



# Agenda Report

May 16, 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 to meet the operational needs of three departments, Planning and Community Development, Public Works, and Water and Power. Additionally, Human Resources recommends updating the existing salary control rates of five classifications, one in the Fire Department, one in the Department of Information Technology and three in Water and Power.

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 listed by department.

### Fire Department

**Hazardous Materials Specialist:** Establish a new control rate of \$114,745 for the existing classification of Hazardous Materials Specialist. The existing control rate is \$105,679.

This civilian Fire Department classification reports to the Deputy Fire Marshal and manages professional inspection and enforcement work to ensure compliance with federal, state, and local laws and regulations related to hazardous chemicals. The incumbent manages and performs investigative and enforcement functions related to the proper use, storage, transportation and disposal of regulated hazardous materials which requires the exercise of considerable independent judgment in planning inspections, enforcing codes and regulations, and preparing reports and presentations.

This classification is represented by the Pasadena Management Association. This action does not require an additional FTE. The incumbent will be eligible for movement to the new control rate subject to satisfactory job performance.

The recommended control rate of \$114,745 establishes internal alignment with the comparable classification of Supervising Fire Inspector and establishes external alignment with comparable classifications in the labor market as determined by a market study.

### Information Technology Department

**Assistant Chief Information Officer:** Establish a new control rate of \$194,348 for the existing classification of Assistant Chief Information Officer. The existing control rate is \$183,206.

This position reports to the Chief Information Officer and is responsible for managing, directing, and integrating the work of staff in assigned functional division of the Department of Information Technology (DoIT). Incumbents establish standards for and maintain security of diverse information systems and technology programs and services on a citywide basis to ensure delivery of high-quality, customer-focused products and services, efficiently and cost effectively.

This classification is a non-represented management classification. This action does not require an additional FTE. The incumbents will be eligible for movement to the new control rate subject to satisfactory job performance.

The recommended control rate of \$194,348 establishes internal alignment with the comparable classification of Utility Technology Operations Manager and provides external alignment with the labor market as determined by a market study.

### Planning and Community Development Department

**Permit Services Manager:** Establish a new classification of Permit Services Manager with an annual salary control rate of \$124,832.

The Permit Services Manager will report directly to the Neighborhood & Business Services Administrator in the Planning and Community Development Department and be responsible for the oversight of the staff and Permit Center public counter operations. The Permit Center is a one-stop-shop where staff from multiple departments provide a full range of development review and permitting services for customers. The position will monitor workflow, ensure that plans and permits are appropriately routed to multiple departments and consultants, and that plans and permits are efficiently processed so that customers receive timely service. This position addresses escalated customer complaints and issues and oversees the end-to-end processing of permits and inspections for major projects. This position supervises 12 direct reports performing permit counter and online permit services.

The duties of this position are currently being performed by a Program Coordinator III which is a general classification title utilized across various City departments for positions that implement and coordinate a variety of programs in areas of specialty such as health, human services, and housing. The recommended classification of Permit Service Manager aligns more closely with the duties of this position.

This classification will be accreted to the Pasadena Management Association. This action does not require an additional FTE. One existing Program Coordinator III with an annual control rate of \$108,389 will be reclassified to the new classification.

The recommended control rate of \$124,832 is market-based and also establishes internal alignment with the existing classification of Municipal Services Manager.

### Public Works Department

**Stormwater Program Administrator:** Establish a new classification of Stormwater Program Administrator with an annual control rate of \$130,000.

The Stormwater Program Administrator will report to the City Engineer or his/her designee in the Public Works Department and provide professional-level assistance to

consolidate the program development, compliance and reporting activities associated with National Pollutant Discharge Elimination System (NPDES) mandates, the City's Municipal Separate Storm Sewer Systems (MS4) permit and the Los Angeles County Safe Clean Water Program, including management of the City's Stormwater Master Plan and Watershed Management Plan.

The Public Works Department's need for a subject matter expert to focus specifically on the City's stormwater quality programs is driven by the increase in NPDES and MS4 permit regulations and the additional funding created by the passage of Los Angeles County's Safe Clean Water Program in 2018. This is a complex, highly-regulated area that requires significant knowledge of the relevant City and jurisdictional permits, as well as an understanding to skillfully collaborate with the various federal, state and local agencies on regional projects. Additionally, an incumbent needs the ability to identify, package for funding and submit stormwater quality infrastructure projects that will enable the City to obtain its proportional share of regional stormwater grant resources. Currently, this work is being performed by a variety of professional engineers in the Public Works department and by outside consultants specializing in NPDES compliance.

This classification will be accreted to the Pasadena Management Association. This action does not require an additional FTE. Two existing vacant Engineering Technician classifications with annual control rates of \$72,950 will be reclassified and combined to fund the new classification.

The recommended control rate of \$130,000 establishes external alignment with comparable classifications in the labor market and was determined following a compensation analysis of such classifications.

### Water and Power Department

**General Manager of Water and Power:** Establish a new control rate of \$305,000 for the existing classification of General Manager of Water and Power. The existing control rate is \$286,451.

This position reports to the City Manager and serves as the department head for Pasadena Water and Power. The General Manager provides leadership and direction related to the City's water and utility operations involving engineering, construction, maintenance, operations, conservation, finance and system development and resource planning. The General Manager directs and reviews the development of overall policies, financial resources and facility planning for electric and water utilities and develops, implements and evaluates strategies for sustaining and improving the productive capacity of the Department. The General Manager has broad latitude to make decisions, explore and implement new systems, techniques and programs, and evaluate and determine the most effective utilization of personnel, facilities, equipment and materials.

This classification is a non-represented executive management classification. This action does not require an additional FTE. The position is currently being filled in an interim role pending a recruitment process for a permanent General Manager. When appointed to a permanent position, the General Manager will be eligible for movement to the new control rate subject to satisfactory job performance.

The recommended control rate of \$305,000 establishes external alignment with comparable classifications in the labor market and was determined following a compensation analysis of such classifications.

**Power Engineering Manager:** Establish a new classification of Power Engineering Manager with an annual salary control rate of \$191,103.

The Power Engineering Manager will report to the Assistant General Manager for Power Delivery and manage the engineering activities of Pasadena Water and Power's Power Delivery Division. The incumbent is responsible for planning and managing the work of engineering teams in the implementation of all phases of construction and maintenance projects and programs, prioritizing projects, interpreting regulations, researching difficult and complex projects for advance planning, and coordinating inter-departmental projects. The duties of this position are currently being performed by an Engineering Manager.

Establishment of this specialized classification continues the Electrical Engineering series through to the Manager level and aligns with the industry standard as most utilities designate a specialized classification for the Engineering Manager on the power side. This also updates the job classification to require a Professional Engineer (PE) license in Electrical Engineering.

This classification will be accreted to the Pasadena Management Association. This action does not require an additional FTE. One existing Engineering Manager with an annual control rate of \$182,350 will be reclassified to the new classification.

The recommended control rate of \$191,103 establishes external alignment with comparable classifications in the labor market and was determined following a compensation analysis of such classifications.

**Power Dispatching Supervisor:** Establish a new control rate of \$166,674 for the existing classification of Power Dispatching Supervisor. The current control rate is \$159,836.

This position reports to the Assistant General Manager - Power Delivery and supervises staff in coordinating the functions and activities that ensure the safe, efficient transmission of power to consumers; supervising the centralized control of electric

generation, transmission, distribution lines, equipment and water telemetry; establishes and enforces operating procedures and regulations to ensure continuous, safe, reliable and efficient transmission and distribution of power to customers; and coordinates the scheduling of planned outages with other departmental operations.

This classification is represented by the Pasadena Management Association. This action does not require an additional FTE. The incumbent will be eligible for movement to the new control rate subject to satisfactory job performance.

The recommended control rate of \$166,674 establishes external alignment with comparable classifications in the labor market and was determined following a compensation analysis of such classifications. The recommended salary provides internal alignment with the Power Distribution Section Supervisor.

**Principal Power Dispatcher:** Establish a new control rate of \$153,795 for the existing classification of Principal Power Dispatcher. The existing control rate is \$139,225.

This position reports to the Power Dispatching Supervisor and is responsible for providing direction and training to Dispatch Center staff on matters pertaining to schedules, curtailment, availability of energy resources and prices. This classification administers, coordinates, and accounts for all pre-scheduled purchases, sales and interchanges of capacity and/or energy with other utilities; evaluates, negotiates and ensures the sales and purchases of power with other utilities to maintain economic stability in the cost of energy; and administers contracts for gas resources and reports on related costs.

This classification is represented by the Pasadena Management Association. This action does not require an additional FTE and is currently vacant. Recruitment efforts have been unsuccessful.

The recommended control rate of \$153,795 establishes external alignment with comparable classifications in the labor market and was determined following a compensation analysis of such classifications.

**Senior Storekeeper:** Establish a new control rate of \$64,960 for the existing classification of Senior Storekeeper. The existing control rate is \$61,867.

This classification reports to the Materials and Warehouse Manager and supervises the activities and staff assigned to the Water and Power warehouse. The incumbent prepares purchase orders, evaluates bids, and makes recommendations regarding award; consults with staff, such as engineers and project managers to plan the procurement of materials; takes the lead in receiving, sorting, reclamation, re-issuing, recycling, reconditioning, investment recovery, or disposal of unneeded, surplus or obsolete items; confers with vendors to resolve discrepancies between contract or

quoted prices and invoice prices; and implements control procedures to guard against loss and performs regular inventory checks.

This classification is represented by the Association of State, Federal and Municipal Employees (AFSCME). This action does not require an additional FTE. The incumbent will be eligible for movement to the new control rate subject to satisfactory job performance.

The recommended control rate of \$64,960 establishes internal alignment and addresses salary compaction with subordinate classifications by establishing a salary differential of a minimum of 5% over classifications supervised by the Senior Storekeeper.

**COUNCIL POLICY CONSIDERATION:**

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability and ensuring 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 \$8,400 in FY 2022 as the control rates for individuals in positions recommended for reclassification and/or control rate adjustments are adjusted subject to satisfactory performance. Following competitive selection processes, individuals hired into the newly established classifications will move through the salary schedules according to the provisions in the applicable Memoranda of Understanding.

The maximum fiscal impact of this recommendation is approximately \$136,500 annually, which will be realized when all positions are filled and the incumbents are all at the control rate. Approximately 11% of the cost is funded directly through the General Fund.

Increases to the impacted funds, which include, the General Fund (101), Light and Power Fund (401/424), Building Services Fund (204) and Computing and Communication Fund (501) in Fiscal Year 2022 or 2023 will be absorbed by current salary savings.

Respectfully submitted,



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