



Member Services Division
P.O. Box 942704
Sacramento, CA 94229-2704
Telecommunications Device for the Deaf - (916) 326-3240
(916) 326-3854

Reply to Section 843:MJY
Refer to No. VERNON.LTR

March 13, 1996

Gloria Orosco
Chief Deputy City Clerk
City of Vernon
City Hall
4305 Santa Fe Avenue
Vernon, CA 90058


Dear Ms. Orosco:

As a follow-up to my previous request, would you please forward a copy of a duty statement for the City Administrator/City Clerk. Additionally, please forward a copy of the pay scales/schedules for the positions noted below with notation for the percentage of time that was spent in each position.

In your previous correspondence it was noted that Mr. Malkenhorst serves as the City Administrator/City Clerk, City Treasurer, Director of Finance and Personnel, Purchasing Agent, Executive Director of Light & Power, and Executive Director of the Redevelopment Agency. It would be logical that Mr. Malkenhorst would receive retirement benefits calculated on the position of City Administrator/City Clerk. However, the other duties for the positions listed above would be considered overtime.

If you have any questions, please contact me at (916) 326-3854. Thank you for your assistance and attention to this matter.

Sincerely,


Merlayna Yee, RPS II
Compensation Review Section
Member Services Division

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