

Agenda Report

December 16, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING TWO NEW CLASSIFICATIONS AND UPDATING THE SALARIES OF NINE EXISTING CLASSIFICATIONS REPRESENTED BY PMA, AFSCME, AND/OR NON-REPRESENTED

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 Two New Classifications and Updating the Salaries of Nine Existing Classifications Represented by PMA, AFSCME, and/or Non-Represented.

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.

The City Manager's Office requested the development of one new classification:

Safety Program Coordinator

The Safety Program Coordinator assists in or plans, develops, implements, and coordinates a variety of occupational safety and environmental health programs;

conducts comprehensive inspections, investigations, and evaluations to ensure a safe working environment and compliance with safety regulations; and performs related duties as assigned.

The Police Department requested the development of one new classification:

Senior Park Safety Specialist

The Senior Park Safety Specialist will provide leadership and oversight to Park Safety Specialists and support to the Sergeant. This position will participate in patrolling the parks, enforcing city municipal codes, and writing reports.

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:

Assistant Environmental Health Specialist
Environmental Health Specialist
Environmental Health Program Manager

The Police Department requested a compensation review of the Senior Helicopter Mechanic to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Senior Helicopter Mechanic

The Public Works Department requested a compensation review of the Equipment Mechanic series to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Equipment Mechanic II
Equipment Mechanic III
Senior Equipment Mechanic
Equipment Mechanic Supervisor

A provision in the Memorandum of Understanding (MOU) between the City and Laborers' International Union of North America (LIUNA) also provides a compensation review for classifications or classification series as outlined in the MOU. The Community Services series was reviewed and those recommendations are reflected in a separate report. The following non-represented classification was reviewed due to impacts from that study:

Community Services Specialist

As a result of the reviews above, Human Resources recommends establishing two new classifications and updating the salary control rate of nine 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, AFSCME, IBEW bargaining units and they are supportive of the proposed salary adjustments.

City Manager's Office

Safety Program Coordinator: Establish a new classification of Safety Program Coordinator with a control rate of \$132,118. This classification will be added to the Pasadena Management Association.

Police Department

Senior Park Safety Specialist: Establish a new classification of Senior Park Safety Specialist with a control rate of \$41.3381 per hour. This classification will be added to the American Federation of State, County and Municipal Employees.

Environmental Health series

Assistant Environmental Health Specialist: Establish a new control rate of \$83,928 for the existing classification of Assistant Environmental Health Specialist. The existing control rate is \$80,350.

Environmental Health Specialist: Establish a new control rate of \$100,713 for the existing classification of Environmental Health Specialist. The existing control rate is \$98,321.

Environmental Health Program Manager: Establish a new control rate of \$105,749 for the existing classification of Environmental Health Program Manager. The existing control rate is \$102,734.

The Environmental Health series is represented by the Pasadena Management Association.

Senior Helicopter Mechanic (retitle to Helicopter Mechanic Supervisor)

Senior Helicopter Mechanic (retitle to Helicopter Mechanic Supervisor): Establish a new control rate of \$126,991 for the existing classification of Senior Helicopter Mechanic (retitle to Helicopter Mechanic Supervisor). The existing control rate is \$121,991.

Senior Helicopter Mechanic (retitle to Helicopter Mechanic Supervisor) is represented by the Pasadena Management Association.

Equipment Mechanic series

Equipment Mechanic II: Establish a new control rate of \$38.7838 per hour for the existing classification of Equipment Mechanic II. The existing control rate is \$37.7112 per hour.

Equipment Mechanic III: Establish a new control rate of \$43.6318 per hour for the existing classification of Equipment Mechanic III. The existing control rate is \$40.3826 per hour.

Senior Equipment Mechanic: Establish a new control rate of \$47.9949 per hour for the existing classification of Senior Equipment Mechanic. The existing control rate is \$44.8801 per hour.

Equipment Mechanic Supervisor: Establish a new control rate of \$119,795 for the existing classification of Equipment Mechanic Supervisor. The existing control rate is \$119,649.

The Equipment Mechanic II, Equipment Mechanic III, Senior Equipment Mechanic are represented by the American Federation of State, County and Municipal Employees and Equipment Mechanic Supervisor is represented by Pasadena Management Association.

Community Services Rep Series

Community Services Specialist: Establish a new control rate of \$29.8682 per hour for the existing classification of Community Services Specialist. The existing control rate is \$25.1333 per hour.

The Community Services Specialist is a member of the Non-Rep Non-Management Group (Technical and Administrative).


COUNCIL POLICY CONSIDERATION:

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

FISCAL IMPACT:

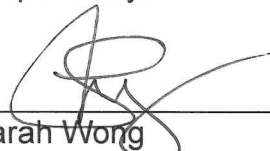
Approval and implementation of the updated salaries will have a fiscal impact of up to \$83,022 in FY 2025 (pro-rated) and up to \$166,043 in FY 2026. Approximately 73% of the costs will impact the Fleet Repair and Maintenance Fund and the remaining 27% will impact other funds (General Fund – 13% and Health Fund – 14%). 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

Prepared by:



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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Resolution establishing two new classifications and updating the salaries of nine existing classifications