

Agenda Report

November 5, 2018

TO: Honorable Mayor and City Council
FROM: Department of Human Resources
SUBJECT: ESTABLISH A NEW CLASSIFICATION OF PRINCIPAL ENGINEERING TECHNICIAN AND SALARY CONTROL RATE

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 a new classification of Principal Engineering Technician and setting a salary control rate.

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 and provides recommendations on classification requests. As result of a recent review, Human Resources recommends establishing a new classification of Principal Engineering Technician.

Principal Engineering Technician: Located in the Department of Water and Power (PWP), this classification performs highly responsible sub-professional engineering work in support of a variety of design, construction and maintenance activities required to provide electric service. This classification is also responsible for supervising and evaluating the work of subordinate personnel and contractors. Due to department

operational changes, the incumbent is currently doing the work of this new classification, and no longer performing the work of a Department Information Systems Analyst II (DISA II). The classification series of DISA was largely eliminated at the time the new Information Technology (IT) classifications were established. However, the incumbent's role did not fit within the new series, so he remained in the existing classification until a solution could be identified. Although the incumbent handles technology coordination (such as Geographic Information Systems, or GIS, work), the scope of work differed substantially from the new IT classifications. The essential function of this position is to maintain records (electric circuit maps, asset records, etc.) in GIS. The position also works with the GIS Administrators to upgrade and enhance GIS as needed.

Human Resources, in partnership with PWP, conducted a desk audit and market survey to determine the best classification title and salary for the type of work conducted by the incumbent and needed by the operation. The result is the Principal Engineering Technician classification, which is a new classification in the Engineering Technician series.

This position reports to a Principal Engineer and may receive work assignments and instructions from lower-level professional engineers. This position supervises Engineering Technician staff that maintain distribution asset and circuit records, trains lower-level technicians in GIS, and acts as the lead classification for the Engineering Technician classification series. The position identifies and implements needed system enhancements and is also responsible for managing contractors.

This new classification will be accreted to the Pasadena Management Association (PMA). As a result of this action, the job classification of DISA II will be rendered obsolete.

This action does not authorize any additional FTE. The existing budgeted position of DISA II (control rate \$94,487) will be reclassified to Principal Engineering Technician with a control rate of \$111,000. This will result in an implementation cost of approximately \$7,800 in salary and benefits, which will be funded through existing appropriations from the Light and Power Fund (401).

COUNCIL POLICY CONSIDERATION:

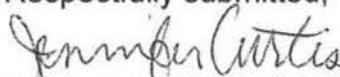
Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability by meeting the Human Resources Department objectives of establishing (hiring, promoting, retaining) a productive workforce and maintaining productive employee relations and a positive work environment.

FISCAL IMPACT:

Approval and implementation of the revised classification and salary schedule will have an overall fiscal impact of approximately \$7,800 in FY2019 in the Light and Power Fund (401). The resources to reclassify the position already exist within the adopted FY2019 operating budget.

In addition, these changes will create an additional \$9,480 in potential for salary growth (including projected PERS costs) over the next three to five years as the employee moves through the new salary range. Upon implementation, the incumbent may receive an 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.

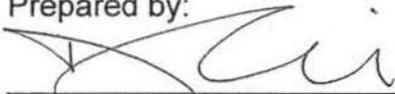
Respectfully submitted,



JENNIFER CURTIS

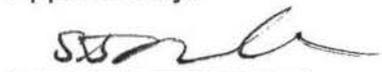
Director of Human Resources

Prepared by:



Tiffany Jacobs-Quinn
Human Resources Manager

Approved by:



STEVE MERMELL
City Manager

ATTACHMENT A – Resolution establishing new classification and salary control rate