

Agenda Report

August 26, 2019

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: ESTABLISH NEW CLASSIFICATIONS AND SALARIES

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" as defined in the California Environmental Quality Act (CEQA), Public Resources Code Section 21065 and Section 15378(b)(2) of the State CEQA Guidelines and, as such, is not subject to environmental review; and
2. Adopt a resolution, establishing new classifications and setting salary control rates and step schedules.

BACKGROUND:

The Human Resources Department's Employment Services Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update/add job classifications and salary rates as duties and responsibilities change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests. As part of a recent review, Human Resources recommends establishing new classifications to ensure that job descriptions are accurate, titles are appropriate, internal alignment is maintained, and salaries are competitive based on the City's labor market comparison agencies.

Water Operations Manager: Establish a new classification of Water Operations Manager with an annual salary control rate of \$176,572. The Water & Power Department intends to combine the management of Distribution and Production and create a single Water Operations section. The Water Operations Manager will report directly to the Assistant General Manager and have full managerial responsibility for the

Water Operations Division. This position will be a section manager-level classification responsible for planning and directing the operation, construction, repair and maintenance of the Department's water system infrastructure including water facilities such as treatment plant, wells, reservoirs, booster pump and pressure-regulating stations and the operation and maintenance of the distribution infrastructure. As part of the Water Business Unit management team, the incumbent will participate in the development of short and long-term plans to achieve safe, reliable and cost-effective delivery of water services to customers that complies with all applicable water quality and environmental compliance rules and regulations.

This classification will perform complex financial forecasting and data analysis and provide data-driven decision-making for changes in process, equipment or staff deployment. It will also develop accountability systems for operational tracking and efficiency and for asset management to provide the operational data needed for planning and analysis. This position will be accreted to the Pasadena Management Association (PMA).

This action does not authorize any additional FTE as it will replace the currently vacant Water Operations and Treatment Manager position. This will result in an implementation cost of approximately \$30,400 in salary and benefits, which will be funded through existing appropriations from the Water Operating Fund (402).

Water Operations Section Supervisor: Establish a new classification of Water Operations Section Supervisor with an annual salary control rate of \$146,174. This position will be responsible for managing the development, maintenance, repair and operations of the City's potable water supply and distribution infrastructure to ensure stable, dependable water delivery to City customers in compliance with regulatory requirements. It will participate in long-term planning for development, upgrade, expansion and modernization of the City's water infrastructure to meet water supply demand, comply with increasingly complex federal and state regulatory requirements, and ensure highly efficient, cost-effective operations.

This classification will replace the Water Operations & Treatment Crew Supervisors, and Water Distribution & Construction Crew Supervisors when vacated. Changes in the regulatory environment, demographic shifts, and new technology and processes have led to a need to restructure the field crews and their leadership. This position will be accreted to the Pasadena Management Association (PMA).

This action does not authorize any additional FTE as it will replace the Water Operations & Treatment Crew Supervisor, and Water Distribution & Construction Crew Supervisor positions when vacated.

Municipal Services Manager: Create a new classification of Municipal Services Manager with an annual salary control rate of \$123,596. This position will plan, organize, and manage the work of the Municipal Services Section of the Finance Department. It will be responsible for business licenses and permits, Citywide cashing services and collections; oversee resolution of complex and/or escalated

customer issues and complaints; serve as the City's hearing officer regarding for-hire vehicle permits; and provide professional advice to departments and City management on cash handling policies and procedures. It will lead three sections of the Treasury and Cash Management Division and manage professional, technical and clerical support personnel. Furthermore, the incumbent will lead Citywide training on the Tyler Munis system for cashiering and plays a significant role in the development and implementation of cash handling policies and procedures. This position also serves as a subject-matter expert on the system and approves changes to all codes in the cashiering and collection systems modules. This position will be accreted to the Pasadena Management Association (PMA).

This action does not authorize any additional FTE as one existing, budgeted and filled position in the Finance Department will be reclassified to Municipal Services Manager. This will result in an implementation cost of approximately \$18,300 in salary and benefits, which will be funded through existing appropriations from the General Fund (101).

Helicopter Maintenance Technician: Establish a new annual salary control rate of \$86,241.57 for the job classification of Helicopter Maintenance Technician. This change is recommended to align the salary with the labor market. This position will continue to independently perform journey-level, skilled technical work inspecting, maintaining, and repairing City-owned police helicopters and related equipment in accordance with Federal Aviation Administration rules and regulations, aircraft manufacturer guidelines and Pasadena Police Department policies and procedures. No changes will be made to the essential functions and duties of this classification, and this classification will remain in the LIUNA bargaining unit.

This action does not authorize any additional FTE. Two existing, budgeted and filled positions will be adjusted to this new control rate. This will result in an implementation cost of approximately \$7,900 in salary and benefits, which will be funded through existing appropriations from the General Fund (101).

Park Safety Specialist: Establish a new classification of Park Safety Specialist and annual control rate of \$68,072.78. This civilian classification performs public safety activities without firearms and is responsible for the enforcement of laws, rules and regulations associated with the City's park properties and open spaces. Incumbents patrol and monitor parks and related facilities to enforce park rules, regulations and City codes to protect life and property and to prevent and detect crime. Incumbents are certified to write citations, respond to emergency situations involving public safety and protection of City property and make misdemeanor arrests.

The employees currently performing these job duties work in the Pasadena Police Department, are classified as Security Rangers with an annual control rate of \$63,268, and are part of the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit. The Security Ranger job description does not adequately reflect the essential functions, requirements or market salary of the employees

performing the work in the Police Department. For example, the Security Ranger job description does not reflect the requirement for a PC 832 certificate and knowledge of City ordinances and codes related to park safety. The Park Safety Specialist classification will be accreted to AFSCME. The existing Security Ranger classification will remain as it is used by the Public Works Department.

Over the last few months, Human Resources has further reviewed the recommendations for Park Safety Specialist essential functions, job requirements and proposed salary. The findings of that review did not lead to a change of the recommendations. Specifically, the proposed control rate for this classification is slightly above that of the most comparable position at a benchmark agency and the additional classifications reviewed at other benchmark agencies were either not comparable including with position requirements and duties performed and/or had a salary control rate lower than the one proposed. The recommendation is also based on a review of internal alignment with other non-sworn positions at the Police Department and in the Planning and Community Development Department.

This action does not authorize any additional FTE. Six existing budgeted and filled Security Ranger positions in the Police Department will be reclassified to Park Safety Specialist. This will result in an implementation cost of approximately \$27,500 in salary and benefits, which will be funded through existing appropriations from the General Fund (101).

COUNCIL POLICY CONSIDERATION:

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability, increasing conservation and sustainability and ensuring public safety.

FISCAL IMPACT:

There is no expected fiscal impact as a result of approving the recommendations. Approval and implementation of the revised classifications and salary schedules will cost approximately \$64,500 to the General Fund (101) and \$30,400 to the Water Fund (402) in FY2020. Funding for this action will be supported by existing appropriations in each Department's current FY2020 budget.

In addition, these changes will create an additional \$38,800 in potential for salary growth (including projected PERS costs) over the next three to five years as employees move through the new salary ranges. Upon implementation of reclassifications or salary control rate changes, the incumbents may receive an increase at the discretion of the City Manager. Future salary growth is merit-based and available on an annual basis as part of the performance evaluation process.

Respectfully submitted,

Jennifer Curtis
for: JENNIFER CURTIS
Director of Human Resources

Prepared by:

Linda Darck
Linda Darck
Acting Human Resources Manager

Approved by:

Steve Mermell
STEVE MERMELL
City Manager

ATTACHMENT A – Resolution adopting new classifications and salary control rates

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL ESTABLISHING NEW CLASSIFICATIONS AND SALARY CONTROL RATES AND STEP SCHEDULES

BE IT RESOLVED by the City Council of the City of Pasadena that the following new classifications and salary control rates and step schedules are established:

	Maximum
Water Operations Manager	\$176,572
Water Operations Section Supervisor	\$146,174
Municipal Services Manager	\$123,596

Helicopter Maintenance Technician (LIUNA)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$33.2001	\$34.0302	\$34.8808	\$35.7529	\$36.6467	\$37.5629	\$38.5020	\$39.4645	\$40.4511	\$41.4623

Park Safety Specialist (AFSCME)

Step 1	Step 2	Step 3	Step 4	Step 5
\$26.6803	\$28.1760	\$29.6715	\$31.2155	\$32.7273

This resolution shall be effective as of September 2, 2019.

Adopted by the following vote at the meeting of the City Council on the ____ day of August, 2019.

AYES:

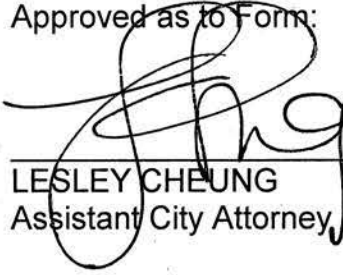
NOES:

ABSTAIN:

ABSENT:

MARK JOMSKY
City Clerk

Approved as to Form:



LESLEY CHEUNG
Assistant City Attorney