

Agenda Report

February 25, 2013

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Human Resources

SUBJECT: ADOPTION OF A RESOLUTION AMENDING THE NON-REPRESENTED MANAGEMENT SALARY RESOLUTION TO ESTABLISH COMPENSATION FOR NEWLY ESTABLISHED CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Amend the Non-Represented Management Salary Resolution to establish new classifications and related salaries; and
2. Amend the fiscal year operating budget to include 1.0 FTE for a new position titled 311 Call Center Manager in the Department of Public Works, Administration Division (101-761000/301-761100).

BACKGROUND:

The City Council establishes by Resolution salaries and benefits for classifications which are not represented by a union. The City Council may amend the Salary Resolution from time to time to adjust salaries and benefits or add classifications.

The following summarizes the actions in the recommended Resolution:

- A. **Crime Analyst:** Establish the title and salary control rate of \$92,000 for the new classification of Crime Analyst. The new classification will be used to create a new crime analysis program for the Police Department. Crime analysis is a law enforcement function that involves systematic analysis for identifying and analyzing patterns and trends in crime and disorder. Information on patterns help law enforcement agencies deploy resources in a more effective manner, and assist detectives in identifying and apprehending suspects. This action will not

result in an additional full time position. A current funded position will be converted to Crime Analyst.

- B. Public Information Coordinator:** Establish the title and salary control rate of \$75,000 for the new classification of Public Information Coordinator. The new classification will be used in several departments to develop and implement community relations and public outreach programs. Working in collaboration with the City's Public Information Officer, this classification may develop public involvement and community outreach strategies and coordinate information for distribution to community groups and the media. This classification coordinates, develops, and prepares news releases, fact sheets, brochures, visitor materials, annual reports, newsletters, presentations and speeches and increases public engagement on matters related to department operations. This action does not authorize any additional full time positions. Departments intending to use this classification may convert an existing vacancy to the new classification or request approval through the budget process to add a position.
- C. 311 Call Center Manager:** Establish the title and salary control rate of \$111,000 for the new classification of 311 Call Center Manager. The creation of a 311 Call Center Manager position is the cornerstone to implementing a centralized citywide call center. The establishment of a centralized Call Center will serve as the single-point entry for citizens' non-emergency inquiries and requests. The 311 Call Center Manager will lead and direct 311 Call Center operations including conducting long-range/short-term planning, developing operational procedures and customer service initiatives enhance service delivery. This action authorizes the creation of the classification and salary and adds one full-time position to the Department of Public Works, which will manage the 311 Call Center. Funding for the position in the current fiscal year will come from an existing CIP project (311 Citizen Request Management) and funding for future fiscal years will be obtained through the normal budget allocation process.

COUNCIL POLICY CONSIDERATION:

This amendment to the Salary Resolution supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

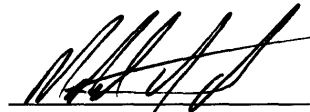
The cost of the 311 Call Center Manager will be \$110,000 plus benefits. In FY 2013 funding will be addressed by the utilization of existing budgeted appropriations in the 311 Citizen Request Management CIP project (71150). In FY 14 and beyond funding will be obtained through the normal operating budget process. Existing authorized and budgeted positions and resources will be utilized to fill the positions of Crime Analyst and Public Information Coordinator.

Respectfully submitted,



Kristi Recchia
Director of Human Resources

Approved by:



MICHAEL J. BECK
City Manager

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL AMENDING NON-REPRESENTED
MANAGEMENT SALARY RESOLUTION

BE IT RESOLVED by the City Council of the City of Pasadena that the Non-
Represented Management Salary Resolution is amended as follows:

SECTION 1. Exhibit 3.10-E-4 is amended to reflect the following title and control
rate effective February 25, 2013:

Crime Analyst	\$92,000
Public Information Coordinator	\$75,000
311 Call Center Manager	\$111,000

This amendment shall be effective as of February 25, 2013.

Adopted by the following vote at the meeting of the City Council on February 25, 2013.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Jomsky, City Clerk

Approved as to Form:


Michele Beal Bagneris, City Attorney