



Agenda Report

October 19, 2020

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: ADOPT A RESOLUTION ESTABLISHING THE NEW CLASSIFICATION AND SALARY OF SUPERVISING FIRE INSPECTOR

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 the new classification of Supervising Fire Inspector and setting a salary control rate.

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 a new classification in the Fire Department to enhance the efficiency of operations in the Fire Prevention Bureau and support the Department's objectives.

Supervising Fire Inspector: Establish the new classification of Supervising Fire Inspector with an annual control rate of \$113,609. This single-incumbent position will be responsible for overseeing the day-to-day administration and supervision of Fire Prevention Bureau activities which include: code enforcement; fire inspections; plan review; hazardous material regulatory program, including the City's Certified

Unified Program Agency; industrial waste management; and vegetation management. This non-sworn supervisory position is responsible for managing staff engaged in fire inspection. It will perform the most complex and largest-scale inspections and develop and implement fire education programs. The creation of a hierarchy within the Inspector Series will help provide a career path for civilian employees within the Fire Department and better leverage the expertise of staff to the benefit of the City and those subject to the regulation of Fire Codes. This classification will be part of the Pasadena Management Association bargaining unit.

This action does not require an additional FTE. An existing vacant Senior Fire Inspector with a control rate of \$100,863 will be reclassified to the new classification. The additional Fiscal Year 2021 budgetary cost of approximately \$14,400 will be supported by existing appropriations in the Department's Building Fund (204) budget.

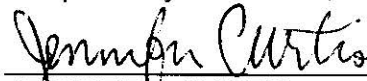
COUNCIL POLICY CONSIDERATION:

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 classification and salary schedule will have no fiscal impact as the increased cost of approximately \$14,400 to the Building Fund (204) in Fiscal Year 2021 will be absorbed by current salary savings. No new FTE are requested as part of this action, since an existing position will be reclassified.

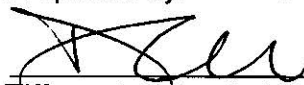
Respectfully submitted,



JENNIFER CURTIS

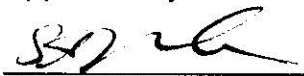
Director of Human Resources

Prepared by:



Tiffany Jacobs-Quinn
Human Resources Manager

Approved by:



STEVE MERMELL
City Manager