

# Agenda Report

March 25, 2019

**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 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.

**Customer Program/Conservation series:** Establish the new classification of Customer Program Manager with an annual control rate of \$125,704 and the classification of Senior Customer Program Analyst with an annual control rate of \$114,362.

These two classifications complete the customer program/conservation series in the Department of Water and Power (PWP). Incumbents are responsible for developing and administering a wide variety of customer-oriented programs that may include: water conservation and onsite reuse, energy efficiency, distributed resources and storage, electrification, research, development and demonstration (RD&D) projects, and assistance for low-income customers. These customer programs promote more efficient use of available water and energy resources and help reduce environmental impacts in accordance with City Council-adopted goals and legislative and regulatory mandates. Implementing these new classifications will support recruitment and retention efforts in this job series in PWP. These classifications will be accreted to the Pasadena Management Association (PMA).

The employees currently performing this work are classified as Account Managers with an annual control rate of \$114,362. Due to the restructuring of the conservation and customer program function, the Account Manager job description no longer reflects the work of the employees developing and administering customer programs. The classification of Account Manager will continue to be used by employees who provide outreach, education and customer relationship management for key PWP accounts for major account customers.

This action does not authorize any additional FTE. Two existing budgeted and filled Account Manager positions will be reclassified to Customer Program Manager, and one existing budgeted and vacant Account Manager position will be reclassified to Senior Customer Program Analyst. This will result in an implementation cost of approximately \$7,250 in salary and benefits, which will be funded through existing appropriations from the Light and Power Fund (401) and Water Fund (402).

**Park Safety Specialist:** Establish a new classification of Park Safety Specialist and annual control rate of \$68,072.78. This civilian classification performs public safety activities without firearms and is responsible for the enforcement of laws, rules and regulations associated with the City's park properties and open spaces. Incumbents patrol and monitor parks and related facilities to enforce park rules, regulations and City codes to protect life and property and to prevent and detect crime. Incumbents are certified to write citations, respond to emergency situations involving public safety and protection of City property and make misdemeanor arrests. These positions are currently classified as Security Rangers with an annual control rate of \$63,268, and are part of the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit. Security Rangers work in the Police Department and the Public Works Department. The Security Ranger job description does not adequately reflect the essential functions, requirements or market salary of the employees performing the work in the Police Department. The Security Rangers in Public Works will remain in the existing classification. The Park Safety Specialist classification will be accreted to AFSCME.

This action does not authorize any additional FTE. Five existing budgeted and filled positions in the Police Department will be reclassified to Park Safety Specialist. This will result in an implementation cost of approximately \$3,300 in salary and benefits, which will be funded through existing appropriations from the General Fund (101).

**COUNCIL POLICY CONSIDERATION:**

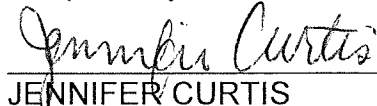
Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability, increasing conservation and sustainability and ensuring public safety.

**FISCAL IMPACT:**

Approval and implementation of the revised classifications and salary schedules will have an overall fiscal impact of approximately \$10,550 in FY2019, the majority being absorbed by the Light and Power Fund (401) and Water Fund (402). The resources to reclassify the positions already exist within the adopted FY2019 operating budget.

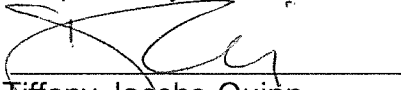
In addition, these changes will create an additional \$18,620 in potential for salary growth (including projected PERS costs) over the next three to five years as employees move through the new salary ranges. Upon implementation, incumbents will receive a salary increase to be placed in the new range or step schedule. 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 adopting new classifications and salary control rates