



Agenda Report

January 30, 2017

TO: Honorable Mayor and City Council
FROM: DEPARTMENT OF HUMAN RESOURCES
SUBJECT: INCREASE SALARY CONTROL RATE FOR EXECUTIVE ASSISTANT AND SENIOR EXECUTIVE ASSISTANT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Increase the salary control rates for Executive Assistant and Senior Executive Assistant to \$67,223.10 and \$77,982.94, respectively.

BACKGROUND:

On November 14, 2016, City Council authorized the establishment of several new classifications for the Pasadena Management Association (PMA). Two of those classifications were Executive Assistant and Senior Executive Assistant. The reason for establishing the new classification titles was to make the executive assistant series uniform citywide, and to utilize more modern titling protocol.

The control rates established were \$65,905.01 for Executive Assistant and \$76,453.94 for Senior Executive Assistant. However, the intent was to establish the control rates slightly higher, at \$67,223.10 and \$77,982.94, respectively, in order to match the Non-Represented group. There are Executive Assistant and Senior Executive Assistant positions in the Non-Represented Management group because they are designated as confidential, at-will. Although the PMA and Non Rep classifications will likely experience different cost of living increases in the future, the intent upon establishment was to make them the same. Staff has discussed this change with PMA and they did not have any objections. This agenda seeks to correct the current misalignment.

Classification	PMA	Current Non-Rep
Executive Assistant	\$65,905.01	\$67,223.10
Senior Executive Assistant	\$76,453.94	\$77,982.94

At a later date, staff will return to City Council with an updated salary schedule for PMA.

FISCAL IMPACT:

The agenda presented on November 14, 2016, included accurate costing to establish these positions at the recommended rates, however, the actual rates listed were inadvertently lower than intended.

Respectfully submitted,



JENNIFER CURTIS
Director of Human Resources
Human Resources

Prepared by:



Tiffany Jacobs-Quinn
HR Manager

Approved by:



STEVE MERMELL
City Manager