

Agenda Report

September 9, 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.

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 meet the changing operational needs and strategic plans of the Water Division in the Water & Power Department.

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 is intended to be used when the Water Distribution & Construction Manager position is vacated at a future date. 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 Distribution & Construction Manager position when vacated.

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:

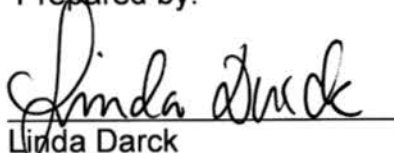
There is no expected fiscal impact as a result of approving the recommendations. Approval and implementation of the new classifications and salary schedules will cost approximately \$30,400 to the Water Fund (402) in FY2020. Funding for this action will be supported by existing appropriations in the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

Respectfully submitted,



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Director of Human Resources

Prepared by:



Linda Darck
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Approved by:



STEVE MERMELL
City Manager

ATTACHMENT A – Resolution adopting new classifications and salary control rates