*	7*	8*	9*
Legal Secretary	21.94	23.01	24.17	25.40	26.66	27.28	28.02		

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

ADD

	1	2	3	4	5	6*	7*	8*	9*
Legal Secretary	21.94	23.01	24.17	25.40	26.66	27.28	28.02	28.71	29.43

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.

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 ____ day of April 2010.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan

Sue Herbers, CMC
City Clerk