



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Tell and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Marcie Scott, Human Resources Director
Danielle L. Higdon, Senior Human Resources Analyst

DATE: February 6, 2007

SUBJECT: Consideration of a Resolution Implementing the Findings of the Classification Study for the General Services Coordinator and Salary Survey for Purchasing Clerk in the Miscellaneous Unit

RECOMMENDATION:

Staff recommends that the City Council approve Resolution No. 6081, implementing the findings of the classification study for the General Services Coordinator and salary survey for Purchasing Clerk in the Miscellaneous Unit.

FISCAL IMPLICATION:

The cost of the recommended action as a result of the classification study and salary survey is estimated at \$1,910 this fiscal year which may be absorbed in the Finance Department's budget.

BACKGROUND:

The City negotiated a Memorandum of Understanding (MOU) with the Miscellaneous Unit (represented by the Teamsters) which was adopted by the City Council on August 1, 2006. One provision in the MOU is an agreement that the City would conduct a classification study for the General Services Coordinator position and a salary survey for the Purchasing Clerk classification.

DISCUSSION:

The classification study covered the General Services Coordinator position which has one incumbent. The incumbent completed a Position Description Questionnaire, which was reviewed by the incumbent's supervisor. Human Resources staff discussed the questionnaire with the employee and his supervisor.

Based on the analysis of the classification study, staff modified the job specification to incorporate the informal and formal bid processing duties. The salary survey conducted placed the General Services Coordinator position behind the market by 3% to 5%. Due to the adjustment of responsible job duties incorporated into the job specification and the salary survey, our recommendation is to increase the salary range by 5%. The cost of this adjustment for the remainder of the fiscal year is estimated at \$1,060.

Human Resources staff also conducted a salary survey for the Purchasing Clerk position covering one incumbent. Based on the salary survey, the Purchasing Clerk position is behind the market by 3% to 5%. In order to bring this position in line with the market, our recommendation is to increase the salary range for this position by 5%. The cost of this adjustment for the remainder of the fiscal year is estimated at \$850.

CONCLUSION:

Staff is pleased to present the attached resolution to amend the 2006 – 2011 Teamsters Memorandum of Understanding to reflect the mentioned salary changes.

Attachment: Resolution No. 6081

RESOLUTION NO. 6081

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, AMENDING THE 2006-2011 TEAMSTERS MEMORANDUM OF UNDERSTANDING.

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Amend the 2006-2011 Teamsters Memorandum of Understanding by implementing the following changes:

(A) Effective the pay period beginning February 17, 2007, adjust the General Services Coordinator salary as follows:

	A	AA	B C	D	E	
General Services Coordinator	\$3790	\$3979	\$4178	\$4387	\$4606	\$4836

(B) Effective the pay period beginning February 17, 2007, adjust the Purchasing Clerk salary as follows:

	A	AA	B C	D	E	
Purchasing Clerk	\$3041	\$3193	\$3353	\$3521	\$3697	\$3882

SECTION 2. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution and henceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED and ADOPTED this 6th day of February, 2007.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk