

Agenda Report

DATE: December 8, 2008

TO: City Council

FROM: City Manager

RE: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION TO ESTABLISH COMPENSATION FOR CLASSIFICATIONS IN THE UNREPRESENTED MANAGEMENT GROUPS

RECOMMENDATION:

It is recommended that the City Council adopt the attached Resolution amending the Salary Resolution to establish benefits and compensation for classifications in the Unrepresented Management groups effective April 14, 2008.

BACKGROUND

The City Council establishes by Resolution salaries and benefits for classifications which are not represented by a union. The City Council may amend the Salary Resolution from time to time to adjust salaries as appropriate.

The attached Resolution establishes new control rates and benefits for 87 employees in classifications in the Unrepresented Management groups consistent with market surveys and existing internal salary relationships.

The attached Resolution provides for the following:

1. A general salary increase of 4% and equity increases for certain classifications effective April 14, 2008 as reflected in the attached Exhibits, and subsequent general increases of 4% effective April 13, 2009, April 12, 2010, and April 11, 2011 for classifications in the Unrepresented Top, Professional and Middle Management groups.
2. An increase in vehicle allowance effective November 1, 2008 from \$188 to \$275 per month for eligible employees in Middle and

Professional classifications, and from \$212 to \$300 per month for Top Management.

3. An increase in tuition reimbursement from \$750 to \$1000 for Professional Management classifications pursuing approved job-related coursework from an accredited educational institution.
4. Eligibility for bilingual pay for eligible unrepresented management employees in the amount of \$75 per month consistent with the guidelines established in the Bilingual Incentive Program provision of the City's Manual of Personnel Rules, Practices and Procedures.
5. An increase in the health contribution effective May 1, 2008, to \$934.18 per month.
6. An increase in the dependent dental contribution to up to \$80 per month.
7. The establishment of the title and control rate for the new classification of Supervising Fire Plans Examiner, and the establishment of control rates for the existing but currently unused classifications of Executive Assistant to the City Manager and the Power Distribution Superintendent. This action does not create additional FTE's, instead existing positions will be converted and will be filled by competitive selection processes.

FISCAL IMPACT:

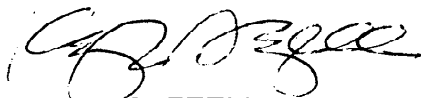
The fiscal impact of this amendment is estimated to be approximately \$784,197 for the first year, and \$2,267,178 for four years. Funding for increases is included in the Fiscal Year 2009 operating budget; in the event costs exceed this amount, departments will absorb the expenditure within existing appropriations.

Respectfully Submitted,



MICHAEL J. BECK
City Manager

Approved By:



KARYN S. EZELL
Director of Human Resources

RESOLUTION NO. _____

A RESOLUTION AMENDING THE SALARY RESOLUTION ESTABLISHING SALARY AND BENEFITS FOR THE UNREPRESENTED TOP, MIDDLE AND PROFESSIONAL MANAGEMENT CLASSIFICATION

BE IT RESOLVED by the City Council of the City of Pasadena that the Salary Resolution is amended as follows:

SECTION 1. Exhibit 3.10-E-1, 3.10-E-2, 3.15-E-1 and 3.20-E-1 is amended to reflect the following control rates effective April 14, 2008:

<u>Remove</u>		<u>Insert</u>	
<u>Pages</u>	<u>Dated</u>	<u>Pages</u>	<u>Dated</u>
3.10-E-1	June 2, 2007	3.10-E-1	Nov. 17, 2008
3.10-E-2	June 2, 2007	3.10-E-2	Nov. 17, 2008
3.15-E-1	March 17, 2007	3.15-E-1	Nov. 17, 2008
(none)		3.15-E-2	Nov. 17, 2008
3.20-E-1	Nov. 5, 2007	3.20-E-1	Nov. 17, 2008

SECTION 2. Exhibit 3.05-E-1 is amended to reflect the following control rates effective December 8, 2008:

Director of Finance	\$192,059
Director of Housing	\$167,025

SECTION 3. Section 3.10.02 Subsection II. B. Car Allowance is amended to read in part:

“Effective the first pay period following the City Council’s adoption of this Salary resolution, car allowance shall be increased to an amount not to exceed \$300 per month.”

SECTION 4. Section 3.15.02 Subsection II. D. and Section 3.20.02 Subsection C. Car Allowance are amended to read in part:

“Effective the first pay period following the City Council’s adoption of this Salary resolution, car allowance shall be increased to an amount not to exceed \$275 per month.”

SECTION 5. Section 3.20.02 Subsection II A. Tuition Reimbursement is amended to read in part:

“Effective the first pay period following the City Council’s adoption of this Salary resolution, tuition reimbursement shall be \$1000 in any 12 month period.”

SECTION 6. Section 3.10.01 Subsection I F, Section 3.15.01 Subsection I G. and Section 3.20.01 Subsection I E. Bilingual Incentive Program are amended to read in part:

“Effective the first pay period following the City Council’s adoption of this Salary resolution, all regular full-time employees may be eligible to receive bilingual pay of \$75 per month under the established guidelines in the Bilingual Incentive Program provisions of the City’s Manual of Personnel Rules, Practices and Procedures.”

SECTION 7. Section 3.10.02 Subsection I C, Section 3.15.02 Subsection I C, and Section 3.20.02 Subsection I C, Health Insurance / Employee Option Benefit Fund (EOBF) are amended to read in part:

“Effective May 1, 2008, the City’s contribution to the Employee Option Benefit Fund (EOBF) shall be \$934.18 per month.”

SECTION 8. Exhibit 3.10.02 Subsection I B, Section 3.15.02 Subsection I B, and Section 3.20.02 Subsection I B, Dental Care are amended to read in part:

“Effective the first day of the month following the City Council’s adoption of this Resolution, the City contribution to employee dental insurance premiums for dependent coverage will increase to \$80 per month.”

SECTION 9. Exhibit 3.10.01, Exhibit 3.15.01 and Exhibit 3.20.01 are amended to add the following:

Management Incentive Pay

“In the event one employee is assigned a lead or supervisory role over a group of employees in the same classification, the City Manager may authorize Management Incentive Pay in the amount of 5% of base salary, due to the unique nature of such employee’s role. Management Incentive Pay will not be granted to more than one employee in a particular work group. Such additional compensation shall be for duties performed during normal work hours, and shall

not be paid as compensation for work performed outside of normal working hours, nor shall it be considered as pay for extraordinary performance. Management Incentive Pay shall be considered compensation earnable under the provisions of Section 571 of the California Public Employees' Retirement System Regulations."

This amendment shall be effective as of April 14, 2008.

Adopted by the following vote at the meeting of the City Council on December 8, 2008:

AYES:

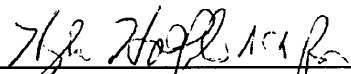
NOES:

ABSTAIN:

ABSENT:

Mark Jomsky, City Clerk

Approved as to Form:



Michele Beal Bagneris, City Attorney

Exhibit 3.10
MANAGEMENT/NON-REPRESENTED – TOP

Control Rates Effective April 14, 2008¹

<u>Classification</u>	<u>Control Rate</u>
Assistant City Attorney (Confidential)	167,640
Assistant General Manager of Water & Power	180,371
Assistant to the City Manager	124,477
Budget Administrator	131,752
Chief Information Technology Officer	141,723
City Auditor	135,778
City Treasurer	139,865
Controller (Confidential)	135,778
Deputy Director of Planning & Development (Confidential)	156,577
Deputy Director of Public Health	135,688
Deputy Finance Director	156,577
Deputy Fire Chief	161,845
Deputy Police Chief ²	176,667
Finance and Management Services Administrator	131,752
Human Resources Manager (Confidential)	131,752
Police Commander ²	157,739
Police Commander (Non-Sworn) ²	157,739
Adopted December 8, 2008	M-TOPNR

<u>Classification</u>	<u>Control Rate</u>
Power Distribution Superintendent	143,634
Senior Assistant City Attorney (Confidential)	184,404
Senior Assistant City Clerk	107,792
Senior Deputy City Attorney (Confidential)	147,563

¹With the exception of the classifications of Police Commander, Police Commander (Non-Sworn) and Deputy Police Chief, the control rates for classifications in the Management Non-Represented – Top will be increased as follows:

Effective April 13, 2009	4%
Effective April 12, 2010	4%
Effective April 11, 2011	4%

²The Control Rates for Police Commander, Police Commander (Non-Sworn), and Deputy Police Chief are effective July 9, 2007.

Adopted December 8, 2008

M-TOPNR

Exhibit 3.15
MANAGEMENT/NON-REPRESENTED – MIDDLE

Control Rates Effective April 14, 2008¹

<u>Classification</u>	<u>Control Rate</u>
Administrative Legal Secretary (Confidential)	72,686
Applications Development & Services Supervisor	119,188
Forensic Services Supervisor	92,474
Information Technology Operations Manager	127,448
Management Analyst V (Confidential)	107,792
Network Systems Supervisor	119,188
Nurse Practitioner	99,297
Payroll Services Manager (Confidential)	114,659
Police Administrator	104,706
Police Captain ²	145,305
Police Lieutenant ²	134,701
Police Supervisor	73,813
Public Information Officer	107,793
Senior Capital Projects Manager	134,352

Adopted December 8, 2008

M-MIDNR

<u>Classification</u>	<u>Control Rate</u>
Supervising Fire Plans Examiner	110,532
Telecommunications Manager	119,188

¹With the exception of the classifications of Police Lieutenant and Police Captain, the control rates for classifications in the Management Non-Represented – Middle will be increased as follows:

Effective April 13, 2009	4%
Effective April 12, 2010	4%
Effective April 11, 2011	4%

²The Control Rates for Police Lieutenant and Police Captain are effective July 9, 2007.

Adopted December 8, 2008

M-MIDNR

Exhibit 3.20
MANAGEMENT/NON-REPRESENTED – PROFESSIONAL

Control Rates Effective April 14, 2008¹

<u>Classification</u>	<u>Control Rate</u>
Executive Assistant to the City Manager (Confidential)	80,000
Administrative Assistant to the Mayor/Council (Confidential)	71,045
Deputy City Attorney (Confidential)	122,755
Executive Secretary (Confidential)	61,786
Executive Secretary (Shorthand/Confidential)	63,564
Management Analyst I (Confidential)	66,170
Management Analyst II (Confidential)	73,034
Management Analyst III (Confidential)	85,040
Management Analyst IV (Confidential)	97,654
Safety Officer	102,045

¹Control rates for classifications in the Management Non-Represented – Professional will be increased as follows:

Effective April 13, 2009	4%
Effective April 12, 2010	4%
Effective April 11, 2011	4%

Adopted December 8, 2008

M-PROFNR