

Agenda Report

June 12, 2023

TO: Honorable Mayor and City Council
FROM: Human Resources
SUBJECT: ADOPT A RESOLUTION UPDATING SALARIES OF TWELVE 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 Updating Salaries of Twelve 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 updating the existing salary control rate of twelve 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. Staff has communicated these changes to the IBEW and PMA bargaining groups.

Finance Department

Purchasing Administrator: Establish a new control rate of \$148,499 for the existing classification of Purchasing Administrator. This single position classification functions as a division head and is accountable for managing and supervising the day-to-day operations and activities of the City's procurement function. This salary adjustment provides an appropriate differential between direct reports and enhances the City's ability to recruit.

The existing control rate is \$135,635. This classification is represented by the Pasadena Management Association (PMA). This action does not require an additional FTE.

Water & Power Department (Electrical Distribution Mechanic Series)

Under the direction of the Assistant General Manager – Power Delivery, the Electrical Distribution Mechanic series performs skilled electrical work in the construction, maintenance and repair of the City's overhead and underground electrical transmission and distribution system. Recruitment and retention have been ongoing challenges 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.

Electrical Distribution Mechanic: Establish a new control rate of \$66.4710 per hour for the existing classification of Electrical Distribution Mechanic. The existing control rate is \$63.9144 per hour. This classification is represented by IBEW. This action does not require an additional FTE.

Sr. Electrical Distribution Mechanic: Establish a new control rate of \$73.1181 per hour for the existing classification of Sr. Electrical Distribution Mechanic. The existing control rate is \$70.3059 per hour. This classification is represented by IBEW. This action does not require an additional FTE.

Apprentice Electrical Distribution Mechanic: Establish a new control rate of \$65.1415 per hour for the existing classification of Apprentice Electrical Distribution Mechanic. The existing control rate is \$62.6361 per hour. This classification is represented by IBEW. This action does not require an additional FTE.

Power Distribution Crew Supervisor: Establish a new control rate of \$80.4299 per hour for the existing classification of Power Distribution Crew Supervisor. The existing control rate is \$77.3364 per hour. This classification is represented by IBEW. This action does not require an additional FTE.

Public Health Department

Environmental Health Program Manager: Establish a new control rate of \$95,415 for the existing classification of Environmental Health Program Manager. This single position classification is the primary plan review inspector, with additional duties related to delegating plan review assignments, staff training, and participating in program development and ordinance updates. A recent salary survey showed this position did not have a sufficient differential between the journey and lead levels with the differential also being below market.

The existing control rate is \$93,379. This classification is represented by the Pasadena Management Association (PMA). This action does not require an additional FTE.

Planning Department (Planner Series)

Under the direction of the Deputy Director of Planning & Community Development, the Planner series guides the City's orderly development by applying the current zoning codes, facilitating development, implementing community plans, and preserving architectural and historic landmarks.

A 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 planner series. Recruitment and retention have been ongoing challenges for these positions. The recommended control rates below establish alignment with comparable classifications in the labor market while ensuring appropriate salary differentials between each level. Each of these classifications is represented by PMA.

Assistant Planner: Establish a new control rate of \$97,206 for the existing classification of Assistant Planner. The existing control rate is \$94,835. This action does not require an additional FTE.

Associate Planner: Establish a new control rate of \$107,383 for the existing classification of Associate Planner. The existing control rate is \$104,764. This action does not require an additional FTE.

Planner: Establish a new control rate of \$118,825 for the existing classification of Planner. The existing control rate is \$113,167. This action does not require an additional FTE.

Senior Planner: Establish a new control rate of \$136,295 for the existing classification of Senior Planner. The existing control rate is \$129,805. This action does not require an additional FTE.

Principal Planner: Establish a new control rate of \$157,357 for the existing classification of Principal Planner. The existing control rate is \$147,063. This action does not require an additional FTE.

Planning Manager: Establish a new control rate of \$181,201 for the existing classification of Planning Manager. The existing control rate is \$173,731. 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:

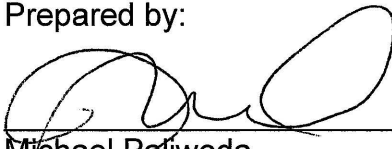
Approval and implementation of the updated salaries will have a fiscal impact of up to \$16,000 in FY 2023 (pro-rated) and \$415,000 in FY 2024. Approximately 41% of the costs will impact the General Fund and the remaining 59% will impact other funds (Power Fund, Public Health Fund, Building Services Fund, Transportation Sales Tax Fund). The costs will be absorbed within the annual operating budget of each respective department.

Respectfully submitted,



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Approved by:



MIGUÉL MÁRQUEZ
City Manager

Attachments: (1)

Attachment A – Resolution updating salaries of twelve existing classifications