



**ARTICLE 13 – AMENDMENTS**

**SECTION 13.4 AMENDMENT TO SECTION 3.1 – PAY RANGES AND CLASS TITLES**

**ARTICLE 3 – COMPENSATION**

**SECTION 3.1 PAY RANGES AND CLASS TITLES**

B. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees are **effective March 16, 2008**.

**BASE HOURLY PAY RANGE**

Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Administrative Analyst <sup>2</sup> – Tier 1	22.83	23.97	<b>25.17</b>	26.93	28.27	<b>29.67</b>	31.76	33.35	35.01	36.76	38.60
Administrative Analyst <sup>2</sup> – Tier 2	28.19	29.59	31.10	31.86	32.61	33.45*	34.32*	36.04*	37.84*		
Fleet Services Supervisor	31.47	33.04	34.70	36.43	38.25						

\*Extended Step

**Bolded Step** indicates the progression to step is contingent on passing applicable level of competency test.

<sup>2</sup> Administrative Analyst, Tiers 1, 2 and 3 as described below:

- Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.
- Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/00 whom do not pass, or choose not to take the competency test, will remain at the Tier 2 or 3 grids until they pass the test. Once all incumbents are no longer on either the Tier 2 or 3 grid, the grid will be eliminated.

C. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees are **effective January 18, 2009**.

**BASE HOURLY PAY RANGE**

Class Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Analyst <sup>3</sup> – Tier 1	24.81	26.05	<b>27.87</b>	29.26	30.71	<b>32.87</b>	34.52	36.24	38.05	39.95
Administrative Analyst <sup>3</sup> – Tier 2	29.18	30.63	32.19	32.98	33.75	34.62*	35.52*	37.30*	39.17*	
Fleet Services Supervisor	32.57	34.20	35.91	37.71	39.59					

\*Extended Step

**Bolded Step** indicates the progression to step is contingent on passing applicable level of competency test.

<sup>3</sup> Administrative Analyst, Tiers 1, 2 and 3 as described below:

- Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.
- Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/00 whom do not pass, or choose not to take the competency test, will remain at the Tier 2 or 3 grids until they pass the test. Once all incumbents are no longer on either the Tier 2 or 3 grid, the grid will be eliminated.

**SECTION 13.5 AMENDMENT TO SECTION 3.2 – PREMIUM PAY**

**SECTION 3.2 PREMIUM PAY**

**E. Certification Pay**

1. Systems Analysts, Information Technology Analysts, and Information Technology Specialists who possess certifications as listed in Attachment B shall be eligible to obtain a maximum of 15% in premiums as designated.
2. The Senior Water Service Supervisor who possesses certifications as listed in Attachment D shall receive premiums as designated.
3. The Public Works Supervisor assigned to the Waste Water/Sweeping Section of the Sanitation Division of the Public Works Department who possesses a Collection System Maintenance Grade 4 Certificate shall receive a 10% premium as designated.

**DELETE:**

**ATTACHMENT B  
PREMIUMS/CERTIFICATIONS FOR IT ANALYST & SYSTEMS ANALYST**

**Employees are eligible for premiums up to a maximum of 15%.**

**CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP)**

Certificate/Level	# Exams	Notes	Classes Eligible & Premium Max.
CISSP	1	<ul style="list-style-type: none"> <li>• Requires minimum 4 years professional experience in the information security field or 3 years plus a college degree.</li> <li>• Complete Candidate Agreement, attesting to the truth of his/her assertions regarding professional experience and legally commit to adhere to the CISSP Code of Ethics.</li> <li>• Successfully answer four questions regarding criminal history and related background.</li> <li>• Pass the CISSP exam with a scaled score of 700 points or greater.</li> <li>• Submit a properly completed and executed Endorsement Form.</li> <li>• If selected for audit, successfully pass that audit of their assertions regarding professional experience.</li> </ul>	IT Analyst - 10% Systems Analyst – 10%

**CERTIFIED PROJECT MANAGEMENT PROFESSIONAL**

Certificate/Level	# Exams	Notes	Classes Eligible & Premium Max.
Certified Project Management Professional	1	Experience and college degree required.	Systems Analyst – 2.5%

**CIW CERTIFICATION**

Certificate/Level	# Exams	Notes	Classes Eligible & Premium Max.
Master CIW Enterprise Developer	8	CIW Associate is a prerequisite.	IT Analyst – 10% for 4 exams
Master CIW Website Manager	5	CIW Associate is a prerequisite.	IT Analyst – 10% Systems Analyst – 10%
CIW Security Analyst	1	Prerequisite is possession of one of the following certificates: MCSA, MCSE, MCSE 2000, CNE 4, CNE 5, CCNP, CCIE, LIP Level 2, SAIR Level 2 LCE	IT Analyst – 2.5%

## CISCO CERTIFICATIONS

Only the highest certification in this track will be awarded the assigned premium.

Certificate/Level	# Exams	Notes	Classes Eligible & Premium Max.
<b>Associate</b>			
CCDA – Routing & Switching	1 1 exam to recertify	Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Network) – 5% IT Analyst (Applications) – 2.5% Systems Analyst – 2.5%
CCNA – Routing & Switching	1 1 exam to recertify	Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Network) – 5% IT Analyst (Applications) – 2.5% Systems Analyst – 2.5%
<b>Professional</b>			
CCDP – Routing and Switching	4 1 exam to recertify	Prerequisite valid CCNA and CCDA certification. Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Applications) – 5% IT Analyst (Network) – 10% Systems Analyst – 5%
CCNP – Routing and Switching	6 1 exam to recertify	Prerequisite valid CCNA certification. Valid for three years – advancing to the next level or recertifying at Professional level automatically renews all related Associate level certifications.	IT Analyst (Applications) – 5% IT Analyst (Network) – 10% Systems Analyst – 5%

## MS CERTIFICATIONS<sup>3</sup>

Certificate/Level	# Exams	Notes	Classes Eligible & Premium Max.
MCSA (Microsoft Certified Systems Administrator)	4 3 core exams 1 elective exam	2.5% - Upon successful completion of the four required tests and proof of passing each test toward the version currently in use by the City.	IT Analyst (Network) – 2.5%
MCSE (Microsoft Certified Systems Engineer)	7 5 core exams 2 elective exams	5% - Upon successful completion of four of the seven required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications and Network)
MCSD (Microsoft Certified Solutions Developer)	5 4 core exams 1 elective exam	5% - Upon successful completion of three of the five required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications) Systems Analyst – 5-10%
MCDBA (Microsoft Certified Database Administrator)	4 3 core exams 1 elective exam	5% - Upon successful completion of two of the four required tests and proof of passing each test toward the version currently in use by the City. Additional 5% upon completion of remaining tests and certification.	IT Analyst – 5-10% (Applications) Systems Analyst – 5-10%

<sup>3</sup> Premium is available for certification in the MS Operating System version currently in use by the City. As migration to a new version of MS Operating System is implemented,\* employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued.

\*Implementation is defined as a minimum of 25% of the PCs being upgraded with the new version and notice to the incumbents by the IT Director of the change.

**DELETE:**

**ATTACHMENT E  
INFORMATION TECHNOLOGY SPECIALIST  
PREMIUMS & REQUIRED CERTIFICATIONS**

**Employees are eligible for premiums up to a maximum of 15%.**

<b>Certification Description</b>	<b>Hours/Day Study &amp; Training Required</b>	<b>Requirements for Premium Achievement</b>
CCNA (Cisco Certified Network Associate) Level 1 of Certification Series	Instructor-based training 5 days, 1 test	2.5% - Upon successful completion of test
MOUS MI (Microsoft Office User Specialist Master Instructor)	No formal training – self-study Minimum 2 tests Additional test for each subject area as an instructor	5% - 10% 5% - Complement of the 2 required tests, documentation of instructor skills and a class outline for each subject.  Additional 2.5% upon completion of each subject as a certified instructor for a total of 10%.  Premium is available for certification in the MS Office version currently in use by the City. As the initial migration to a new version of MS Office is implemented*, employees will have 12 months to obtain certification for the new version. If certification is not obtained within 12 months, the premium will be discontinued. *Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.
Master CIW Designer (Certified Internet Webmaster)	Computer-based training – 60 hrs. Instructor Training – 15 days, 3 tests	7.5% - Upon successful completion of three tests and certification.
MCSE – Microsoft Certified Systems Engineer	Computer-based training – 191 hours Instructor training – 30 days, 7 tests	7.5% - 15% 7.5% - Upon successful completion of 4 of the 7 required tests and proof of passing each test toward the version currently in use by the City.  Additional 7.5% upon completion of remaining tests and certification.  Premium is available for certification in the version(s) currently in use by the City. As the migration to a new version is implemented*, employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued. <ul style="list-style-type: none"><li>• Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.</li></ul>
MCSA – Microsoft Certified Systems Administrator	Computer-based training – 4 tests	5% for two tests completed. 10% upon successful completion of all 4 tests. Premium is available for certification in the version(s) currently in use by the City. As the migration to a new version is implemented*, employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued. Implementation is defined as a minimum of 25% of the PC's being upgraded with the new version and notice to the incumbents by the IT Director of the change.

**ADD:****ATTACHMENT B****Premiums/Certifications for IT Specialist, IT Analyst & Systems Analyst Employees Are Eligible for Premiums Up To A Maximum Of 15%.**

<b>Certificate</b>	<b>No. Of Exams</b>	<b>Notes</b>	<b>Classes Eligible &amp; Premium Max.</b>
Certified Information Systems Security Professional (CISSP)	1	Requires minimum four years professional experience in the information security field or three years and a college degree. <ul style="list-style-type: none"> <li>Complete Candidate Agreement, attesting to the truth of his/her assertions regarding professional experience and legally commit to adhere to the CISSP Code of Ethics.</li> <li>Successfully answer four questions regarding criminal history and related background.</li> <li>Pass the CISSP exam with a scaled score of 700 points or greater.</li> <li>Submit a properly completed and executed Endorsement Form.</li> <li>If selected for audit, successfully pass that audit of their assertions regarding professional experience.</li> </ul>	IT Analyst - 10% Systems Analyst – 10%
Certified Project Management Professional (PMP)	1	Applicants must have: <ul style="list-style-type: none"> <li>35 hours of specific project management education:</li> <li>Bachelor's Degree (or the global equivalent): Minimum three years professional project management experience, during which 4,500 hours are spent leading and directing project tasks, up to eight years from the time of application.</li> <li>Without a Bachelor's Degree (or the global equivalent): Minimum five years professional project management experience, during which at least 7,500 hours are spent leading and directing project tasks, up to eight years from the time of application.</li> <li>Four-hour examination composed of 200 multiple-choice questions</li> </ul>	Systems Analyst – 5%  (CAPM and PMP premiums cannot be combined as the CAPM is a non-required step toward PMP. An employee must complete one or more projects as the designated project manager at the City of Torrance after achieving the PMP before they are eligible for the PMP premium.)
Certified Associate in Project Management (CAPM)	1	Applicants must have: <ul style="list-style-type: none"> <li>Minimum of a high school diploma or the global equivalent 1,500 hours of work on a project team or 23 contact hours of project management education.</li> <li>Three-hour, 150-question, knowledge-based examination that uses the PMBOK® Guide as its source.</li> </ul>	Systems Analyst – 2.5%
Master CIW Enterprise Developer	8	CIW Associate is a prerequisite.	IT Analyst – 10% for four exams
Master CIW Website Manager	5	CIW Associate is a prerequisite.	IT Analyst – 10% Systems Analyst – 10%
Master CIW Designer (Certified Internet Webmaster)	3	Computer-based training – 60 hrs. Instructor Training – 15 days, three tests	IT Specialist 7.5%
CIW Security Analyst	1	Prerequisite is possession of one of the following certificates: MCSA, MCSE, MCSE 2000, CNE 4, CNE 5, CCNP, CCIE, LIP Level 2, SAIR Level 2, LCE	IT Analyst – 2.5%

## CISCO CERTIFICATIONS

Only the highest certification in this track will be awarded the assigned premium.

Certificate	No. Of Exams	Notes	Classes Eligible & Premium Max.
<b>ASSOCIATE</b>			
CCDA	1 1 exam to recertify	Valid for three years. Premium cannot be combined with the CCNA premium. Only one Associate premium will be honored.	IT Analyst (Network) – 5% Systems Analyst (Network) – 5%
CCNA	1 1 exam to recertify	Valid for three years. Premium cannot be combined with the CCDA premium. Only one Associate premium will be honored.	IT Specialist – 5% IT Analyst (Network) – 5% Systems Analyst (Network) – 5%
<b>PROFESSIONAL</b>			
CCDP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCNP or CCSP premium. Only one Professional premium will be honored. The CCDP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCNP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCDP or CCSP premium. Only one professional premium will be honored. The CCNP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
CCSP	4 1 exam to recertify	Valid for three years. Premium cannot be combined with CCNP or CCDP premium. Only one professional premium will be honored. The CCSP supersedes the CCNA premium.	IT Analyst (Network) – 10% Systems Analyst (Network) – 10%
<b>SPECIALIST</b>			
Cisco IP Telephony Design Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCDA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco Firewall Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco IPS Specialist	2 2 exams to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco VPN Specialist	2 2 exam to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%
Cisco Advanced Wireless LAN Field Specialist	1 1 exam to recertify	Valid for two years. A maximum of two Specialist premiums may be combined with the prerequisite CCNA premium. A maximum of one Specialist premium may be combined with a CCNP premium.	IT Analyst (Network) – 5% System Analyst (Network) – 5%

## MS CERTIFICATIONS<sup>4</sup>

Certificate	No. of Exams	Notes	Classes Eligible & Premium Max.
MOS (Microsoft Office Specialist)	1 per specialty area	Word, Excel, PowerPoint, Access & Outlook	IT Specialist – 2% for each certification; additional 2% upon completion of each subject as a certified instructor for a total of 10%.
MCTS (Microsoft Certified Technical Specialist)	1	Windows Mobile, Implementing and Managing	IT Specialist – 2%

<sup>4</sup> Premium is available for certification in the MS Operating System version currently in use by the City. As migration to a new version of MS Operating System is implemented,\* employees will have 18 months to obtain certification for the new version. If certification is not obtained within 18 months, the premium will be discontinued.

\* Implementation is defined as 3 months before roll-out of new version and notice by the IT Director of the change.



