

Agenda Report

June 17, 2013

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

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

RECOMMENDATION:

It is recommended that the City Council amend the Non-Represented Non-Management Salary Resolution to establish a new classification and related salary.

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. Recreation Facilities Assistant (part-time):** Establish the title and hourly salary range of \$12.48 to \$16.68 for the new classification of Recreation Facilities Assistant (Part-Time). This position assists in the preparation, set up, maintenance and security for programs and events at recreational facilities and sites. This position reports to a Recreation Supervisor in the Department of Human Services and Recreation.

The Department of Human Services and Recreation currently contracts for this service. The Department of Finance provided a recommendation to convert these contractors to permanent employees due to IRS regulations regarding the definition of contractors. Furthermore, this change provides more control and

oversight regarding work quality, assignments and scheduling. As a result, the Human Services and Recreation Department requested and received eight (8) part-time positions in the Fiscal Year 2013 budget to hire part-time (less than 19 hours per week) non-represented Recreation Facilities Assistants.

COUNCIL POLICY CONSIDERATION:

This amendment to the Salary Resolution supports the City Council's strategic goal to maintain fiscal responsibility and stability and to ensure compliance with IRS rules and regulations. Furthermore, this amendment facilitates the goal of the Human Services and Recreation Department to transition contract services into regular City positions (notably the Adaptive Recreation, Summer Rose, and Facility Management programs). This is highlighted in the Fiscal Year 2014 recommended budget.

FISCAL IMPACT:


In fiscal year 2013, the Department of Human Services and Recreation created eight (8) part-time positions to be filled as Recreation Facilities Assistants. Funds that had previously resided in 8114 – Other Contract Services, were transitioned into 8018 – PST-Part Time Employees to pay for these positions. There is no additional fiscal impact to creating this classification.

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
NON-MANAGEMENT SALARY RESOLUTION

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

SECTION 1. Exhibit 3.35-E-1 is amended to reflect the following title and salary
range effective April 29, 2013:

	MIN	MAX
Recreation Facilities Assistant	\$12.48	\$16.68

This amendment shall be effective as of June 17, 2013.

Adopted by the following vote at the meeting of the City Council on June 17, 2013.

AYES:

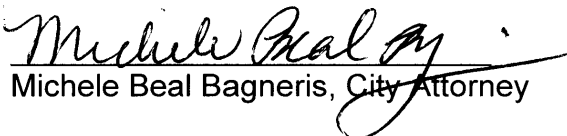
NOES:

ABSTAIN:

ABSENT:

Mark Jomsky, City Clerk

Approved as to Form:


Michele Beal Bagneris, City Attorney