

Agenda Report

November 3, 2014

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: ESTABLISH NEW CLASSIFICATIONS AND SALARY CONTROL RATES

RECOMMENDATION:

It is recommended that the City Council establish new classifications and related salaries.

BACKGROUND:

Throughout the year issues may arise which require a new classification to be established outside of the budget process so that city operations and programs can continue without interruption. The following represents cases where new classifications must be added in order for work to continue utilizing the most appropriate classification.

- A. Parking Services Supervisor:** Establish the title and annual salary control rate of \$62,640 for the new classification of Parking Services Supervisor. This position will be assigned to the Parking Division of the Transportation Department. The Parking Services Supervisor oversees all Parking Enforcement and Meter Operations activities. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of parking enforcement and meter staff. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Work requires a thorough knowledge of applicable City ordinances and codes and skill in supervising the work of staff to ensure that parking enforcement activities are carried out effectively while maintaining high-quality customer service. This classification will be accreted to the Pasadena Management Association.

This action does not authorize any additional FTE. An existing Senior Parking Enforcement Representative position will be reclassified to the Parking Services Supervisor. This will result in an increase of approximately \$8,400 for the year, which will be funded through existing appropriations from both the Civic Center Meter Fund and the Off-Street Parking Facilities fund.

- B. Power Distribution Section Supervisor:** Establish the title and salary control rate of \$146,933.64 for the new classification of Power Distribution Section Supervisor. This represents a consolidation of overhead and underground duties of the Power Distribution Supervisor classification to allow the department operational flexibility in allocating resources. This classification will be accreted to the Pasadena Management Association.

This action does not authorize any additional FTE. The position of Power Distribution Supervisor - Overhead (currently vacant) will be converted to this new classification and will be filled in the current fiscal year. The position of Power Distribution Supervisor - Underground will be converted to this new classification when it becomes vacant, and will be filled if needed. The maximum increase for the proposed modification impacts two positions and will be approximately \$20,000 per year (salary and benefits), which will be funded through the Power Fund.

- C. Power Plant Supervisor:** Establish the title and annual salary control rate of \$135,049.92 for the new classification of Power Plant Supervisor. A Power Plant Supervisor is responsible for supervising the planning, budgeting, and personnel in the Operations, Instrumentation and Maintenance sections of power production and manages contracts for materials, supplies and services generally required for a Power Plant. The creation of this classification will support the successful management of the GT-5 Repowering Project.

During Fiscal Year 2014 two positions of (i) Power Production Supervisor and (ii) Power Plant Maintenance Supervisor became vacant. These vacancies provided an opportunity to re-evaluate the job descriptions of these two positions keeping in view the present and future needs of the power plant as well as the industry trend. It was concluded by the Pasadena Water and Power Department (PWP) that the existing two positions should be eliminated and a new position should be created that will perform duties of the (i) Power Production Supervisor, (ii) Power Plant Maintenance Supervisor, and (iii) routine contract management which are currently performed by Engineers. Merging the responsibilities of two positions allows for improved coordination between Operations and Maintenance activities and overall greater efficiency at the Power Plant. It also allows Engineers to focus on higher value engineering tasks.

The proposed new position of Power Plant Supervisor will perform combined duties and responsibilities of the Power Production Supervisor and Power Plant Maintenance Supervisor and perform routine contract management. This approach moves PWP towards greater internal efficiency and savings in salaries.

This classification will be accreted to the Pasadena Management Association.

This action does not authorize any additional FTE. The total cost of this action in Fiscal Year 2015 operating budget of the Power Fund is a decrease of \$8,813. Additionally, a savings of \$164,747 was realized in the Fiscal Year 2015 budget

when the position of Power Maintenance Supervisor was eliminated. Therefore, there is an overall savings amount of \$173,560 between the salaries of a new position and that of two eliminated positions.

- D. Supervising Plan Check Engineer:** Establish the title and annual salary control rate of \$117,600 for the new classification of Supervising Plan Check Engineer. This position will be assigned to the Building and Safety division of the Department of Planning and Community Development. Reporting to the Building Official, the Supervising Plan Check Engineer will be responsible for supervising staff assigned to checking plans and specifications and structural calculations for residential, commercial, industrial, and public buildings and structures for compliance with uniform building codes, grading ordinances and other related county, state and federal laws. This classification will be accreted to the Pasadena Management Association.

This action does not authorize any additional FTE. An existing vacant and budgeted Engineer classification will be reclassified to this new position, resulting in an annual savings of approximately \$4,236.

FISCAL IMPACT:

There is no fiscal impact to the current FY 15 budget as a result of the recommended reclassification of existing positions as the resources to reclassify the positions already exist within the adopted Fiscal Year 2015 operating budget through vacancies and reduced overtime costs.

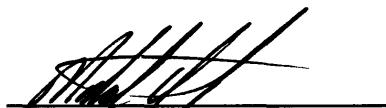
The structural increases as a result of these recommendations include \$8,500 for the Parking Services Supervisor position which will be funded from both the Civic Center Meter Fund and the Off-Street Parking Facilities and the \$20,000 for the Power Distribution Section Supervisor which will be funded through the Power Fund. These increases will be included in the FY 16 operating department budget.

Respectfully submitted,



KRISTI RECCHIA
Director of Human Resources

Approved by:



MICHAEL J. BECK
City Manager