

Agenda Report

DATE: September 9, 2002

TO: City Council

FROM: Cynthia J. Kurtz, City Manager

RE: Adoption of a Resolution Amending the Salary Resolution to Add the Classification of Materials and Warehouse Manager, Modify Provisions Relating to the Police Executive Commander Assignment, and Provide Salary Increases to Specified Classifications in the Confidential-Clerical Group

RECOMMENDATION:

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution to accomplish the following:

1. Establish the new classification of Materials and Warehouse Manager and eliminate the classification of Warehouse Supervisor effective September 9, 2002; and
2. Eliminate the language regarding a time limit on an assignment as Police Executive Commander effective September 9, 2002; and,
3. Provide a 2.0% increase to the salary range for six classifications in the Confidential Clerical group, effective July 1, 2001.

BACKGROUND:

1. New Classification: The attached Resolution will establish the new classification of Materials and Warehouse Manager, at a control rate of \$88,176, and eliminate the classification of Warehouse Supervisor. Over the last several years, warehousing functions have changed from maintaining and shelving inventory, to managing and planning purchases and distribution of resources to maximize field operation efficiency, and minimize unnecessary overstocking of supplies and equipment. This new position will develop, upgrade and maintain the computerized purchasing, inventory and warehousing systems that are essential to support the business strategies of the Department of Water & Power.

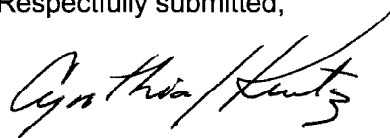
This action does not create an additional FTE, as the new position replaces an existing allocated FTE.

2. Police Executive Commander Assignment: The present language pertaining to Executive Commander Assignment Pay provides that this assignment will be rotated among the Police Commanders and will be limited to two years. The attached Resolution modifies the language to allow the Police Chief full discretion in the appointment to the Executive Commander assignment, consistent with all other work assignments and hiring decisions made by a department director.
3. Pay Range Increase for Six Confidential-Clerical Classifications: As a result of the settlement of a grievance with Pasadena Association of Clerical and Technical Employees (PACTE), certain PACTE classifications received a 2.0% salary adjustment retroactive to July 1, 2001. The counterpart classifications in the Confidential-Clerical section of the Salary Resolution who perform similar work are not covered by PACTE, but their salaries are tied to PACTE increases. It is appropriate that six Confidential-Clerical classifications receive the same increase to maintain internal equity.

FISCAL IMPACT:


The fiscal impact of establishing the new classification is estimated to be \$19,000 annually, including benefits. The fiscal impact of the control rate adjustments for the Confidential-Clerical classifications is estimated to be \$16,000 annually, including benefits. There is no cost associated with the modification of the Executive Commander assignment provision. Funds are available to absorb these costs in the adopted FY 2004 department budgets, and no additional appropriations are necessary at this time.

Respectfully submitted,



CYNTHIA KURTZ
City Manager

Prepared by:



KARYN EZELL
Director of Human Resources