

# Agenda Report

March 25, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING ONE NEW CLASSIFICATION AND SALARY AND UPDATING THE SALARIES OF TWENTY-FIVE 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-Five 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. The following series were reviewed:

Librarian (Library Assistant-Principal Librarian)

The Pasadena Water and Power Department requested a classification and compensation review of the classification series in the Water Delivery Division to ensure continued competitiveness in the marketplace due to retention challenges. The following series were reviewed:

- Water Operations and Treatment (Water Treatment Operator-Water Operations & Treatment Crew Supervisor)
- Water Distribution & Construction (Water System Mechanic I-Water Distribution & Construction Crew Supervisor)
- Water Quality (Senior Water Quality Laboratory Technician-Water Quality Manager)
- Utility Services Planner (Utility Services Planner-Power Engineering Manager)

The Pasadena Water and Power Department requested a compensation review of the Power Distribution Section Supervisor to prevent compaction between the single-incumbent position and the subordinate classifications in IBEW. The following classification was reviewed:

- Power Distribution Section Supervisor

The City Council and City Manager requested a classification and compensation review of the City Council District Liaisons and support staff in the City Manager's Office to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

- City Council District Liaison
- Senior Executive Assistant (C)
- Executive Assistant to the Mayor/City Council

Provisions in the Non-Represented Management and Executive Management Salary Resolutions provide a compensation review for classifications or classification series. The following classifications were reviewed:

- General Manager of Water & Power
- Police Supervisor
- Forensic Supervisor
- Police Administrator
- Police Executive Administrator

The Rent Stabilization Department requested the development of a new classification:

- Director of Rent Stabilization

The Director of Rent Stabilization is responsible for overall planning, administration, and operation of a variety of functions prescribed by the Pasadena Fair and Equitable Housing Charter Amendment.

As a result of the reviews above, Human Resources recommends establishing one new classification and salary and updating the existing salary control rate of twenty-five 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.

Of the classifications noted below, Pasadena Management Association (PMA) represents six, American Federation of State, County and Municipal Employees (AFSCME) represents nine, Laborers' International Union of North America (LIUNA) represents two and Pasadena Police Supervisors Association (PPSA) represents two of the classifications. Seven classifications are non-represented.

#### Librarian series

**Library Assistant:** Establish a new control rate of \$29.1884 per hour for the existing classification of Library Assistant. The existing control rate is \$28.7278 per hour.

**Library Technician:** Establish a new control rate of \$33.3582 per hour for the existing classification of Library Technician. The existing control rate is \$32.7761 per hour.

**Librarian:** Establish a new control rate of \$86,731 for the existing classification of Librarian. The existing control rate is \$83,664.

**Senior Librarian:** Establish a new control rate of \$99,741 for the existing classification of Senior Librarian. The existing control rate is \$97,045.

#### Non-Represented Classifications

**City Council District Liaison:** Establish a new control rate of \$103,086 for the existing classification of City Council District Liaison. The existing control rate is \$86,997.

**Director of Rent Stabilization:** Establish a new classification of Director of Rent Stabilization with a control rate of \$239,846. This classification will be added to the Non-Represented Executive group.

**Executive Assistant to the Mayor/City Council:** Establish a new control rate of \$102,014 for the existing classification of Executive Assistant to the Mayor/City Council. The existing control rate is \$95,340.

**General Manager of W&P:** Establish a new control rate of \$341,372 for the existing classification of General Manager of W&P. The existing control rate is \$323,575.

**Senior Executive Assistant (C):** Establish a new control rate of \$95,340 for the existing classification of Senior Executive Assistant (C). The existing control rate is \$91,116.

Police Management (non-sworn) series

**Police Supervisor:** Establish a new control rate of \$102,670 for the existing classification of Police Supervisor. The existing control rate is \$102,210.

**Forensic Supervisor:** Establish a new control rate of \$122,291 for the existing classification of Forensic Supervisor. The existing control rate is \$117,518.

**Police Administrator:** Establish a new control rate of \$154,500 for the existing classification of Police Administrator. The existing control rate is \$146,515.

**Police Executive Administrator:** Establish a new control rate of \$193,125 for the existing classification of Police Executive Administrator. The existing control rate is \$182,647.

Power Distribution Section Supervisor

**Power Distribution Section Supervisor:** Establish a new control rate of \$207,722 for the existing classification of Power Distribution Section Supervisor. The existing control rate is \$196,706.

Water Distribution & Construction series

**Water System Mechanic I:** Establish a new control rate of \$38.7019 per hour for the existing classification of Water System Mechanic I. The existing control rate is \$34.5019 per hour.

**Water System Mechanic II:** Establish a new control rate of \$42.5481 per hour for the existing classification of Water System Mechanic II. The existing control rate is \$39.8905 per hour.

**Lead Water System Mechanic:** Establish a new control rate of \$48.0769 per hour for the existing classification of Lead Water System Mechanic. The existing control rate is \$44.8447 per hour.

**Water Distribution & Construction Crew Supervisor:** Establish a new control rate of \$125,000 for the existing classification of Water Distribution & Construction Crew Supervisor. The existing control rate is \$117,720.

Water Operations & Treatment series

**Water Treatment Operator:** Establish a new control rate of \$45.6731 per hour for the existing classification of Water Treatment Operator. The existing control rate is \$41.4012 per hour.

**Senior Water Treatment Operator:** Establish a new control rate of \$52.5000 per hour for the existing classification of Senior Water Treatment Operator. The existing control rate is \$47.0636 per hour.

**Chief Water Treatment Operator:** Establish a new control rate of \$56.4375 per hour for the existing classification of Chief Water Treatment Operator. The existing control rate is \$51.0514 per hour.

**Water Operations & Treatment Crew Supervisor:** Establish a new control rate of \$135,000 for the existing classification of Water Operations & Treatment Crew Supervisor. The existing control rate is \$126,853.

Water Quality series

**Senior Water Quality Laboratory Technician:** Establish a new control rate of \$37.0192 per hour for the existing classification of Senior Water Quality Laboratory Technician. The existing control rate is \$33.0895 per hour.

Utility Services Planner series

**Utility Services Planner:** Establish a new control rate of \$48.8260 per hour for the existing classification of Utility Services Planner. The existing control rate is \$34.7614 per hour.

**Senior Utility Services Planner:** Establish a new control rate of \$56.1499 per hour for the existing classification of Senior Utility Services Planner. The existing control rate is \$47.0636 per hour.

**Utility Services Planning Supervisor:** Establish a new control rate of \$140,150 for the existing classification of Utility Services Planning Supervisor. The existing control rate is \$129,302.

**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 \$273,500 in FY 2024 (pro-rated) and \$1,041,000 in FY 2025. Approximately 26% of the costs will impact the General Fund and the remaining 74% will impact other funds (Water Fund – 44%, Light & Power Fund – 18%, Library Services Fund – 12%). 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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TIFFANY JACOBS-QUINN  
Director of Human Resources

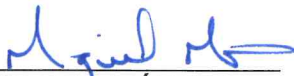
Prepared by:



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Approved by:



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MIGUEL MÁRQUEZ  
City Manager

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