

Agenda Report

November 21, 2011

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

SUBJECT: ADOPTION OF A RESOLUTION AMENDING THE SALARY RESOLUTION TO ESTABLISH COMPENSATION FOR VARIOUS CLASSIFICATIONS IN THE NON-REPRESENTED TOP, MIDDLE AND PROFESSIONAL MANAGEMENT GROUPS

RECOMMENDATION:

It is recommended that the City Council adopt the Salary Resolution to implement salary and benefit adjustments for classifications in the Non-Represented Top, Middle and Professional Management groups.

BACKGROUND:

The City Council establishes by Resolution salaries and benefits for classifications which are not represented by a union. With the adoption of the fiscal year 2012 operating budget, organizational changes were made that require changes also be made in the various salary resolutions. The City Council may also amend the Salary Resolution from time to time to adjust salaries and benefits.

The attached Resolution provides for the following:

1. Establish the title and salary control rate of \$134,848 for the new classification of Public Works Administrator (C). This represents a consolidation of classifications currently represented by the Pasadena Management Association: Building Systems & Fleet Management Administrator, Parks & Forestry Administrator, and Street Maintenance & Integrated Waste Administrator. The creation of this classification is included in the adopted fiscal year 2012 operating budget and does not require any additional FTE. The new classification recognizes the role of the division managers in the labor negotiations process, and also allows for more flexibility and rotation in assignments.
2. Establish the title and salary control rate of \$169,142 for the new classification of Medical Officer (C&U) and the title and salary control rate of \$93,737 for the new

classification of Physician's Assistant. This action does not create additional FTEs in FY2012. The organizational plan is to replace services currently performed by third party contractors in FY2013 and may lead to the creation of one new FTE.

3. Establish the title and salary control rate of \$69,825 for the new classification of Social Worker. This action will not create an additional FTE; an existing FTE will be converted to this new classification which more accurately reflects existing job duties.
4. Establish the title and salary control rate of \$160,752 for the new classification of Power Resource Planning Manager. This action will not create an additional FTE; an existing FTE will be converted to this new classification to focus on long term strategic planning and purchasing of power resources.
5. Establish the title and salary control rate of \$127,768 for the new classification of Power Line Distribution Crew Supervisor. This represents a consolidation of overhead and underground duties to allow the department flexibility in allocating resources. This action will not create additional FTEs nor require additional appropriations; existing positions will be converted to the new classification through a transition process.
6. Establish the title and salary control rate of \$124,345 for the new classification of Senior Project Manager (C). The new classification recognizes the role of the division manager in the labor relations process. This action will not create an additional FTE; an existing FTE will be converted to this new classification which more accurately reflects existing job duties.
7. Establish the title and salary control rate of \$135,688 for the new classification of Deputy Director of Libraries & Information Services (C&U), approved during the fiscal year 2012 operating budget process.
8. Eliminate the classifications of City Auditor, Deputy Director of Public Health, and Police Commander (Non-Sworn) in the Management – Top Salary Schedule. The City Auditor and Deputy Director of Public Health were eliminated due to department restructuring. The Police Commander (Non-Sworn) is no longer utilized.
9. Eliminate the classifications of Information Technology Operations Manager, Network Systems Supervisor, and Telecommunication Manager in the Management – Middle Salary Schedule. These classifications are no longer utilized.
10. Eliminate the classifications of Information Technology Manager - GIS, Information Technology Manager - Customer Service, and Information Technology Manager - Program Management in the Management – Middle

Salary Schedule. These classifications have been accreted into the Pasadena Management Association (PMA).

11. Eliminate the classification of Executive Secretary (Shorthand/Confidential) in the Management – Professional Salary Schedule. This classification is no longer utilized.
12. Re-title the following classifications due to organizational changes:
 - a. Deputy Director of Human Services/Recreation & Neighborhoods (C&U) to Deputy Director of Human Services & Recreation (C&U)
 - b. Deputy Police Chief (C) to Deputy Police Chief (C&U)
 - c. Deputy Fire Chief (C) to Deputy Fire Chief (C&U)

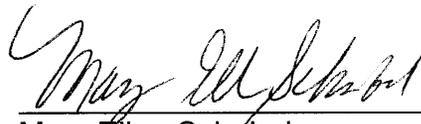
COUNCIL POLICY CONSIDERATION

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

FISCAL IMPACT:

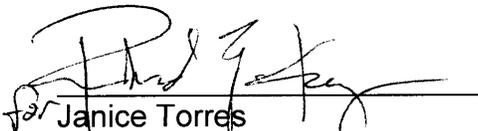
There is no fiscal impact to eliminate, establish or re-title classifications. For new classifications that are being created and salaries set, existing FTEs will be utilized which have already been budgeted, so there will be no fiscal impact associated with creating the new classifications or their salaries.

Respectfully submitted,



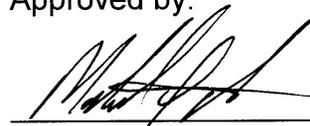
Mary Ellen Schubel
Interim Director of Human Resources

Prepared by:



for Janice Torres
Human Resources Manager

Approved by:



MICHAEL J. BECK
City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY RESOLUTION
TO ESTABLISH SALARY AND BENEFITS FOR THE UNREPRESENTED TOP,
MIDDLE AND PROFESSIONAL CLASSIFICATIONS

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

SECTION 1. Exhibits 3.10 E-1 & E-2, 3.15 E-1 & E-2, and 3.20 E-1 are amended to reflect the following control rates effective November 21, 2011.

Public Works Administrator (C)	\$134,848
Medical Officer (C&U)	\$169,142
Physician's Assistant	\$ 93,737
Social Worker	\$ 69,825
Power Resource Planning Manager	\$160,752
Power Line Distribution Crew Supervisor	\$127,768
Senior Project Manager (C)	\$124,345
Deputy Director of Libraries & Info. Svcs. (C&U)	\$135,688

SECTION 2. Exhibit 3.10 E-1 is amended to re-title the following classifications:

- a. Re-title the Deputy Director of Human Services/Recreation & Neighborhoods (C&U) to Deputy Director of Human Services & Recreation (C&U)
- b. Re-title the Deputy Police Chief (C) to Deputy Police Chief (C&U)
- c. Retitle the Deputy Fire Chief (C) to Deputy Fire Chief (C&U)

SECTION 3. Exhibits 3.10 E-1, 3.15 E1 and 3.20 E-1 are amended to obsolete the following classifications:

Top Management: City Auditor, Deputy Director of Public Health, Police Commander (Non-Sworn)

Middle Management: Information Technology Operations Manager, Network Systems Supervisor, Telecommunications Manager, Information Technology Manager – GIS, Information Technology Manager – Customer Service, Information Technology Manager – Program Management

Professional Management: Executive Secretary (Shorthand/Confidential)

Salary Resolution: Top, Mid., Prof. Mgmt.
November 21, 2011

This amendment shall be effective as of November 21, 2011.

Adopted by the following vote at the meeting of the City Council on November 21, 2011:

AYES:

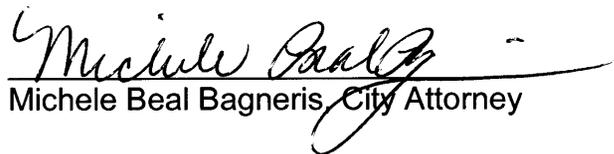
NOES:

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, 2008 ¹**

<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 Assistant City Attorney (Confidential)	184,404
City Treasurer (Confidential)	139,865
Controller (Confidential)	135,778
Deputy Chief Information Officer Technology – Operations (C&U) ³	136,103
Deputy Chief Information Officer – Customer Service (C&U) ³	129,298
Deputy Director of Human Services & Recreation (C&U)	135,688
Deputy Director of Libraries & Information Services (C&U)	135,688
Deputy Director of Planning (Confidential)	156,577
Deputy Director of Public Works (C&U)	156,577
Deputy Fire Chief (C&U)	161,845

Adopted: November 21, 2011

MGMT-NR-TOP

3.10-E-1

CONTROL RATES EFFECTIVE APRIL 14, 2008

TOP MANAGEMENT CLASSIFICATIONS

<u>Classification</u>	<u>Control Rate</u>
Deputy Finance Director (Confidential)	156,577
Deputy Police Chief (C&U) ²	179,847
Finance and Management Services Administrator	131,752
Human Resources Manager (Confidential)	131,752
Medical Officer (C&U) ⁴	169,142
Police Commander ²	160,578
Power Distribution Superintendent	143,634
Power Resource Planning Manager ⁴	160,752
Public Service Administrator (Unclassified)	194,801
Public Service Administrator - Sworn (Unclassified)	194,801
Public Works Administrator (Confidential) ⁴	134,848
Senior Assistant City Clerk	107,792
Senior Deputy City Attorney (Confidential)	147,562

¹ Control Rate effective April 14, 2008 with no scheduled increases

² Control Rate effective July 7, 2008

³ Control Rate effective August 16, 2010

⁴ Control Rate effective November 21, 2011

Adopted: November 21, 2011

MGMT-NR-TOP

3.10-E-2

EXHIBIT 3.15
MANAGEMENT/NON-REPRESENTED - MIDDLE
CONTROL RATES EFFECTIVE APRIL 14, 2008 ¹

<u>Classification</u>	<u>Control Rate</u>
Administrative Legal Secretary (Confidential)	72,686
Applications Development & Services Supervisor	119,188
Information Technology Manager – Infrastructure	128,033
Information Technology Manager – Applications	128,033
Information Technology Manager – Enterprise	128,033
Management Analyst V (Confidential)	107,792
Payroll Services Manager (Confidential)	114,659
Police Administrator	104,706
Police Captain ²	149,665
Police Lieutenant ²	138,742
Police Supervisor	73,812
Power Line Distribution Crew Supervisor ³	127,768
Public Information Officer	107,793
Public Services Manager (Unclassified)	150,649

Adopted: November 21, 2011

MGMT-NR-MID

MANAGEMENT/NON-REPRESENTED - MIDDLE
CONTROL RATES EFFECTIVE APRIL 14, 2008 ¹

<u>Classification</u>	<u>Control Rate</u>
Public Services Manager - Sworn (Unclassified)	150,649
Senior Capital Projects Manager	134,352
Senior Project Manager (Confidential) ³	124,345

- ¹ Control Rate effective April 14, 2008 with no scheduled increases
² Control Rate effective July 7, 2008
³ Control Rate effective November 21, 2011

Adopted: November 21, 2011

MGMT-NR-MID

3.15-E-2

EXHIBIT 3.20
MANAGEMENT/NON-REPRESENTED – PROFESSIONAL
CONTROL RATES EFFECTIVE APRIL 14, 2008 ¹

<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)	61,785
Management Analyst I (Confidential)	66,170
Management Analyst II (Confidential)	73,034
Management Analyst III (Confidential)	85,040
Management Analyst IV (Confidential)	97,653
Physician's Assistant ²	93,737
Safety Officer	102,045
Social Worker ²	69,825
Public Services Supervisor (Unclassified)	132,579
Public Services Supervisor - Sworn (Unclassified)	132,579

¹ Control Rate effective April 14, 2008 with no scheduled increases

² Control Rate effective November 21, 2011

Adopted: November 21, 2011

MGMT-NR-PROF

3.20-E-1