

1 RESOLUTION NO. 4633

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON FIXING  
3 THE COMPENSATION FOR CERTAIN EMPLOYEES OF SAID CITY AS OF  
4 MARCH 1, 1979, AUTHORIZING CERTAIN EXPENSE ALLOWANCES, AND  
5 REPEALING ALL RESOLUTIONS IN CONFLICT THEREWITH

6 THE CITY COUNCIL OF THE CITY OF VERNON RESOLVES as follows:

7 SECTION 1: Effective March 1, 1979, the following employees of  
8 the City of Vernon shall receive the compensation or salary hereinafter set  
9 forth. This Resolution shall not affect the existing compensation of any  
10 officer or employee not in this Resolution specifically set forth.

11 SECTION 2: Employees of the City of Vernon shall receive the com-  
12 pensation and, where authorized, the expense allowances as hereinafter set  
13 forth:

14 (a) Department of Community Services, as in Schedule I.

15 (b) Fire Department, as in Schedule II.

16 (c) Police Department, as in Schedule III.

17 (d) Miscellaneous Departments, as in Schedule IV

18 Said Schedule I through IV are attached to this Resolution and hereby  
19 incorporated as a part of this Resolution as though herein set forth in full.

20 SECTION 3: The salaries herein set forth for the several officers  
21 and employees of the City of Vernon in the different departments shall be in  
22 full force and effect from and after the 1st day of March, 1979.

23 SECTION 4: Wherever an allowance is made to any employee for the  
24 use of his personal automobile, such allowance shall not be payable whenever  
25 the employee is on vacation, leave of absence, or sick leave the entire  
26 calendar month.

27 SECTION 5: Vacation policies for employees of the City of Vernon  
28 are established and recited in Resolution No. 4115.

SECTION 6: In any salary period in which any full-time employees

1 of the City of Vernon shall, for any reason, not work full time, then the pay,  
2 salary, or compensation of such employee shall be reduced on the following  
3 basis:

4 (a) Where any employee is paid on a monthly salary basis, such  
5 employee shall be paid the amount produced by multiplying the regular  
6 monthly salary by a fraction having as its denominator the total number of  
7 working days in the calendar month (in accordance with the regular work  
8 schedule of the employee in question) and as its numerator the total number  
9 of days actually worked. "Days actually worked", for the purpose of this  
10 computation shall include excused and paid absences as hereafter provided  
11 for, as well as legal holidays to which the employee is entitled under his  
12 regular working schedule during the pay period in question and so long as  
13 he is employed by the City of Ver non. Provided that, when such employee  
14 is hired or his employment is terminated after the beginning or before the  
15 end of a salary period, no salary shall be payable on account of any days  
16 preceding such hiring, or for any days following such termination.

17 (b) Where an employee is paid on a daily basis, no compensation  
18 shall be payable for any day or portion of a day not worked.

19 (c) In either of the cases mentioned in subsections (a) and (b) above,  
20 fractional parts of a day shall be computed on the basis of an eight-hour day,  
21 excepting members of the Fire Department who serve on a twenty-four hour  
22 shift, and as to said latter employees, fractional parts of a day shall be  
23 computed on the basis of a twenty-four hour day.

24 (d) "Absence" as used in this section shall include, without being  
25 limited to, leaves of absence, suspensions, and employees whose employ-  
26 ment commences or terminates during a pay, salary or wage period.

27 (e) As an exception to the general rules for deduction or loss of pay  
28 for absences as above defined, any department head may, for good cause

1 as determined by such department head, certify for full pay for any employee  
2 who has been absent during a pay, salary or wage period.

3 Whenever a department head certifies for pay on absence of  
4 an employee, he shall attach to the payroll demand a statement of the reason  
5 for paying such employee while absent, his monthly rate of pay, length of  
6 service with the City, and number of days absent. The pay of employees  
7 for absent time shall remain in the sole discretion of the City Council.

8 SECTION 7: The City Council hereby makes the following statement  
9 of policy relative to salaries and classifications set forth in this Resolution:

10 (a) Except as set forth in subsection (b) which follows, promotions  
11 or salary increases to higher grades are merit steps only and shall be  
12 available to employees as recognition and reward for satisfactory services.  
13 The promotion or salary increase to said higher grade shall remain in the  
14 sole discretion of the City Council.

15 (b) New employees shall start at the first step in the salary range  
16 for their respective positions unless it is determined that qualified applicants  
17 are not available at the salary specified for the first step or grade, or that a  
18 specific applicant has special qualifications justifying a higher starting rate  
19 beyond the first step or grade. New employees starting at the beginning  
20 step or grade may be advanced to the second step or grade of their salary  
21 range and said advancement shall be effective the first day of the calendar  
22 month next following the satisfactory completion of their probationary em-  
23 ployment, which is hereby fixed at twelve (12) months.

24 (c) Promotions to the next step or grade, if granted, of the employee's  
25 respective salary range shall be effective not earlier than the first day of the  
26 calendar month next following the completion of satisfactory service and the  
27 authorization of said promotion. It is intended that such promotion be  
28 effective the first (1st) day of the calendar month.

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(d) The promotion of an employee shall not result in reduction in pay, and the employee being promoted shall be classified in such manner that he receives the same or more pay for the position to which he is promoted.

(e) This Resolution expresses the general wage and salary policy of the City of Vernon, and in conjunction with the accompanying working conditions for employees of the City of Vernon now existing it is deemed to be fair and adequate. It is not anticipated that adjustments in said salary scales will be necessary, except as to cases involving additional responsibilities, exceptional merits, or other special circumstances.

SECTION 8: All Resolutions in conflict with this Resolution No. 4633 are hereby repealed.

SECTION 9: The City Clerk of the City of Vernon shall certify to the passage of this Resolution and thereupon and thereafter the same shall be in full force and effect.

PASSED, APPROVED and ADOPTED this 28th day of February, 1979.

*Thomas A. Ybarra*  
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THOMAS A. YBARRA - Mayor pro tem

ATTEST:  
  
*Bruce V. Malkenhorst*  
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BRUCE V. MALKENHORST  
City Administrator/City Clerk

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STATE OF CALIFORNIA            )  
                                          {    SS.  
COUNTY OF LOS ANGELES        )

I, BRUCE V. MALKENHORST, City Clerk of the City of Vernon,  
do hereby certify that the foregoing Resolution, Being Resolution No. 4633  
was duly adopted by the City Council of the City of Vernon, and was  
approved by the Mayor of said City at a regularly adjourned meeting of  
the City Council held on Wednesday, February 28, 1979.

  
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BRUCE V. MALKENHORST  
City Administrator/City Clerk

(SEAL)

**DEPARTMENT OF COMMUNITY SERVICES  
 SALARY SCALE**

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1			
2			
3	Director of Public Works/Building - Health Officer	Step	1 \$3235 per month
4			2 3088
5			3 2906
6			4 2755
7			5 2611
8			6 2475
9			
10	Director of Environmental Health	Step	1 \$2817 per month
11	Civil Engineer		2 2670
12			3 2531
13			4 2399
14			5 2274
15			6 2155
16			
17	Chief Deputy Director of Environmental Health	Step	1 \$2531 per month
18	Civil Engineering Associate		2 2399
19	Senior Building Inspector		3 2274
20	Senior Electrical Inspector		4 2155
21	Senior Mechanical Inspector		5 2043
22			6 1936
23			
24	Project Engineer	Step	1 \$2263 per month
25	Senior Environmental Specialist		2 2143
26			3 2031
27			4 1925
28			5 1825
29			6 1730
30			
31	Survey Party Chief	Step	1 \$2143 per month
32			2 2031
33			3 1925
34			4 1825
35			5 1730
36			6 1640
37			
38	Engineering Technician	Step	1 \$1923 per month
39	Building Inspector		2 1823
40	Electrical Inspector		3 1728
41	Mechanical Inspector		4 1638
42	Foreman		5 1553
43			6 1472
44			
45	Environmental Specialist	Step	1 \$1725 per month
46	Utility Man I		2 1635
47			3 1550
48			4 1469
49			5 1392
50			6 1319

Schedule I  
**DEPARTMENT OF COMMUNITY SERVICES  
 SALARY SCALE**

1	<b>Engineering Aide I</b>	Step 1	\$ 1631 per month
2		2	1546
3		3	1465
4		4	1389
5		5	1317
6		6	1248
7	<b>City Health Nurse</b>	Step 1	\$ 1601 per month
8		2	1518
9		3	1439
10		4	1364
11		5	1293
12		6	1225
13	<b>Utility Man II</b>	Step 1	\$ 1549 per month
14		2	1468
15		3	1391
16		4	1318
17		5	1249
18		6	1184
19	<b>Engineering Aide II</b>	Step 1	\$ 1465 per month
20		2	1389
21		3	1317
22		4	1247
23		5	1183
24		6	1121
25	<b>Utility Man III</b>	Step 1	\$ 1384 per month
26		2	1312
27		3	1244
28		4	1179
29		5	1118
30		6	1060
31	<b>Engineering Aide III Utility Man IV Secretary</b>	Step 1	\$ 1247 per month
32		2	1182
33		3	1120
34		4	1062
35		5	1007
36		6	955
37	<b>Utility May V</b>	Step 1	\$ 1119 per month
38		2	1061
39		3	1006
40		4	954
41		5	904
42		6	857

**SCHEDULE I  
 DEPARTMENT OF COMMUNITY SERVICES  
 SALARY SCALE**

1                   Each Civil Engineer must possess a valid Certificate of  
2 Registration as a Civil Engineer, which document is issued by the Cali-  
3 fornia State Board for Civil and Professional Engineers.

4                   In addition to said salaries, the Director of Public Works, and  
5 the Civil Engineers (when authorized in advance by the City Council) shall  
6 receive, when each uses his own motor vehicle in the service of the City,  
7 an additional sum of \$115.00 or \$85.00 per month; the Senior Building  
8 Inspectors, the Construction Inspector and the person in charge of the  
9 Industrial Waste Program shall receive, when each uses his own motor  
10 vehicle in the service of the City, an additional sum of \$115.00 per month;  
11 and the Civil Engineering Associates, the Project Engineers, Civil Engineer-  
12 ing Assistants, Engineering Aides I and II shall receive, when each uses his  
13 own vehicle in the service of the City, an additional sum of \$40.00, \$60.00  
14 or \$85.00 per month, depending on which amount may be certified each  
15 month by the Director of Public Works, based on the amount of vehicular  
16 use for that month.

17                   The City shall not be responsible for repairs or any additional  
18 costs for upkeep, fuel, lubrication, replacement in whole or in part, or other  
19 expenses in connection with any such vehicle beyond the respective amounts  
20 set forth in the paragraph above.

21                   All personnel in the Department of Public Works, except the  
22 Director of Public Works, required to work hours in addition to those regularly  
23 established for their respective job classifications, shall be paid an hourly  
24 rate for such additional work, which rate is computed by dividing the monthly  
25 salary of the employee by 20 (hereby assuming a 20-day working month in  
26 all cases) and paying at the rate of 1/8th of the quotient so obtained for each  
27 hour of additional work.

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<u>FIRE DEPARTMENT SALARY SCALE</u>			
1			
2	<b>Chief</b>	Step 1	\$ 3235 per month
3		2	3066
4		3	2906
5		4	2755
6		5	2611
7		6	2475
8	<b>Battalion Chief</b>	Grade 1	\$ 2342 per month
9		2	2273
10		3	2207
11	<b>Captain</b>	Grade 1	\$ 2055 per month
12		2	1957
13		3	1865
14		4	1775
15	<b>Driver Mechanic</b>	Grade 1	\$ 1776 per month
16		2	1724
17		3	1674
18		4	1626
19	<b>Engineer</b>	Grade 1	\$ 1724 per month
20		2	1674
21		3	1626
22		4	1578
23	<b>Autofireman/Electrical Specialist</b>	Grade 1	\$ 1724 per month
24		2	1674
25		3	1626
26		4	1578
27	<b>Autofireman</b>	Grade 1	\$ 1586 per month
28		2	1540
29		3	1496
30		4	1453
31	<b>Hoseman</b>	Grade 1	\$ 1471 per month
32		2	1399
33		3	1333
34		4	1269
35	<b>Secretary</b>	Grade 1	\$ 1247 per month
36		2	1182
37		3	1120
38		4	1062
39		5	1007
40		6	955

**SCHEDULE II  
 FIRE DEPARTMENT**

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Clerk Typist

Grade 1	\$1070 per month
2	1014
3	961
4	911
5	864
6	819

**SCHEDULE II  
FIRE DEPARTMENT**

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POLICE DEPARTMENT SALARY SCALE

<b>Chief</b>	Step	1	\$3235 per month	
		2	3066	
		3	2906	
		4	2755	
		5	2611	
		6	2475	
<b>Captain</b>	Grade	1	\$2817 per month	
		2	2670	
		3	2531	
		4	2399	
<b>Lieutenant</b>	Grade	1	\$2313 per month	
		2	2192	
		3	2078	
		4	1970	
		5	1867	
<b>Sergeant</b>	Grade	1	\$1901 per month	
		2	1845	
		3	1791	
		4	1738	
<b>Motor Officer or Patrolman or Police Clerk or Policewoman</b>		I	II	
	Grade	1	\$1484	\$1727 per month
		2	1404	1644
		3	1329	1567
		4	1258	1491
		5	1191	
<b>Police Secretary</b>	Grade	1	\$1247 per month	
		2	1182	
		3	1120	
		4	1062	
		5	1007	
		6	955	
<b>Transcriber Typist</b>	Grade	1	\$1070 per month	
		2	1014	
		3	961	
		4	911	
		5	864	
		6	819	
<b>Police Cadet</b>	Grade	1	\$867 per month	
		2	825	
		3	785	
		4	749	

**SCHEDULE III  
 POLICE DEPARTMENT**

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**MISCELLANEOUS DEPARTMENTS  
 SALARY SCALE**

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City Administrator/City Clerk	Step		
		1	\$3882 per month
		2	3680
		3	3488
		4	3306
		5	3134
		6	2971
Assistant Director of Finance	Grade		
		1	\$2237 per month
		2	2120
		3	2009
		4	1904
		5	1805
		6	1711
Chief Deputy City Clerk	Grade		
		1	\$1842 per month
		2	1746
		3	1655
		4	1569
		5	1487
		6	1409
<del>Deputy City Clerk</del> Senior Public Utilities Accountant - Light & Power Department (Charge to Light & Power Dept.)	Grade		
		1	\$2180 per month
		2	2066
		3	1958
		4	1856
		5	1759
		6	1667
<del>Deputy City Clerk</del> , Public Utilities Accountant - Water or Light & Power	Grade		
		1	\$1603 per month
		2	1519
		3	1440
		4	1365
		5	1294
		6	1227
<del>Deputy City Clerk</del> - Accountant 2 (Charge $\frac{1}{2}$ to City Clerk Administration; $\frac{1}{4}$ to Water Dept. ; and $\frac{1}{4}$ to Light & Power)	Grade		
		1	\$1787 per month
		2	1694
		3	1606
		4	1522
<del>Deputy City Clerk</del> , Purchasing Agent - (Charge to Purchasing Department)		5	1443
		6	1368
<del>Deputy City Clerk</del> - Payroll Clerk (Charge to City Clerk Administration)	Grade		
		1	\$1247 per month
		2	1182
		3	1120
		4	1062
		5	1007
		6	955

**SCHEDULE IV  
 MISCELLANEOUS DEPARTMENTS**

1	Senior Stenographer-Switchboard Operator (Charge $\frac{1}{2}$ to Government Buildings & Grounds, $\frac{1}{4}$ to Library, $\frac{1}{4}$ to City Clerk Administration)	Grade 1	\$1247 per month
2		2	1182
3		3	1120
4		4	1062
5		5	1007
6		6	955
5	Typist - Switchboard Operator - Utility Clerk	Grade 1	\$ 949 per month
6		2	900
7		3	853
8		4	809
9		5	767
10		6	727
8	Office Trainee (Charge to City Clerk Administration)	Grade 1	\$ 805 per month
9		2	763
10		3	723
11		4	685
12		5	649
13		6	615
12	Clerk, Purchasing Department (Charge to Purchasing Dept.)	Grade 1	\$ 1247 per month
13		2	1182
14		3	1120
15		4	1062
16		5	1007
17		6	955
15	City Treasurer (Charge to City Treasurer)		\$ 50 per month
17	Senior Dispatcher (Communications Operator)	Grade 1	\$ 1247 per month
18		2	1182
19		3	1120
20		4	1062
21		5	1007
22		6	955
20	Dispatcher (Communications Operator)	Grade 1	\$ 1110 per month
21		2	1052
22		3	997
23		4	945
24		5	896
25		6	849
24	Hourly - Temporary Miscellaneous	Grade 1	\$ 5.00 per hour
25		2	4.75
26		3	4.50
27		4	4.25
28		5	4.00
		6	3.75

SCHEDULE IV  
 MISCELLANEOUS DEPARTMENTS