

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,  
CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION  
AND COMPENSATION PLAN BY RECLASSIFYING THE BUSINESS LICENSE  
CLERK CLASSIFICATION TO FINANCE CLERK, ESTABLISHING THE JOB  
DESCRIPTION FOR SAID POSITION, AND AUTHORIZING THE SALARY FOR  
FINANCE CLERK AND PURCHASING ASSISTANT**

WHEREAS, the Human Resources Department periodically reviews classification specifications and recommends changes to the City's classification and compensation plans; and

WHEREAS, during the Mid-Year Budget Review on March 14, 2017, the City Council approved the reclassification of the Business License Clerk position to Finance Clerk to appropriately reflect the duties of this classification; and

WHEREAS, the Finance Clerk position is not on the current part time salary schedule and needs to be formally approved as such.

WHEREAS, the Purchasing Assistant position was reviewed by the City's classification consultant and the recommendation was to change the salary level.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE AND DETERMINE AS FOLLOWS:

Section 1. The City Council hereby approves the revisions to the personnel classification and compensation plan to reclassify the Business License Clerk position to Finance Clerk, establish the job description for said position, and set the salary level for Finance Clerk at Range 15 (\$19.55-\$23.84) of the part time salary schedule. Additionally, the salary level for Purchasing Assistant to Range 20.5 (\$4,673.905 - \$5,694.985) of the full time salary schedule, is hereby approved.

PASSED, APPROVED AND ADOPTED THIS 4th day of April, 2017.

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Ivan Altamirano, Mayor

ATTEST:

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Lena Shumway, City Clerk