

Agenda Report

November 21, 2022

TO: Honorable Mayor and City Council

FROM: Human Resources

SUBJECT: ADOPT A RESOLUTION ESTABLISHING THREE NEW CLASSIFICATIONS AND SALARIES AND UPDATING SALARIES OF FOURTEEN 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) (Common Sense Exemption); and
2. Adopt a Resolution Establishing Three New Classifications and Salaries and Updating Salaries of Fourteen 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 rate of fourteen 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.

Fire Department

Emergency Services Manager: Establish a new classification of Emergency Services Manager with an annual control rate of \$137,138. The Emergency Services Manager is responsible for the coordination and administration of emergency management and disaster preparedness programs. Under the direction of the Fire Chief and in close coordination with other city departments, this position leads the City's efforts to prepare for, respond to, recover from, mitigate against and protect against a wide range of natural occurring, technological and human caused hazards and threats. This function is currently led by the City's Public Information Officer, and does not have a dedicated FTE. After establishing this classification title, the Human Resources Department may begin a recruitment. Staff will return to Council with a recommendation to create an FTE for this role at the next appropriate budget amendment report. This classification will be established as non-represented management (Level 2).

Parks, Recreation & Community Services Department

Irrigation Specialist: Establish a new classification of Irrigation Specialist with an annual control rate of \$70,184. This classification will be accreted to the Association of State, Federal and Municipal Employees (AFSCME). An Irrigation Specialist performs skilled, journey-level inspection, diagnosis, repair and maintenance of the City's irrigation system and ensures efficient water use throughout the City's parks and landscaped areas. This work is currently being performed by Maintenance Worker III's in the Department of Parks, Recreation and Community Services. Creating a separate classification provides a more accurate job description and accurate minimum qualifications required for the work. The salary will remain the same. This action does not require an additional FTE. Six existing Maintenance Worker III positions with an annual control rate of \$70,184 will be reclassified to the new classification.

Water & Power Department

Energy Trader Trainee: Establish a new classification of Energy Trader Trainee with an annual control rate of \$134,095. Under immediate supervision and in a training capacity, an Energy Trader Trainee performs detailed and complex professional duties in energy trading, power and gas scheduling and the management of Pasadena Water and Power's energy portfolio. This position maintains relations with wholesale customers, performs resource optimization and market analysis, develops strategies to reduce energy costs to maximize utilization of City-owned energy resources and to minimize cost to the City's rate payers. An Energy Trader Trainee may be promoted to Energy Trader, consistent with the sliding concept, upon meeting the minimum requirement for the position and recommendation of the department director. Establishing this classification creates a succession plan for Energy Trader, which is

hard to hire at the journey level. This classification will be accreted to the Pasadena Management Association (PMA). This action does not require an additional FTE. This classification will be used to underfill an Energy Trader vacancy in the future.

Police Department

CSW-Community Youth Advisor: Establish a new control rate of \$20.76 per hour for the existing classification of CSW-Community Youth Advisor. Working in a training capacity, the Community Youth Advisor performs community service activities, emphasizing peer counseling and information exchange with at-risk youth. They serve as a positive role model while communicating positive ideals and values to the young people of Pasadena. This increase aligns the role with similarly situated Police Activities League programs and enhances the Department's ability to recruit and retain Community Youth Advisors. The existing control rate is \$17.0929 per hour. This classification is a Non-Represented Non-Management (Hourly) classification. This action does not require an additional FTE.

Senior Helicopter Mechanic: Establish a new control rate of \$113,300 for the existing classification of Senior Helicopter Mechanic. This single position classification coordinates and oversees the helicopter maintenance and repair function including disassembling, repairing, replacing and making alterations to helicopters and ensures airworthy condition of helicopters. This is a critical position for the sustainability of the air operations team, and recruitment and retention has become increasingly challenging. Enhancing the control rate will make the position competitive in the market place. The existing control rate is \$100,902. This classification is represented by Pasadena Management Association (PMA). This action does not require an additional FTE.

Helicopter Maintenance Technician: Establish a new control rate of \$103,000 for the existing classification of Helicopter Maintenance Technician. A Helicopter Maintenance Technician performs journey-level, skilled technical work inspecting, repairing, overhauling and servicing City-owned helicopters. Increasing the control rate will enhance the City's ability to recruit and retain incumbents for this specialized work. The existing control rate is \$92,419. This classification is represented by Laborers' International Union of North America (LIUNA). This action does not require an additional FTE.

Library Department

Director of Libraries & Information Systems: Establish a new control rate of \$232,860 for the existing classification of Director of Libraries & Information Systems. This increase provides equity among the department directors and enhances the City's ability to recruit. The existing control rate is \$208,266. This classification is an Executive (Non-Represented) classification. This action does not require an additional FTE.

Public Health Department

A new provision in the Memorandum of Understanding (MOU) between the City and PMA provides a compensation review for classifications or classification series as outlined in the MOU. One series slated for review during the contract term was the nursing series. The healthcare industry as a whole and the nursing market in particular has been severely impacted by the pandemic. Organizations are facing a higher-than-normal level of turnover for nurses in both the private and public sector. Recruitment and retention of clinical staff has been an ongoing problem for the City.

In addition to PMA nursing classifications, the City studied the social workers and an AFSCME classification. The recommended control rates below establish alignment with comparable classifications in the labor market and were determined following a compensation analysis of such classifications.

Nurse Practitioner: Establish a new control rate of \$140,907 for the existing classification of Nurse Practitioner. The existing control rate is \$123,675. This classification is represented by PMA. This action does not require an additional FTE.

Public Health Nurse Manager: Establish a new control rate of \$132,869 for the existing classification of Public Health Nurse Manager. The existing control rate is \$122,626. This classification is represented by PMA. This action does not require an additional FTE.

Supervising Public Health Nurse: Establish a new control rate of \$120,790 for the existing classification of Supervising Public Health Nurse. The existing control rate is \$107,127. This classification is represented by PMA. This action does not require an additional FTE.

Senior Public Health Nurse: Establish a new control rate of \$115,300 for the existing classification of Senior Public Health Nurse. The existing control rate is \$106,047. This classification is represented by PMA. This action does not require an additional FTE.

Public Health Nurse: Establish a new control rate of \$109,809 for the existing classification of Public Health Nurse. The existing control rate is \$103,494. This classification is represented by PMA. This action does not require an additional FTE.

Senior Registered Nurse: Establish a new control rate of \$110,818 for the existing classification of Senior Registered Nurse. The existing control rate is \$97,122. This classification is represented by PMA. This action does not require an additional FTE.

Registered Nurse: Establish a new control rate of \$103,545 for the existing classification of Registered Nurse. The existing control rate is \$88,261. This classification is represented by PMA. This action does not require an additional FTE.

Licensed Vocational Nurse: Establish a new control rate of \$63,568 for the existing classification of Licensed Vocational Nurse. The existing control rate is \$58,861. This classification is represented by AFSCME. This action does not require an additional FTE.

Licensed Clinical Social Worker: Establish a new control rate of \$88,707 for the existing classification of Licensed Clinical Social Worker. The existing control rate is \$79,323. This classification is represented by PMA. This action does not require an additional FTE.

Social Worker: Establish a new control rate of \$79,121 for the existing classification of Social Worker. The existing control rate is \$67,437. This classification is represented by Pasadena Management Association PMA. This action does not require an additional FTE.

COUNCIL POLICY CONSIDERATION:


This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

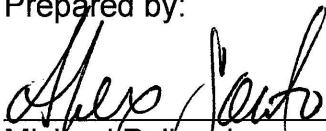
Approval and implementation of the new classifications and salaries will have a fiscal impact of up to \$114,000 in FY 2023 as the control rates for individuals in positions recommended for reclassification and/or control rate adjustments are adjusted, subject to satisfactory performance. The maximum fiscal impact of this recommendation is approximately \$308,000 annually, which will be realized when the incumbents are all at the control rate. Approximately 30% of the cost is funded directly through the General Fund.

Increases to the impacted funds, which include, the General Fund (101) and Health Fund (203) in Fiscal Year 2023 will be absorbed by current salary savings.

Respectfully submitted,


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MIGUEL MÁRQUEZ
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Attachments: (1)

Attachment A – Resolution establishing three new classifications and salaries and updating salaries of fourteen existing classifications