

Agenda Report

May 6, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING THREE NEW CLASSIFICATIONS AND SALARIES AND UPDATING THE SALARY OF FOUR EXISTING CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Adopt a Resolution Establishing Three New Classifications and Salaries and Updating the Salary of Four Existing Classifications.

BACKGROUND:

The Human Resources Department's Labor Relations and Classification & Compensation Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update or add job classifications and salary rates as duties and the operational needs of the City change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests.

The Pasadena Water and Power Department requested a compensation review of the Assistant General Manager of Water & Power classification to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Assistant General Manager of Water & Power

The Pasadena Planning and Community Development Department requested a compensation review of the Plans Examiner series to ensure continued competitiveness in the marketplace. The following series was reviewed:

Plans Examiner (Plans Examiner-Principal Plans Examiner)

The Rent Stabilization Department requested the development of two new classifications:

Hearing Officer
Senior Hearing Officer

The Senior Hearing Officer and Hearing Officer produce written decisions on landlord-tenant disputes covered by the Charter that reflect the evidence, findings and ultimate decision, as required under the standards of judicial review of administrative decisions. The Senior Hearing Officer supervises assigned staff and manages all appeal hearings.

As a result of the reviews above, Human Resources recommends establishing three new classifications and salaries and updating the existing salary control rate of four classifications. The recommended salary control rates for all classifications were determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market. These recommendations also provide standard differentials and alignments between the levels in the series. This action does not require any additional FTEs.

Of the classifications noted below, Pasadena Management Association (PMA) represents six and one classification is non-represented.

Non-Represented Classifications

Assistant General Manager of W&P: Establish a new control rate of \$254,827 for the existing classification of Assistant General Manager of W&P. The existing control rate is \$245,498.

Plans Examiner series

Plans Examiner: Establish a new control rate of \$116,225 for the existing classification of Plans Examiner. The existing control rate is \$115,480.

Senior Plans Examiner: Establish a new control rate of \$133,659 for the existing classification of Senior Plans Examiner. The existing control rate is \$129,598.

Senior Plans Examiner - PE: Establish a new classification of Senior Plans Examiner - PE with a control rate of \$153,708. This classification will be added to the Pasadena Management Association bargaining unit.

Principal Plans Examiner: Establish a new control rate of \$169,078 for the existing classification of Principal Plans Examiner. The existing control rate is \$160,002.

Rent Stabilization Department

Hearing Officer: Establish a new classification of Hearing Officer with a control rate of \$160,000. This classification will be added to the Pasadena Management Association bargaining unit.

Senior Hearing Officer: Establish a new classification of Senior Hearing Officer with a control rate of \$180,000. This classification will be added to the Pasadena Management Association bargaining unit.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:


Approval and implementation of the updated salaries will have a fiscal impact of up to \$8,700 in FY 2024 (pro-rated) and \$57,000 in FY 2025. Approximately 65% of the costs will impact the Light & Power Fund, 23% will impact the Water Fund and 12% will impact the Building Services Fund. This action will have no impact on the General Fund. The costs will be absorbed within the annual operating budget of the Water & Power Department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully submitted,



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MIGUEL MÁRQUEZ
City Manager

Attachment A – Resolution establishing three new classifications and salaries and updating the salary of four existing classifications