

RESOLUTION NO. 18-08

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE,
CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION
AND COMPENSATION PLAN FOR CERTAIN POSITIONS IN TRANSPORTATION,
PARKS & RECREATION, HUMAN RESOURCES AND LIBRARY**

WHEREAS, the City's Personnel Policy and Procedure's Classification Plan, Section II, provides the procedure for the development, revision and implementation of revising the City of Commerce Classification Plan; and

WHEREAS, the Human Resources Department periodically reviews classification specifications and recommends changes to the City's classification and compensation plan pursuant to Section II of the City's Human Resources Policies and Procedures Manual; and

WHEREAS, the Human Resources Department recommends the creation of the classification of Lead Fleet Mechanic in the Transportation Department, and addition of one Full-Time Lead Fleet Mechanic to the Transportation Department; and

WHEREAS, the Human Resources Department recommends the addition of one additional Full-Time Bus Operator II position in the Transportation Department; and

WHEREAS, the Human Resources Department recommends the adoption of the Part-Time Transportation Dispatcher compensation at Pay Range 15 for the Transportation Department and addition of one Part-Time Transportation Dispatcher to the Transportation Department; and

WHEREAS, the Human Resources Department recommends the consolidation of the classifications of Human Resources Analyst and Senior Human Resources Analyst into the classification of Human Resources Analyst I & II, respectively, and revising the minimum qualifications of Human Resources Analyst I and establishing the job descriptions for said position, adoption of the salary range of the Human Resources Analyst I at Pay Range 26 and maintaining the Human Resources Analyst II (formerly Senior Human Resources Analyst) at Pay Range 28; and

WHEREAS, the Human Resources Department recommends revisions to the job descriptions for the classifications of Accountant I, Camp Program Manager and Library Section Supervisor; and

WHEREAS, the City Administrator approves of the recommended revisions to the Personnel Classification and Compensation Plan as stated herein.

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 create the classification of Lead Fleet Mechanic, establish the job description for said position, which is attached hereto as Exhibit A, set the salary level for Lead Fleet Mechanic at Range 23 (\$5,387.11 –

\$6,548.06) of the Full-Time Salary Schedule, and approve the addition of one Full-Time Lead Fleet Mechanic to the Transportation Department.

Section 2. The City Council hereby approves the addition of one Full-Time Bus Operator II position to the Transportation Department.

Section 3. The City Council hereby approves the revisions to the Personnel Classification and Compensation Plan to establish the Part-Time Transportation Dispatcher compensation at Pay Range 15 (\$19.94- \$24.32) of the Part-Time Salary Schedule, and approves the addition of one Part-Time Transportation Dispatcher to the Transportation Department.

Section 4. The City Council hereby approves the revisions to the Personnel Classification and Compensation Plan to consolidate the classifications of Human Resources Analyst and Senior Human Resources Analyst into the classification of Human Resources Analyst I & II, revise the minimum qualifications for Human Resources Analyst I, and establish the job description for said classification, which are attached hereto as Exhibits B and C, respectively, and set the salary level for Human Resources Analyst I at Pay Range 26 (\$6,257.49 - \$7,622.72) of the Full-Time Salary Schedule, while the salary level for Human Resources Analyst II (formerly Senior Human Resources Analyst) remains at Pay Range 28 (\$6,902.52 - \$8,412.03) of the Full-Time Salary Schedule.

Section 5. The City Council hereby approves the revisions to the Personnel Classification and Compensation to amend the job descriptions for the classifications of Accountant I, Camp Program Manager and Library Section Supervisor, and establish the job descriptions for said classifications, which are attached hereto as Exhibits D, E, and F, respectively.

Section 6. The Mayor is authorized to execute the resolution for and on behalf of the City of Commerce.

PASSED, APPROVED AND ADOPTED THIS 16th day of January 2018.

Oralia Y. Rebollo
Mayor

ATTEST:

Lena Shumway
City Clerk