

# Agenda Report

December 16, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION FOR A CITYWIDE SALARY SCHEDULE**

**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 for a Citywide salary schedule.

**BACKGROUND:**

The wages, benefits, and other terms and working conditions of employment for all classifications in the City workforce are established through a Memorandum of Understanding (MOU) for represented classifications, or via salary resolution for unrepresented classifications. Each MOU and salary resolution contains a salary schedule reflecting the pay rates and their effective dates for all classifications within that bargaining unit or unrepresented employee group. The California Public Employees' Retirement System (CalPERS) utilizes these pay rates to establish compensation earnable for purposes of determining retirement benefits. CalPERS requires that pay rates be paid pursuant to a publicly available salary schedule approved by a member agency's governing body in order to qualify as compensation earnable for purposes of retirement. Compensation reported to CalPERS may not exceed the maximum pay rate established in the publicly available salary schedule approved by the governing body.

CalPERS requires that member agencies regularly approve agency-wide salary schedules as pay rates change. Such salary schedules must be approved by the member agency's governing body. The last Citywide salary schedule was approved by the City Council on September 19, 2022. Since then, the City Council has approved several individual bargaining unit and salary resolution changes as well as individual classification adjustments. As a result, staff has prepared a Citywide salary schedule

that includes pay rates for all classification in one comprehensive document. This salary schedule includes all relevant information required by CalPERS, including the title and pay range or step schedule for every classification in the City service as well as the effective date of the pay rates. Approval of the Citywide salary schedule will ensure continued compliance with CalPERS regulations concerning the adoption of publicly available pay schedules.

**COUNCIL POLICY CONSIDERATION:**

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

**FISCAL IMPACT:**

There is no fiscal impact associated with this item as all pay rates included on the City-wide salary schedule have previously been approved by the City Council via approval of individual MOUs and salary resolutions.

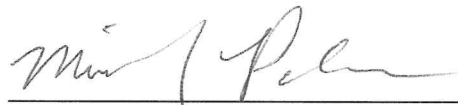
Respectfully Submitted,



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TIFFANY JACOBS-QUINN  
Human Resources Director

Prepared by:



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Michael Paliwoda  
Principal HR Analyst

Approved by:



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MIGUEL MÁRQUEZ  
City Manager

Attachments:

Attachment A – City of Pasadena Citywide Salary Schedule

Attachment B – Resolution of the City Council of Pasadena adopting a Citywide salary schedule