

# 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, TECHNICAL-ADMINISTRATIVE, CONFIDENTIAL-CLERICAL AND HOURLY 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, Technical-Administrative, Confidential-Clerical and Hourly groups.

## **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 and benefits.

The attached Resolution provides for the following:

1. Establish the title and salary rate of \$29.0550 - \$36.3279 for the new classification of Fire Inspector. The new classification represents a civilianization of the fire inspection duties in the Fire Department. This action will not result in additional FTEs. Current FTEs will be converted to Fire Inspector.
2. Establish the title and salary rate of \$13.1632 - \$16.0000 for the new classification of Medical Assistant. This action will not result in additional FTEs. Existing positions will be utilized.
3. Establish the title and salary rate of \$12.00 - \$18.00 for the new classification of Intern. The new at-will classification will be used to provide work experience for college students and recent graduates in a variety of departments on a limited-

term basis. This action will not result in additional FTEs. Existing positions will be utilized.

4. Establish the title and salary rate of \$9.89 - \$12.02 for the new classification of Ambulance Operator. This new classification represents a civilianization of Firefighter/Paramedic duties related to basic life support service calls. This action will not result in additional FTEs. Current FTEs will be converted to Ambulance Operator.
5. Eliminate the classification of Senior Police Analyst and Water/Energy Conservation Auditor in the Technical and Administrative Salary Resolution. These classifications are no longer utilized.
6. Eliminate the classifications of Legal Word Processing Secretary (C), Secretary (C), and Word Processing Secretary (C) in the Confidential-Clerical Salary Resolution. These classifications are no longer utilized.
7. Transfer the classification of Paralegal (Confidential) from the Technical and Administrative group to the Confidential group.
8. Transfer the classifications of Public Services Coordinator (Unclassified) and Public Services Coordinator – Sworn (Unclassified) to the Non-Represented group.

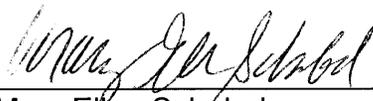
### **COUNCIL POLICY CONSIDERATION**

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,

  
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Mary Ellen Schübel  
Interim Director of Human Resources

Prepared by:

  
\_\_\_\_\_  
Janice Torres  
Human Resources Manager

Approved by:

  
\_\_\_\_\_  
MICHAEL J. BECK  
City Manager

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL AMENDING THE SALARY RESOLUTIONS  
TO ESTABLISH SALARY AND BENEFITS FOR THE NON-REPRESENTED,  
TECHNICAL-ADMINISTRATIVE, CONFIDENTIAL-CLERICAL  
AND HOURLY CLASSIFICATIONS

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

SECTION 1. Exhibits 3.25, 3.30, 3.35, and 3.40 are amended to reflect that the Paralegal (Confidential) has transferred to the Confidential-Clerical group; the Public Services Coordinator classifications have transferred to the Non-Represented group; and that the following salary ranges effective November 21, 2011:

Fire Inspector	\$29.0550 - \$36.3279
Medical Assistant	\$13.1632 - \$16.0000
Administrative Intern	\$12.0000 - \$18.0000
Ambulance Operator	\$ 9.8900 - \$12.0214

SECTION 2. Exhibits 3.25 and 3.30 are amended to obsolete the following classifications effective November 21, 2011: Senior Police Analyst, Water/Energy Conservation Auditor, Legal Word Processing Secretary (C), Secretary (C), Word Processing Secretary (C)

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:

Salary Resolution: Unrep – Non-Mgmt  
November 21, 2011

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mark Jomsky, City Clerk

Approved as to Form:

  
Michele Beal Bagneris, City Attorney

Exhibit 3.25

TECHNICAL AND ADMINISTRATIVE  
SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Information Technology Technician II	20.5906	27.4498
Inspector Trainee	22.3642	27.9453
Irrigation Specialist	21.2165	25.7286
Pesticide Applicator	21.4644	26.8370
Rangemaster	22.0642	26.5892
Substance Abuse Counselor	16.0910	19.6904

As adopted November 21, 2011

(TECH-ADMIN)

Exhibit 3.30

CONFIDENTIAL-CLERICAL

SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Legal Secretary (C)	22.2192	28.4860
Operations Assistant (C)	21.3836	27.3592
Paralegal (C)	27.1759	34.2955
Staff Assistant I (C)	16.1262	20.7532
Staff Assistant II (C)	17.1315	21.9515
Staff Assistant III (C)	18.1643	24.0447
Staff Assistant IV (C)	20.0036	25.9413
Technical Assistant (C)	18.1592	24.0456
Technical Specialist (C)	20.0036	25.9287

As adopted November 21, 2011

(CONF-CLER)

Exhibit 3.35

NON-REPRESENTED

SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Ambulance Operator <sup>1</sup>	9.8900	12.0214
Automated Controls Technician (HVAC)	30.4196	37.9915
Community Health Aide Trainee	12.8270	15.6746
Community Relations Assistant Trainee	12.8136	15.5939
Community Relations Assistant	15.8222	19.0592
Community Services Specialist	13.5880	16.2612
Engineering Aide	22.3772	28.0626
Engineering Aide Assistant	18.4128	22.0250
Equipment Mechanic Apprentice	17.3174	25.7024
Fire Inspector <sup>1</sup>	29.0550	36.3279
Graphic Artist	20.2568	26.2199
Heating, Ventilation and Air Conditioning Technician	28.5413	35.5059
Helicopter Mechanic	28.6494	34.2959
Housing Technician	21.7120	26.7848
As adopted November 21, 2011		(NON-REP)

NON-REPRESENTED

SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Housing Technician Trainee	14.9833	18.2956
Maintenance Inspector	22.9247	28.1539
Medical Assistant <sup>1</sup>	13.1632	16.0000
Page	10.2235	11.9972
Planning Aide	20.4070	24.0032
Police Cadet	13.4583	16.0776
Public Services Coordinator (Unclassified)	8.8400	82.3485
Public Services Coordinator (Unclassified) - Sworn	8.8400	82.3485
Recreation Leader III-B	11.1755	11.9188
Recreation Services Specialist	19.1693	23.3811
Recreation Site Coordinator	15.2049	19.0127
Senior Automated Controls Technician	32.8804	41.1005
Senior Engineering Aide	25.4807	32.4049
Senior Heating, Ventilation and Air Conditioning Technician	30.4861	38.1376

As adopted November 21, 2011

(NON-REP)

Exhibit 3.40

HOURLY CLASSIFICATIONS

SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Administrative Intern <sup>1</sup>	12.0000	18.0000
Aquatics Supervisor	22.6378	27.1888
City Service Worker	8.8400	82.3499
City Temporary Worker	8.8400	82.3499
Firefighter Trainee*	23.7792	
Instructor I	9.8824	
Instructor II	11.2805	
Instructor III	14.1038	
Instructor IV	17.6360	
Junior Lifeguard	9.7103	
Lifeguard	12.0109	13.4075
Police Reserve Officer		
Police Trainee*	31.5578	

As adopted November 21, 2011

(HOURLY)

HOURLY CLASSIFICATIONS  
SALARY RANGES EFFECTIVE OCTOBER 13, 2008

<u>Classification</u>	<u>Minimum</u>	<u>Maximum</u>
Pool Manager	13.0098	21.7506
Recreation Leader I	9.2455	9.8715
Recreation Leader II	10.1713	10.8493
Recreation Leader III	11.1755	11.9188
Senior Lifeguard/Instructor	15.7087	18.0229

<sup>1</sup> Salary effective November 21, 2011

As adopted November 21, 2011

(HOURLY)

Exhibit 3.40 –E-2