

Agenda Report

July 9, 2018

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

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 and step schedules.

BACKGROUND:

The Human Resources Department's Employment Services Division is responsible for managing 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 establishing new classifications and modifying existing 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.

The unions that represent the classifications are in agreement with the proposed changes.

Principal Power Resource Planner series: Establish the new classification series of Principal Power Resource Planner and Power Resource Planner I/II. Establish an annual control rate of \$158,645.70 for Principal Power Resource Planner, and an annual control rate of \$115,362/\$126,918.60 for Power Resource Planner I/II, respectively. This new classification series performs highly complex work in connection with energy resource planning for the Department of Water and Power. Incumbents analyze, negotiate and participate in the administration of long-term power resource contracts to meet energy and compliance requirements. This function also develops and runs a variety of models and forecasts required for long-term resource planning and procurement and participates in the development of the department's Integrated Resource Plan. Additionally, the work of these classifications includes managing the department's energy resource portfolio and conducting analyses to ensure compliance with various portfolio standards and regulatory requirements. These three new classifications will be accreted to the Pasadena Management Association (PMA).

This action does not authorize any additional FTE. One existing budgeted position will be reclassified to Principal Power Resource Planner, and one existing budgeted position will be reclassified to Power Resource Planner II and will be filled as a Power Resource Planner I. This will result in an implementation cost of approximately \$6,753 in salary and benefits, which will be funded through existing appropriations from the Light and Power Fund (401).

Financial Rate Analyst: Establish the new classification of Financial Rate Analyst and an annual salary control rate of \$96,305.79. Incumbents in this classification will perform professional level staff functions of a complex financial nature and assist in the development of sound fiscal policies and long range financial planning. Establishment of this classification will allow for on-the-job training and succession planning. This classification will be established as a sliding classification thereby allowing Financial Rate Analysts to move into the higher level Principal Financial Rate Analyst classification upon successfully completing four years of training in utility economics and financial planning and with the approval of the department director. The Financial Rate Analyst salary is placed 26.75% lower than the Principal Financial Rate Analyst. This new classification will be accreted to PMA.

This action does not authorize any additional FTE. There is no current fiscal impact as this classification will be used in the future.

Principal Financial Rate Analyst: Establish a new annual salary control rate of \$122,073.68 for the job classification of Principal Financial Rate Analyst. This change is recommended to align the salary with the labor market. This position will continue to perform professional work developing water and power rates and conducting finance analysis and cost analysis. No changes will be made with the essential functions and duties of this classification, and this classification will remain in the PMA bargaining unit.

This action does not authorize any additional FTE. Two existing budgeted positions will be adjusted to this new control rate. This will result in an implementation cost of

approximately \$7,688 in salary and benefits, which will be funded through existing appropriations from the Light and Power Fund (401).

Utility Operational Technology Manager: Establish a new classification of Utility Operational Technology Manager and annual control rate of \$180,000. This classification was approved in concept by the Council on February 26, 2018, for the purpose of leading the Customer Information System (CIS) replacement. The Utility Operational Technology Manager is responsible for leading, managing and integrating the work of a diverse team of PWP and City staff, consultants, contractors, vendors and other resources to achieve and administer highly effective automation and technology solutions which enable PWP to operate and serve its customers successfully in a complex and dynamic public utilities environment. Work requires substantial knowledge of state-of-the-art operational technology solutions and emerging trends applicable to electric and water utilities, demonstrated competency in operational technology planning as well as strong organizational and interpersonal skills to facilitate and build consensus among departments and groups engaged in large-scale system projects and resource investments. This new classification will be accreted to the Non-Represented Management bargaining unit.

This action does not authorize any additional FTE. Council approved an amendment of the FY2018 budget to add an Engineering Manager position as a placeholder. That vacant position will be reclassified to Utility Operational Technology Manager, which will result in a cost of approximately \$4,600 in salary and benefits, which will be funded through existing appropriations from the Light and Power Fund (401). This represents a 1.94% difference between the control rate of the new classification and the Engineering Manager placeholder.

Computer Forensic Examiner: Establish a new classification of Computer Forensic Examiner and annual control rate of \$92,830.40. This new civilian classification secures electronic devices, media and videos and conducts detailed examinations and forensic software analyses to search for, identify and preserve evidence. The incumbent will provide technical guidance and assistance to law enforcement officers involved in investigations and will testify in court regarding crime scene investigations and evidence. This classification will be accreted to Laborer's International Union of North America (LIUNA).

This action does not authorize any additional FTE, and there is no fiscal impact. This civilian classification may be used in the future.

Work Experience Supervisor I/II: Establish a new classification of Work Experience Supervisor II and annual control rate of \$82,917.84. The existing Work Experience Supervisor classification will be retitled to Work Experience Supervisor I. The Work Experience Supervisor classification supervises and trains Maintenance Trainees (MASH workers). In order to develop additional sources of revenue, the MASH program has taken on larger building and landscape rehabilitation projects for the City. These larger projects require a supervisor with the ability to perform project management

duties and cost estimates and to train others in semi-skilled carpentry, painting and basic plumbing, masonry and construction skills. The Work Experience Supervisor II will be accreted to PMA.

This action does not authorize any additional FTE. One existing budgeted position will be reclassified to Work Experience Supervisor II. This will result in an implementation cost of approximately \$4,844 in salary and benefits, which will be funded through existing appropriations from the Community Development Block Grant Fund (219) and MASH Billables (105). This represents a 15% increase to the control rate of the existing position.

COUNCIL POLICY CONSIDERATION:

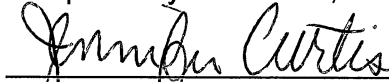
Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability.

FISCAL IMPACT:

Approval and implementation of the revised classifications and salary schedules will have an overall fiscal impact of approximately \$19,285 in FY2019, the majority being absorbed by the Light and Power Fund (401). The resources to reclassify the positions already exist within the adopted FY2019 operating budget. There is no impact to the General Fund.

In addition, these changes will create an additional \$13,701 in potential for salary growth (including projected PERS costs) over the next three to five years as employees move through the new salary ranges. Upon implementation, incumbents may receive a modest increase at the discretion of their department director. Future salary growth is merit-based and available on an annual basis as part of the performance evaluation process. The salary rates recommended by this action account for the negotiated salary increase effective July 2018 for PMA.


Respectfully submitted,



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Approved by:



STEVE MERMELL
City Manager

ATTACHMENT A – Resolution adopting new classifications and salary control rates