



# Agenda Report

November 14, 2016

**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:

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 setting salary control rates.

## **BACKGROUND:**

The Human Resources Department is responsible for managing the classification and compensation plan for the City. Over the past several years, Human Resources has been working on an citywide classification study. Several unions and non represented employee groups have received updated job descriptions, new titles and new classifications as a result of the classification study. After the approval and implementation of the Pasadena Management Association (PMA) and Laborer's International Union of North America (LIUNA) contracts in the past year, Human Resources has generally ended work on the enterprise-wide classification study and has reverted to the traditional method for conducting individual desk audits.

However, there are some job families in the City where it would be appropriate to implement changes to the job classifications. Information Technology and Executive Assistants are two such groups and represent the final classification series that are recommended for comprehensive change. When the Department of Information Technology was established in 2010, IT positions from across the City were brought into the new department, but a comprehensive review and update of classifications did not

occur at that time. This agenda seeks to establish a series of Information Technology classifications that are competitive with the labor market and appropriate for the evolving and complex duties conducted by the enterprise IT department as well as other departments in the City. Establishing the appropriate classifications and reclassifying incumbents will help with recruitment and retention efforts in this area.

Changes are being recommended for the Executive Assistant series to maintain equity with the same classifications that fall within the Non-Represented Management employee group. With the establishment of these classifications, the Human Resources Department seeks to ensure that job descriptions are accurate, titles are appropriate, internal alignment is maintained, and salaries are competitive based on the City's labor market comparison agencies.

The Human Resources Department requests to establish new classifications and salary control rates as listed in the attached Resolution. The City Council previously provided staff with authority for this implementation. This action does not authorize any additional FTE as only existing budgeted positions will be reclassified. Human Resources will work closely with affected departments to implement the reclassifications for incumbents as soon as practicable.

As a result of the recommended action, the following existing classifications will be rendered obsolete:

Applications Development & Services Supervisor  
Department Systems Information Analyst I  
Department Systems Information Analyst II  
Department Systems Information Analyst III  
Executive Secretary  
Executive Secretary (S)  
Information Systems & Technology Manager  
Information Technology Analyst I  
Information Technology Analyst II  
Information Technology Analyst III  
Information Technology Manager – Customer Service  
Information Technology Manager – GIS  
Information Technology Manager – Project Management  
Information Technology Planning and Program Manager  
Information Technology Technician II  
Information Technology Technician III  
Office Support Supervisor  
Senior Information Systems Engineer

**COUNCIL POLICY CONSIDERATION:**

The approval of staff's recommendation supports the City Council's strategic goal of maintaining fiscal responsibility and stability. These new classifications will help ensure

the recruitment and retention of qualified employees and maintain equity and internal alignment citywide.

**FISCAL IMPACT:**

Approval and implementation of the revised classification and salary schedule will have an overall fiscal impact of approximately \$50,500 in FY 2017. The Department of IT positions included in this recommendation are charged to the Computing and Communications Fund (501), of which approximately 59% is charged back to the General Fund through internal service charges. The FY17 impact to the General Fund for this recommendation is approximately \$27,000. The resources to reclassify the positions already exist within the adopted Fiscal Year 2017 operating budget.

In addition, these changes will create an additional \$1 million in potential for salary growth (including projected PERS costs) over the next three to five years as employees move through the new salary ranges. Approximately \$495,000 of this future cost will be charged to the General Fund. The current General Fund Five Year Forecast does not currently anticipate these increases. As the Forecast is updated, the potential future salary growth will be included in the model.

Prepared by:

  
\_\_\_\_\_  
TIFFANY JACOBS-QUINN  
Human Resources Manager

Respectfully submitted,

  
\_\_\_\_\_  
JENNIFER CURTIS  
Director of Human Resources

Approved by:

  
For STEVE MERMELL  
City Manager