

Agenda Report

November 6, 2017

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: MODIFY CURRENT CLASSIFICATIONS AND SALARIES WITHIN PASADENA MANAGEMENT ASSOCIATION

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's Employment Services Division is responsible for managing the classification and compensation work for the City. Periodically there is a need to update job classifications and control rates as duties 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 modifying two existing job classifications 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.

Modifications to Existing Classifications

Fleet Maintenance Supervisor (Formerly: Fleet Services Coordinator): Revise the job description to more clearly identify supervisory responsibilities and modify the existing classification's title.

No changes will be made to the control rate, and this classification will remain in the PMA bargaining unit.

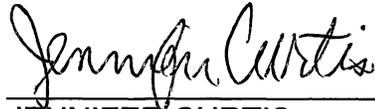
Principal Planner: Establish a new annual salary control rate of \$132,237.12 for the job classification of Principal Planner, which is 6% above the current salary control rate. This change is recommended to eliminate compaction with the lower classification of Senior Planner, improve alignment within the Planner job series, and better align salary with the labor market. This classification will continue to perform professional work in developing and implementing programs, policies, and ordinances such as cultural resource preservation, urban design, zoning, and the General Plan. Principal Planners are responsible for managing a division/section and supervising subordinate professional staff on a regular and continuing basis. No changes will be made with the essential functions and duties of this classification, and this classification will remain in the PMA bargaining unit.

FISCAL IMPACT:

Approval and implementation of the revised Principal Planner classification and salary schedule is estimated to have an overall fiscal impact of approximately \$10,398 in FY 2018. The Principal Planner classification is budgeted to the General Fund (101) but the costs will be absorbed in the Planning and Community Development's FY 2018 Operating Budget.

For a summary of all control rates for the Pasadena Management Association (PMA), see PMA Salary Schedule, Attachment A, which includes the existing classifications and proposed classifications. In some cases, existing classifications will be obsoleted and in others instances the new titles and job series will augment the existing body of classification titles to provide more specific and descriptive duties and requirements.

Respectfully submitted,



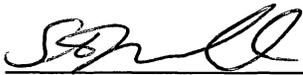
JENNIFER CURTIS
Director of Human Resources

Prepared by:



LISA TEWASART
Acting Principal HR Analyst

Approved by:



STEVE MERMELL
City Manager

ATTACHMENT A – Pasadena Management Association (PMA) Salary Schedule