

Agenda Report

August 26, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING ONE NEW CLASSIFICATION AND UPDATING THE SALARIES OF TWENTY EXISTING CLASSIFICATIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action in the agenda report 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 One New Classification and Updating the Salaries of Twenty Existing Classifications.

BACKGROUND:

The Human Resources Department's Labor Relations and Classification & Compensation 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.

A provision in the Memorandum of Understanding (MOU) between the City and Pasadena Management Association (PMA) also provides a compensation review for classifications or classification series as outlined in the MOU. The following series were reviewed:

Electrical Engineer (Assistant-Power Engineering Manager)

Public Works Crew Supervisor (Public Works Crew Supervisor I-Public Works Administrator and related Classifications in Parks, Recreation and Community Services)

Equipment Mechanic Supervisor (Equipment Mechanic Supervisor-Public Works Administrator)

The Pasadena Planning Department requested a compensation review of the Film/Event Program Coordinator to maintain internal alignment with the Program Coordinator II. The following classification was reviewed:

Film/Event Program Coordinator

The Department of Water and Power requested a compensation review of the Facilities Service Worker to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Facilities Service Worker

The Department of Water and Power requested a compensation review of the Water System Technician (Operations/Construction) to maintain internal alignment with Lead Water System Mechanic. The following classification was reviewed:

Water System Technician (Operations/Construction)

The Public Works Department requested the development of one new classification:

Code Compliance Supervisor

The Code Compliance Supervisor supervises a section of Code Compliance Officers. The Code Compliance Supervisor is the subject-matter expert on the implementation of new state and local codes and regularly represents the division in meetings with other departments and operating companies regarding the impact of changes in federal, state and county codes and ordinances and assists in developing and implementing code compliance operating policies and procedures.

A compensation review was conducted of the represented Senior Office Assistant and Administrative Specialist classifications and in order to maintain internal alignment, the Human Resources Department is recommending adjustments to the following classifications:

Senior Office Assistant (C)
Administrative Specialist (C)
HR Specialist

As a result of the reviews above, Human Resources recommends establishing one new classification and updating the salary control rate of twenty existing 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. These recommendations also provide standard differentials and alignments between the levels in the series. This action does not require any additional FTEs. Staff has conferred with the PMA bargaining unit and they are supportive of the proposed salary adjustments.

Electrical Engineer series

Assistant Electrical Engineer: Establish a new control rate of \$134,387 for the existing classification of Assistant Electrical Engineer. The existing control rate is \$123,574.

Associate Electrical Engineer: Establish a new control rate of \$147,825 for the existing classification of Associate Electrical Engineer. The existing control rate is \$143,807.

Electrical Engineer: Establish a new control rate of \$169,999 for the existing classification of Electrical Engineer. The existing control rate is \$162,821.

Principal Electrical Engineer: Establish a new control rate of \$195,499 for the existing classification of Principal Electrical Engineer. The existing control rate is \$186,242.

Power Engineering Manager: Establish a new control rate of \$224,824 for the existing classification of Power Engineering Manager. The existing control rate is \$217,235.

The Electrical Engineering series is represented by the Pasadena Management Association.

Public Works Crew Supervisor series

Public Works Crew Supervisor I: Establish a new control rate of \$99,725 for the existing classification of Public Works Crew Supervisor I. The existing control rate is \$94,040.

Public Works Crew Supervisor II: Establish a new control rate of \$119,649 for the existing classification of Public Works Crew Supervisor II. The existing control rate is \$108,295.

Public Works Superintendent: Establish a new control rate of \$143,579 for the existing classification of Public Works Superintendent. The existing control rate is \$139,972.

Public Works Superintendent (Electrical): Establish a new control rate of \$150,758 for the existing classification of Public Works Superintendent (Electrical). The existing control rate is \$148,779.

Public Works Administrator: Establish a new control rate of \$173,371 for the existing classification of Public Works Administrator. The existing control rate is \$172,440.

Parks Superintendent: Establish a new control rate of \$143,579 for the existing classification of Parks Superintendent. The existing control rate is \$139,972.

Parks Administrator: Establish a new control rate of \$173,371 for the existing classification of Parks Administrator. The existing control rate is \$172,440.

The Public Works Crew Supervisor series is represented by the Pasadena Management Association.

Equipment Mechanic Supervisor series

Fleet Maintenance Supervisor: Establish a new control rate of \$99,725 for the existing classification of Fleet Maintenance Supervisor. The existing control rate is \$97,752.

Equipment Mechanic Supervisor: Establish a new control rate of \$119,649 for the existing classification of Equipment Mechanic Supervisor. The existing control rate is \$108,132.

The Equipment Mechanic Supervisor series is represented by the Pasadena Management Association.

Planning Department

Film/Event Program Coordinator: Establish a new control rate of \$114,885 for the existing classification of Film/Event Program Coordinator. The existing control rate is \$113,056.

The Film/Event Program Coordinator classification is represented by the Pasadena Management Association.

Department of Water and Power

Facilities Service Worker: Establish a new control rate of \$27.8518 per hour for the existing classification of Facilities Service Worker. The existing control rate is \$25.7688 per hour.

Water System Technician (Operations/Construction): Establish a new control rate of \$49.5192 per hour for the existing classification of Water System Technician (Operations/Construction). The existing control rate is \$45.3923 per hour.

The Facilities Service Worker and Water System Technician (Operations/Construction) classifications are represented by the American Federation of State, County and Municipal Employees (AFSCME).

Public Works Department

Code Compliance Supervisor: Establish a new classification of Code Compliance Supervisor with a control rate of \$125,762. This classification will be added to the Pasadena Management Association.

Non-Represented Non-Management Classifications

Senior Office Assistant (C): Establish a new control rate of \$33.6837 per hour for the existing classification of Senior Office Assistant (C). The existing control rate is \$32.6844 per hour.

Administrative Specialist (C): Establish a new control rate of \$35.8879 per hour for the existing classification of Administrative Specialist (C). The existing control rate is \$35.7560 per hour.

HR Specialist: Establish a new control rate of \$35.8879 per hour for the existing classification of HR Specialist. The existing control rate is \$35.7560 per hour.

The Senior Office Assistant (C), Administrative Specialist (C), and HR Specialist classifications are Non-Represented Non-Management, Confidential & Clerical group.

COUNCIL POLICY CONSIDERATION:

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


FISCAL IMPACT:

Approval and implementation of the updated salaries will have a fiscal impact of up to \$552,000 in FY 2025 (pro-rated) and up to \$652,000 in FY 2026. Approximately 34% of the costs will impact the General Fund and the remaining 66% will impact other funds (Light & Power Fund – 24%, Refuse Collection Fund – 14%, and Other Funds – 28%). The costs will be absorbed within the annual operating budget of each respective department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully Submitted,


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Human Resources Director

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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Resolution establishing one new classification and updating the salaries of twenty existing classifications