

Council Meeting of
August 24, 2010

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

Members of the Council:

SUBJECT: City Manager – Adopt salary Resolution to implement recommended salary ranges Expenditure: Not to exceed \$44,000

RECOMMENDATION

Recommendation of the City Manager that the City Council adopt a Resolution to implement the proposed salary range for the Permit Technician I and Permit Technician II positions represented by the Engineers and Torrance Fiscal Employees Association (TFEA).

Funding

Funds are available in the Wage Reserve.

BACKGROUND AND ANALYSIS

Through the negotiations process with the Engineers and Torrance Fiscal Employees Association (TFEA), several positions and assignments were merged from the existing Building Permit Technician, Engineering Technician, and Senior Account Clerk to create the new Permit Technician I and Permit Technician II positions within the One Stop Permit Center. The combination of duties will provide greater operational flexibility and enhanced customer service experience to the residents and businesses of Torrance.

Staffing for the new One Stop Permit Center will include five (5) well qualified employees trained in all aspects of permitting, business license processing and transaction handling. All personnel will be cross-trained in all functions of the Permit Center and will be able to assist with expedited processing of all permits. The Permit Technician I position is the entry/journey level class in the series. The Permit Center Technician II position is the senior level position in the series and will provide the Permit Technician I's with a promotional opportunity.

The initial staffing of the Permit Center will include a Building Permit Technician reclassified as a Permit Technician I, a Senior Accountant Clerk reclassified as Permit Technician I, and Secretaries from the Community Development Department who will compete through a promotional exam to fill the remaining three Permit Technician I positions. The two Permit Technician II positions will remain vacant for a period of one to two years to allow the five new Permit Technician I's an opportunity to gain the skills necessary for a possible promotion to the Permit Technician II positions.

The proposed salary range for the Permit Technician I is \$3,446 – \$4,397 per month, and the proposed salary range for the Permit Technician II is \$4,188 - \$4,805 per month. These salary

ranges are consistent with similar positions in the City and other comparable agencies and provide growth opportunities for impacted employees. Upon Your Honorable Body's approval of the attached Resolution, staff will incorporate the new salary ranges in a future MOU with the Engineers and TFEA.

Respectfully submitted,

LeROY J. JACKSON
CITY MANAGER

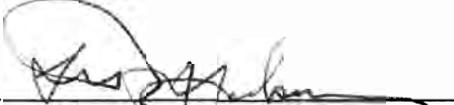
By 
Aram Chaparyan
Assistant to the City Manager

CONCUR:


Elaine M. Winer
Human Resources Director


Curt Dittman
President, Engineers and TFEA

~~CONCUR:~~
~~NOTED~~


LeRoy J. Jackson
City Manager

Attachment: Salary Resolution

RESOLUTION NO. 2010-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE
SETTING FORTH WAGES FOR CERTAIN EMPLOYEES REPRESENTED BY
THE ENGINEERS**

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

The pay grades described below are hereby assigned to the following classifications **effective August 29, 2010**. Members of the Engineers group are participants in a PARS program. The Association may wish to utilize a percentage from the grid below to fund an additional enhancement to the existing PARS program. If this is implemented, a percentage no greater than 3.5% may be used and the grid below will be adjusted to reflect that reduction:

HOURLY BASE PAY RANGE

<u>Class Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Permit Technician I	19.88	20.87	21.91	23.01	24.16	25.37	26.12
Permit Technician II	24.16	24.88	25.63	26.66	27.72		

Note: Step 7 is frozen and only applies for employees in the former classification of Building Permit Technician and Senior Account Clerk.

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 August 2010.

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Patrick Q. Sullivan, Assistant City Attorney

Sue Herbers, City Clerk

