

Agenda Report

August 1, 2022

TO: Honorable Mayor and City Council

FROM: Department of Human Resources

SUBJECT: ADOPT A RESOLUTION ESTABLISHING NEW CLASSIFICATIONS AND SALARIES AND UPDATING SALARIES OF EXISTING CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (General Rule); and
2. Adopt a Resolution Establishing New Classifications and Salaries and Updating Salaries of Existing Classifications.

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 or add job classifications and salary rates as duties and the operational needs of the City 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 classification and compensation review, Human Resources recommends establishing three new classifications and updating the existing salary control rates of four classifications. The recommended salary control rates for all classifications were determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market.

Below is a summary of the classifications recommended for creation and/or control rate adjustment.

City Service Worker (Paramedic Intern): Establish a new classification of City Service Worker (Paramedic Intern) and an hourly rate of \$20. As part of the Fiscal Year 2023 Budget Adoption, the City Council approved the Fire Department's request to establish a Paramedic Internship Program. This new program has the dual aim of addressing recruitment and retention challenges for paramedics while also creating opportunities for a career in the Fire Service for Pasadena community members. The CSW Paramedic Intern will be enrolled in an approved California paramedic training program and required to complete a field internship to become eligible for a paramedic license. The Fire Department will pay the tuition for the interns to attend paramedic school. These employees will also receive 20 hours per week of field training at the Fire Department. This training will include ride-alongs for emergencies in various contexts, scheduled equipment maintenance and housekeeping, mandated safety training, incident documentation, and other special activities. This classification will be established as a non-represented non-management hourly classification. This action does not require additional FTE. Six (6) part-time FTE were approved as part of the Fiscal Year 2023 operating budget.

Deputy Director of Finance/City Treasurer: Establish a new control rate of \$211,312 for the existing classification of Deputy Finance Director/City Treasurer. The existing control rate is \$196,583. This is a single position classification which is responsible for multiple divisions in the Finance Department and is accountable for the Treasury Operations and other assigned areas of responsibility within the Department. The incumbent requires specialized knowledge and technical expertise in the fields of investment and security transactions, issuance and administration of municipal bonds, impact of long and short-term financial and administration goals and objectives, forecasting short and long-term portfolio balances/debt requirements, citywide contract administration, maintenance of cash balances and makes decisions of critical impact to the short and long-term financial goals and objectives. This classification is a non-represented management classification. This action does not require an additional FTE. The recommended control rate of \$211,312 establishes internal alignment with the classification of City Engineer, which also functions as a deputy to the director, and establishes external alignment with comparable classifications in the labor market as determined by a market study.

Health Officer: Establish a new classification of Health Officer with an annual control rate of \$220,000. Under general administrative direction of the Director of the Public Health, the Health Officer participates in policy development and community health planning, provides overall medical direction and guidance for the Public Health Department and is responsible for issuing and enforcing state and local health orders and ordinances. This classification was obsoleted when the role of the Health Officer was combined with the Director of Public Health in 2019. With the upcoming absence of the Director of Public Health/Health Officer, staff recommends re-establishing the title to ensure compliance with state health and safety code that requires a medical doctor to

provide medical direction to the agency. Staff recommends maintaining the title for future use as well. This classification will be established as non-represented management (Level 1). This action does not require an additional FTE.

Insurance and Claims Analyst: Establish a new classification of Insurance and Claims Analyst with an annual salary control rate of \$95,725. Reporting to the Risk and Insurance Administrator, an Insurance and Claims Analyst performs responsible professional duties in support of the City's risk management, loss control and insurance review programs. The incumbent assists in adjudicating first party property damage and personal injury claims and prepares a variety of insurance reports and documents. Work requires a detailed understanding and application of risk management and insurance practices and procedures in independently carrying out assigned duties. This classification will be accreted to the Pasadena Management Association. This action does not require an additional FTE. One existing Insurance and Claims Specialist with an annual control rate of \$66,249 will be reclassified to the new classification.

Public Works Superintendent, Parks Superintendent, and Recreation and Community Services Superintendent: Establish a new control rate of \$126,521 for the existing classifications of Public Works Superintendent, Parks Superintendent, and Recreation and Community Services Superintendent. The existing control rate for each classification is \$117,237. A Public Works Superintendent reports to a Division Manager, plans, coordinates, supervises, and directs through subordinate supervision the work performed by crews assigned to complete maintenance activities in one or more maintenance functions such as: street maintenance, street cleaning, traffic signs and painting, parks maintenance, tree maintenance, building maintenance, solid waste maintenance, recycling, and other maintenance operations. A Parks Superintendent plans, coordinates, supervises, and directs through subordinate supervision the work performed by crews assigned to complete maintenance activities in parks, public landscapes, and natural and open space areas. Recreation and Community Services Superintendents may manage community centers or park center facilities, diverse human services and citywide recreation programs with a variety of service areas to include human/social services, recreation, education and health, and/or Department-wide safety, training and outreach efforts. These classifications are represented by PMA. This action does not require additional FTE. The recommended control rate of \$126,521 establishes internal alignment among the various specialty areas of superintendents and will consolidate classifications that are currently separate with varying control rates. The classifications that will be obsoleted as a result of this action now or in the future through attrition are Fleet Maintenance Superintendent and Public Works Superintendent (Electrical).

COUNCIL POLICY CONSIDERATION:

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

ENVIRONMENTAL ANALYSIS:

This project is exempt from CEQA review pursuant to State CEQA Guidelines Section 15061(b)(3), the general rule that CEQA only applies to projects that may have an effect on the environment. The action proposed herein, establishing new classifications and salaries and updating salaries of existing classifications, will not have a potentially significant environmental effect.

FISCAL IMPACT:

Approval and implementation of the new classifications and salaries will have a fiscal impact of up to \$147,000 in FY 2023 as the control rates for individuals in positions recommended for reclassification and/or control rate adjustments are adjusted, subject to satisfactory performance.

The maximum fiscal impact of this recommendation is approximately \$192,000 annually, which will be realized when all positions are filled and the incumbents are all at the control rate. Approximately 53% of the cost is funded directly through the General Fund.

Increases to the impacted funds, which include, the General Fund (101), General Liability Fund (507), Building Maintenance Fund (502), Fleet Repair and Maintenance Fund (511), Refuse Collection Fund (406) and Sewer Construction and Maintenance Fund (205) in Fiscal Year 2023 will be absorbed by current salary savings.

Respectfully submitted,




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Approved by:



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Interim City Manager

ATTACHMENT A – Resolution establishing new classifications and salaries and updating salaries of existing classifications