

Agenda Report

February 6, 2023

TO: Honorable Mayor and City Council

FROM: Human Resources

SUBJECT: ADOPT A RESOLUTION ESTABLISHING FOUR NEW CLASSIFICATIONS AND SALARIES AND UPDATING SALARIES OF FIVE 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 Four New Classifications and Salaries and Updating Salaries of Five 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 four new classifications and updating the existing salary control rate of five 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 Manager

Deputy City Manager: Establish a new classification of Deputy City Manager with an annual control rate of \$217,651. Working directly with the City Manager and the Executive Leadership Team, this position will establish and manage an Enterprise Risk Management (ERM) program. The scope of responsibilities will include promoting a culture of risk management throughout all City departments by implementing an integrated ERM framework that establishes accountability measures and assesses, analyzes, mitigates, tracks, and reports on risk to provide a complete risk picture for decision makers. This position will also be tasked with implementing an employee wellness program and integrating and managing the currently decentralized staff (12 FTE) in Workers' Compensation, Safety, Liability & Claims and utility safety personnel.

This position may also manage Fire Police Retirement System staff (2 FTE) and expand to include employee disability management under Title I of the Americans with Disabilities Act and the Fair Employment and Housing Act, compliance training, Equal Employment Opportunity investigations, and oversee citywide accessibility under Title II of the Americans with Disabilities Act (1 FTE).

This classification will be added to the Non-Rep Management group, Level 1. This action does not require an additional FTE. One existing vacant Risk Manager position with a control rate of \$176,209 in the City Manager's Office will be reclassified to this new title.

Information Technology Department and Water & Power Department

Business Systems Analyst: Establish a new classification of Business Systems Analyst with an annual control rate of \$107,875. The existing Business Systems Analyst classification will be retitled to Senior Business Systems Analyst and will maintain the existing control rate of \$117,034.

This new classification creates a series for the professionals who bridge the gap between business operations and technology solutions. This classification will be represented by PMA. This action does not require an additional FTE.

Planning & Community Development

Film Program Coordinator: Establish a new classification of Film Program Coordinator with an annual control rate of \$105,001. This classification manages the Film Office, which coordinates all on-location production in the City of Pasadena. The Film Program Coordinator oversees the coordination of all permits in accordance with the local zoning ordinance, markets Pasadena to the film industry, and increases awareness of

Pasadena as an innovative, eventful and fun city in the Los Angeles metropolitan area. The Film Program Coordinator also is responsible for setting program goals and evaluating performance, managing resources and program budget, supervising staff and engaging in marketing and outreach.

This new classification will be added to the Pasadena Management Association. This action does not require an additional FTE. One existing Program Coordinator II with an annual control rate of \$105,001 will be reclassified to this classification.

Film Coordinator: Establish a new classification of Film Coordinator with an annual control rate of \$89,851. Under supervision of the Film Program Coordinator, the Film Coordinator oversees the processing and approval of permits for film productions in the City. This position also coordinates with other City departments and neighborhoods and acts as a City representative at film locations to ensure compliance with all City requirements.

This new classification will be added to the Pasadena Management Association. This action does not require an additional FTE. One existing Management Analyst II position with a control rate of \$90,180 will be reclassified to this classification.

Water & Power Department (Power Resources Planning Series)

Under the direction of the Assistant General Manager of Water and Power, Power Supply, the Power Resources Planning series is the group responsible for planning, developing, implementing and managing the utility's sustainable power supply resources plan. Depending on the classification, incumbents conduct research and analysis on long-term energy resources planning, modeling, forecasting and other resource planning issues. Recruitment and retention has been an ongoing challenge for these positions in the utility and in the labor market in general, and the following recommendations are intended to provide stability for this critical function.

Power Resource Planning Manager: Establish a new control rate of \$212,604 for the existing classification of Power Resource Planning Manager. The existing control rate is \$192,505. This classification is represented by PMA. This action does not require an additional FTE.

Principal Power Resource Planner: Establish a new control rate of \$181,324 for the existing classification of Principal Power Resource Planner. The existing control rate is \$172,973. This classification is represented by PMA. This action does not require an additional FTE.

Power Resource Planner II: Establish a new control rate of \$159,010 for the existing classification of Power Resource Planning Manager. The existing control rate is \$138,382. This classification is represented by PMA. This action does not require an additional FTE.

Power Resource Planner I: Establish a new control rate of \$138,270 for the existing classification of Power Resource Planning Manager. The existing control rate is \$125,780. This classification is represented by PMA. This action does not require an additional FTE.

Other Water & Power Classifications

Power Distribution Supervisor–Electrical Test and Construction: Establish a new control rate of \$175,968 for the existing classification of Power Distribution Supervisor–Electrical Test and Construction. This single position classification supervises a section responsible for the field and shop electrical testing and maintenance of protective relays and control circuits. This section also provides metering and other equipment for new service installations, including setting and removal of power revenue meters. A recent salary survey showed this position under market by a significant amount. This salary adjustment also provides internal alignment with other similarly situated supervisor positions in the division.

The existing control rate is \$167,588. This classification is represented by 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:

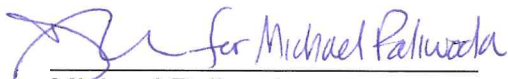
Approval and implementation of the new classifications and salaries will have a fiscal impact of up to \$33,000 in FY 2023 as the control rates for individuals in positions recommended for reclassification and/or control rate adjustments are adjusted, subject to satisfactory performance. The maximum fiscal impact of this recommendation is approximately \$154,000 annually, which will be realized when the incumbents are all at the control rate. 100% of the cost is funded directly through the Light & Power Fund (401) and will be absorbed by current salary savings.

Respectfully submitted,



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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments: (1)

Attachment A – Resolution establishing four new classifications and updating salaries of five existing classifications