

# Agenda Report

March 9, 2020

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Human Resources  
**SUBJECT:** ADOPT A RESOLUTION ESTABLISHING 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 is responsible for managing classification and compensation work for the City. Periodically there is a need to update job classifications and control rates as duties change over time, the marketplace adjusts and departments reorganize and redistribute work. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process in which Human Resources reviews, approves, and provides recommendations on classification requests. As part of a recent review, Human Resources recommends establishing new classifications in several departments to enhance the efficiency of operations and support upcoming departmental reorganizations.

**Deputy Director of Transportation:** Establish the new classification of Deputy Director of Transportation with an annual control rate of \$176,968. This single-incumbent position will be responsible for coordinating and overseeing the day-to-day administrative and program functions of the Department, including personnel

administration and staff development, as well supporting the Director of Transportation in developing and implementing long-term strategic efforts. The Deputy Director will be responsible for securing funding for capital projects, monitoring and making recommendations regarding local, state and federal legislation, and providing oversight, guidance and technical support to staff. The Deputy Director will be expected to work in close collaboration with the Director in identifying and developing Department-wide objectives, goals and policies and overseeing their implementation. Establishing this position will support a Department reorganization where-in key functions will be consolidated in order to reduce redundancies, improve internal collaboration and identify clear roles and responsibilities. The reorganization is also intended to better position the Department in delivering the largest infrastructure projects that the Department has been tasked with to date, including the California Grade Separation and 710N Repurposing projects. The position of Deputy Director is key in ensuring a multi-disciplinary, coordinated approach to delivering the Department's work plan. This classification will be part of the Non-Represented Management bargaining unit.

This action does not require an additional FTE. The existing vacant position of Transportation Administrator with a control rate of \$172,401 will be reclassified to the new classification. The additional Fiscal Year 2020 budgetary cost of approximately \$2,200 will be supported by existing appropriations in the Department's General Fund (101) budget. There will be no immediate fiscal impact because a recruitment must be conducted to fill the vacancy, and the incumbent will progress through the salary range based on annual merit adjustments. The Transportation Administrator classification will be archived upon the implementation of the new classification.

**Deputy City Prosecutor:** Establish the new classification of Deputy City Prosecutor and annual control rate of \$148,114. This action will result in the consolidation of three existing classifications: Deputy City Prosecutor I, II and III. The new control rate will fall between the Deputy City Prosecutor II and Deputy City Prosecutor III salaries. Consolidating the levels will result in increased efficiencies in staffing, workload distribution and case management. The Prosecution Division has experienced a 30% increase in case volume over the last three years and expects the trend to continue. The Division has also assumed responsibility for more than 600 cases in Mental Health Court and has increased community prosecution efforts. By consolidating the classification levels, cases can be assigned to any incumbent based on workload. Further, the new classification plan will mirror the classification structure on the civil side of the City Attorney/City Prosecutor's Office. This new classification will be accreted to the Pasadena Management Association bargaining unit.

This action does not require an additional FTE. Three existing, filled Deputy City Prosecutor positions will be reclassified to the new classification. The additional Fiscal Year 2020 budgetary cost of approximately \$8,700 will be supported by existing appropriations in the Department's General Fund (101) budget. This action will archive the existing classifications of Deputy City Prosecutor I, II and III.

**Parks Administrator and Parks Superintendent:** Establish the classifications of Parks Administrator with an annual control rate of \$151,698 and Parks Superintendent with an annual control rate of \$112,968.96. These new classifications will serve as single-incumbent positions in the newly consolidated Parks, Recreation and Community Services Department. After the reorganization, the parks maintenance and programming functions will work together in the same department to enhance efficiencies and service delivery to the public. The Parks Administrator will be part of the Non-Represented Management bargaining unit and the Parks Superintendent will be accreted to the Pasadena Management Association bargaining unit (PMA).

This action does not require additional FTE. Two existing, vacant positions that are transferring to the Parks, Recreation and Community Services Department from the Public Works Department will be reclassified to the new titles. Public Works Administrator (control rate \$151,698, non-represented) and Public Works Superintendent (control rate \$112,968.96, PMA) are the two vacant positions. The duties will generally remain the same, but the titles are changing to reflect the new department assignment. No fiscal impact will result from this action.

**Forensic Supervisor:** Establish the classification of Forensic Supervisor with an annual control rate of \$107,000. This civilian classification will direct, manage and coordinate the day-to-day operations of the Forensic Specialists unit in the Criminal Investigations Division of the Police Department. Reporting to a Police Lieutenant, this position performs the full range of complex and technical crime scene investigation duties, including testifying as an expert witness in the presentation of courtroom evidence. The vacant Police Administrator position that previously supervised this group was reclassified to Police Executive Administrator to support the Department reorganization and provide a civilian presence at the highest rank of Police management. Due to the size of the Forensic unit (six staff members), the Administrator level is not required. A front-line supervisor is more appropriate. A new classification must be created because the existing Police Supervisor job class does not include the specialized duties or qualifications required of a Forensic Supervisor and the salary rate is not competitive in the labor market for a Forensic Supervisor. This classification will be part of the Non-Represented Management bargaining unit.

This action does not require additional FTE. One existing filled position of Forensic Specialist will be reclassified to the new Forensic Supervisor. The additional Fiscal Year 2020 budgetary cost of approximately \$600 will be supported by existing appropriations in the Department's General Fund (101) budget.

### **COUNCIL POLICY CONSIDERATION:**

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.


**FISCAL IMPACT:**

Approval and implementation of the new classifications and salary schedules will have no fiscal impact as the increased cost of approximately \$11,500 to the General Fund (101) in Fiscal Year 2020 will be absorbed by current salary savings and consolidation of existing positions. No new FTE are requested as part of this action, since existing positions will be reclassified.


Respectfully submitted,

  
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JENNIFER CURTIS  
Director of Human Resources

Prepared by:

  
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Tiffany Jacobs-Quinn  
Human Resources Manager

Approved by:

  
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STEVE MERMELL  
City Manager

ATTACHMENT A – Resolution adopting new classifications and salary control rates