



# Agenda Report

March 8, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Department of Human Resources

**SUBJECT:** ADOPT A RESOLUTION ESTABLISHING NEW CLASSIFICATIONS AND SALARIES AND UPDATING SALARIES OF EXISTING CLASSIFICATIONS

## **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 Salaries and Updating Salaries of Existing Classifications

## **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 or add job classifications and salary rates as duties and the operational needs of the City 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 two new classifications to meet the changing operational needs of the Fleet Maintenance Division in the Public Works Department and the Planning and Community Development Department, as well as updating existing salaries for two classifications in City Manager's Office and the Department of Parks, Recreation and Community Services.

**Senior Equipment Mechanic:** Establish a new classification of Senior Equipment Mechanic with an annual salary control rate of \$84,500. The Senior Equipment Mechanic will report directly to a Fleet Maintenance Supervisor and serve as the working lead for other Equipment Mechanics.

This position will be the advanced journey-level, working lead-level classification in the Equipment Mechanic series. Additionally, the incumbent will be responsible for the inspection, diagnosis, repair and testing of a variety of specialized light-, medium- and heavy-duty fire and emergency medical services vehicles and equipment in the City fleet.

None of the current mechanic classifications in the City require experience and expertise related to fire apparatus. As a result, it has been difficult to recruit and retain qualified technicians to maintain the City's emergency vehicle fleet. Many of the technical repairs and maintenance specific to fire vehicles are outsourced to vendors under contract thereby lengthening the time it takes to complete repairs and return the vehicles to service. The addition of the Senior Equipment Mechanic position will build a more robust in-house career path for mechanics and reduce the City's reliance on contract work. The result is expected to be improved internal customer service, cost effectiveness, and timeliness of repairs.

This classification will be accreted to the American Federation of State, County and Municipal Employees (AFSCME). This action does not require an additional FTE. One existing vacant Equipment Mechanic III position with a control rate of \$75,983 will be reclassified to the new classification.

**Neighborhood and Business Services Administrator:** Establish a new classification of Neighborhood and Business Services Administrator with an annual salary control rate of \$170,000. The Neighborhood and Business Services Administrator will report directly to the Director of Planning and Community Development and will manage the customer-facing functions of code compliance and permitting in the newly established Neighborhood and Business Services Division. This position will oversee approximately 23 employees.

This senior level manager will be responsible for managing the City's built environment through the administration of a variety of federal, state and local neighborhood preservation and improvement programs, vacant lot and property abatement, housing and zoning code enforcement and property-based complaint tracking and resolution. This position will chair management level interdepartmental task forces, such as CRASH, with objectives to address complex public nuisances that overlap multiple jurisdictions. This position will also oversee minimum wage compliance.

Additionally, the Neighborhood and Business Services Administrator will serve as the Department lead on technology projects and continuous business improvements, including the newly implemented Land Management System (LMS) and the implementation and rollout of the ePermitting system. This position will manage the

multi-departmental Permit Center, including ePermitting, plan checks/routing, cashiering and general oversight of the development review process.

This classification will be accreted to the Pasadena Management Association (PMA). This action does not require an additional FTE. One existing vacant Planning Manager position with a control rate of \$162,925 will be reclassified to the new classification.

**Public Information Officer:** Establish the annual salary control rate of \$138,940 for the classification Public Information Officer. This single incumbent classification reports to the City Manager and acts as the City's official spokesperson in response to inquiries from the public and the media. As a member of the City's executive leadership team, this position oversees, develops and coordinates the public affairs program for the City and advises management in public information activities. A compensation survey found that this position was below market average compared to similar positions with the same scope of authority and responsibility. Increasing the control rate provides market-based compensation and improved retention for this critical role.

This classification is part of the Non Represented Management group, Level 1. This action does not require an additional FTE. One existing Public Information Officer position with a control rate of \$131,075 will be impacted.

**Recreation and Community Services Administrator:** Establish the annual salary control rate of \$151,698 for the single-incumbent classification of Recreation and Community Services Administrator. This senior-level manager reports to the Director of Parks, Recreation and Community Services and serves as the Department's primary point of contact for all recreation programs and services. The recommendation to increase the control rate will create internal alignment with the Parks Administrator, a position that has a similar scope of responsibility, supervision and required qualifications.

This classification is part of the Pasadena Management Association (PMA). This action does not require an additional FTE. One existing Recreation and Community Services Administrator position with a control rate of \$144,188 will be impacted.

#### **COUNCIL POLICY CONSIDERATION:**

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

**FISCAL IMPACT:**

Approval and implementation of the new classifications and salaries will have no immediate fiscal impact. After a competitive recruitment process, the selected incumbents for Senior Equipment Mechanic and Neighborhood and Business Services Administrator will move through the salary schedules according to the provisions in the applicable Memoranda of Understanding. The incumbents in Public Information Officer and Recreation and Community Service Administrator will receive salary increases through the annual evaluation process. Any increased cost to the Fleet Maintenance Fund (511), Building Services Fund (204) and General Fund (101) in Fiscal Year 2021 or 2022 will be absorbed by current salary savings. No new FTE are requested as part of this action, since existing positions will be reclassified.

Respectfully submitted,

  
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ATTACHMENT A – Resolution adopting new classifications and setting salary control rates and updating salaries of existing classifications