

Agenda Report

February 5, 2024

TO: Honorable Mayor and City Council
FROM: Human Resources
SUBJECT: **ADOPT A RESOLUTION ESTABLISHING ONE NEW CLASSIFICATION AND SALARY AND UPDATING THE SALARIES OF TWENTY 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 One New Classification and Salary 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:

Management Analyst (I-V)
Program Coordinator (I-III)

Accountant (Accountant-Principal)
Civil Engineer (Technician-Manager)
Financial Rate Analyst (Analyst-Principal)
Safety (Manager-Officer)

Human Resources recommends establishing one new classification and salary and updating the existing salary control rate of twenty 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.

Below is a summary of the classifications recommended for creation and/or control rate adjustment. Staff has conferred with the PMA bargaining unit and they are supportive of these adjustments. PMA represents eighteen of the twenty-one classifications noted below.

Management Analyst series

Management Analyst I: Establish a new control rate of \$87,750 for the existing classification of Management Analyst I. The existing control rate is \$84,995.

Management Analyst II: Establish a new control rate of \$96,520 for the existing classification of Management Analyst II. The existing control rate is \$93,814.

Management Analyst III: Establish a new control rate of \$111,000 for the existing classification of Management Analyst III. The existing control rate is \$109,235.

Management Analyst IV: Establish a new control rate of \$127,650 for the existing classification of Management Analyst IV. The existing control rate is \$125,433.

Management Analyst V: Establish a new control rate of \$143,600 for the existing classification of Management Analyst V. The existing control rate is \$138,462.

Accountant series

Accountant: Establish a new control rate of \$96,520 for the existing classification of Accountant. The existing control rate is \$91,768.

Senior Accountant: Establish a new control rate of \$111,000 for the existing classification of Senior Accountant. The existing control rate is \$110,962.

Principal Accountant: Establish a new control rate of \$143,600 for the existing classification of Principal Accountant. The existing control rate is \$138,462.

Program Coordinator series

Program Coordinator I: Establish a new control rate of \$96,520 for the existing classification of Program Coordinator I. The existing control rate is \$93,472.

Program Coordinator II: Establish a new control rate of \$111,000 for the existing classification of Program Coordinator II. The existing control rate is \$109,233.

Program Coordinator III: Establish a new control rate of \$127,650 for the existing classification of Program Coordinator III. The existing control rate is \$119,045.

Financial Rate Analyst series

Financial Rate Analyst: Establish a new control rate of \$111,000 for the existing classification of Financial Rate Analyst. The existing control rate is \$109,235.

Principal Financial Rate Analyst: Establish a new control rate of \$143,600 for the existing classification of Principal Financial Rate Analyst. The existing control rate is \$138,462.

Safety series

Safety Program Manager: Establish a new classification of Safety Program Manager with a control rate of \$136,533. This classification will be accreted to the Pasadena Management Association (PMA). Reporting to the Safety Officer, the Safety Program Manager is responsible for managing, directing, and integrating safety and occupational health programs and services for one or more City departments in order to ensure compliance with local, state and federal laws and regulations. Two existing Management Analyst IV positions with an annual control rate of \$125,433 will be reclassified to the new classification.

Safety Officer: Establish a new control rate of \$157,013 for the existing classification of Safety Officer. The existing control rate is \$141,252. This classification is Non-Represented Management.

Civil Engineering series

Engineering Technician: Establish a new control rate of \$39.4610 per hour for the existing classification of Engineering Technician. The existing control rate is \$37.2082 per hour. This classification is Non-Represented Non-Management, Technical and Administrative group.

Senior Engineering Technician: Establish a new control rate of \$45.3801 per hour for the existing classification of Senior Engineering Technician. The existing control rate is \$42.2520 per hour. This classification is Non-Represented Non-Management, Technical and Administrative group.

Engineer: Establish a new control rate of \$155,801 for the existing classification of Engineer. The existing control rate is \$150,423.

Principal Engineer: Establish a new control rate of \$179,171 for the existing classification of Principal Engineer. The existing control rate is \$172,063.

Engineering Manager: Establish a new control rate of \$201,568 for the existing classification of Engineering Manager. The existing control rate is \$200,277.

Assistant City Engineer: Establish a new control rate of \$201,568 for the existing classification of Assistant City Engineer. The existing control rate is \$200,398.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

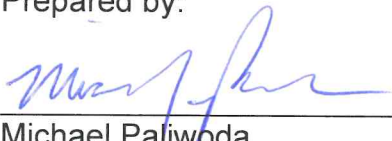
Approval and implementation of the updated salaries will have a fiscal impact of up to \$355,000 in FY 2024 (pro-rated) and \$838,000 in FY 2025. Approximately 34% of the costs will impact the General Fund and the remaining 66% will impact other funds (Light and Power Fund, Public Health Fund, Water Fund, Project Management Fund, Workers' Compensation Fund, Refuse Collection Fund). 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,



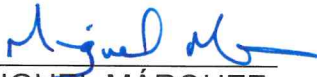
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Director of Human Resources

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Approved by:



MIGUEL MÁRQUEZ
City Manager

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