

RESOLUTION NO. 16-145

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,
CALIFORNIA, APPROVING REVISIONS TO THE PERSONNEL
CLASSIFICATION AND COMPENSATION PLAN TO CREATE NEW
CLASSIFICATION SPECIFICATIONS AND SET THE SALARY LEVEL FOR
ADMINISTRATIVE INTERN**

WHEREAS, the City Council has approved new classification specifications and sets forth compensation for Unrepresented Employees of the City; and

WHEREAS, the City is establishing a new classification of "Administrative Intern" that will be designated as "at will" and not eligible for regular employment status or any benefits (limited access to City benefit programs such as participation in the City's deferred compensation program or Employee Assistance Program can be approved by the City Administrator); and

WHEREAS, this position shall serve at the request of the hiring authority and the term of employment shall be limited to two years.

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

Section 1. The new position of Administrative Intern (classification attached as Exhibit "A") shall be added to the City's Classification Plan and the salary shall be set at the Part Time Salary Range 12 (\$16.88-\$20.56)

PASSED, APPROVED AND ADOPTED this 6th day of December 2016 at Commerce, California.

Ivan Altamirano
Mayor

ATTEST:

Lena Shumway
City Clerk

Attachment: Administrative Intern Classification – Exhibit "A"