

**RESOLUTION NO. 2009- 101**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007 – 56 SETTING FORTH CHANGES REGARDING HOURS, WAGES, AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION.**

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

**SECTION 1**

That Resolution No. 2007-56 is hereby amended as follows:

**MEMORANDUM OF UNDERSTANDING**

**TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION**

**2007 - 2010**

**SUPPLEMENTAL # 11**

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE PROFESSIONAL AND SUPERVISORY ASSOCIATION (TPSA).

An agreement of the undersigned representatives of the Torrance Professional and Supervisory Association 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 an agreement of the undersigned parties.

Signed this 20<sup>th</sup> day of October 2009.

Management

TPSA

          /s/ Melody Lawrence            
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          /s/ Bill Byron            
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**ARTICLE 12 – AMENDMENTS**

**SECTION 12.10 - AMENDMENTS TO SECTION 3.1 – PAY RANGES AND CLASS TITLES**

**ARTICLE 2 - COMPENSATION PROVISIONS**

**SECTION 3.1 – PAY RANGES AND CLASS TITLES**

**BASE HOURLY PAY RANGE**

ADD:

**Effective October 25, 2009**

CLASS TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Supervising Administrative Assistant</b>	\$25.73	\$27.02	\$28.37	\$29.79	\$30.54*	\$31.30*

CLASS TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Senior Administrative Assistant</b>	\$23.19	\$24.34	\$25.52	\$26.82	\$27.47*	\$28.18*

\* Extended Step

DELETE:

CLASS TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Administrative Secretary/Aide</b>	\$23.19	\$24.34	\$25.52	\$26.82	\$27.47*	\$28.18*

\* Extended Step

**SECTION 3.2 PREMIUM PAY**

D. Designated Assignments:

ADD:

1. Senior Administrative Assistants who take dictation at 100 wpm shall receive a premium of 5%. The Civil Service Department shall test for this skill. Incumbents as of September 13, 1990 do not have to test for shorthand skills at this level. Senior Administrative Assistants hired after October 11, 2009 shall not be eligible for this premium.
2. An additional premium of 3% of base pay shall be given for taking dictation at 10 wpm above the minimum standard for the classification of Senior Administrative Assistant. An additional premium of 2% of base pay for typing 20 wpm above the minimum standard for the class. Senior Administrative Assistants hired after October 11, 2009 shall not be eligible for this premium.
3. The Supervising Administrative Assistant in the City Council budget assigned the responsibility of coordinating City Council Committee meetings, plans, and other specialized Council activities shall receive 5% premium pay while so assigned.

4. The Supervising Administrative Assistant assigned to the City Manager shall receive 10% premium pay.

DELETE:

1. Administrative Secretary/Aides who take dictation at 100 wpm shall receive a premium of 5%. The Civil Service Department shall test for this skill. Incumbents as of September 13, 1990 do not have to test for shorthand skills at this level.
2. An additional premium of 3% of base pay shall be given for taking dictation at 10 wpm above the minimum standard for the classification of Administrative Secretary/Aides. An additional premium of 2% of base pay for typing 20 wpm above the minimum standard for the class.
3. The Administrative Secretary/Aide in the City Council budget assigned the responsibility of coordinating City Council Committee meetings, plans, and other specialized Council activities shall receive 5% premium pay while so assigned.
4. The Administrative Secretary/Aide assigned to the City Manager shall receive 10% premium pay.

ADD:

E. Certification Pay

4. Supervising Administrative Assistants and Senior Administrative Assistants who possess certifications as listed in Attachment F shall be eligible to obtain a maximum of 5% in premiums as designated. Senior Administrative Assistants who receive premiums noted in D.1 or D. 2 above shall be eligible to receive certification pay provided it does not exceed 5% when combined with premium pay for dictation or typing.

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 27<sup>th</sup> day of October 2009.

APPROVED AS TO FORM:  
JOHN FELLOWS III, City Attorney

/s/ Frank Scotto  
Mayor Frank Scotto  
ATTEST:

by /s/ Patrick Q. Sullivan  
Patrick Q. Sullivan, Deputy City Attorney

/s/ Sue Herbers  
Sue Herbers, City Clerk



## ATTACHMENT F

Premiums/Certifications for Supervising Administrative Assistant and Senior Administrative Assistant

<b>Microsoft Office Certification Description</b>	<b># Exams</b>	<b>Premium Eligibility</b>	<b>Pay for Premiums</b>
<b>Specialist Certification</b>	1 per specialty area	Specialist Certification – Excel & Power Point	Specialist – 2.5% for each certification
<b>Expert Certification</b>	1 per specialty area	Expert Certification – Word	Expert – 2.5%

**Employees are eligible for premiums up to a maximum of 5% with Department Head Approval**

<sup>1</sup> Premium is available for certification in the MS Office version currently in use by the City. As migration to a new version of MS Office is implemented,\* employees will have 30 months to obtain certification for the new version. If certification is not obtained within 30 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 of the change.