



Agenda Report

October 28, 2024

TO: Honorable Mayor and City Council
FROM: Human Resources Department
SUBJECT: ADOPT A RESOLUTION UPDATING THE SALARIES OF EIGHTEEN 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 Updating the Salaries of Eighteen 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 classifications were reviewed:

Senior Building Inspector
Building Inspection Supervisor

The Department of Water and Power requested a compensation review of the Power Dispatcher Series (related classifications were also reviewed) to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

- Substation Operator
- Senior Substation Operator
- Apprentice Power Dispatcher
- Power Dispatcher
- Senior Power Dispatcher
- Principal Power Dispatcher
- Power Dispatching Supervisor
- Power Distribution Supervisor – Electrical
- Power Distribution Section Supervisor

The Department of Water and Power requested a compensation review of the Engineering Manager (related classifications were also reviewed) to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

- Engineering Manager
- Assistant City Engineer
- Deputy Public Works Director/City Engineer
- Deputy City Manager
- Deputy Finance Director/City Treasurer
- Economic Development Director

The Department of Human Resources requested a compensation review of the Benefits Supervisor to ensure continued competitiveness in the marketplace. The following classification was reviewed:

- Benefits Supervisor

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

Building Inspector series

Senior Building Inspector: Establish a new control rate of \$109,610 for the existing classification of Senior Building Inspector. The existing control rate is \$108,762.

Building Inspection Supervisor: Establish a new control rate of \$126,052 for the existing classification of Building Inspection Supervisor. The existing control rate is \$125,762.

The Building Inspector series is represented by the Pasadena Management Association.

Power Dispatcher series

Substation Operator: Establish a new control rate of \$56.2310 per hour for the existing classification of Substation Operator. The existing control rate is \$54.5244 per hour.

Senior Substation Operator: Establish a new control rate of \$64.6635 per hour for the existing classification of Senior Substation Operator. The existing control rate is \$62.7030 per hour.

Apprentice Power Dispatcher: Establish a new control rate of \$65.6692 per hour for the existing classification of Power Dispatcher. The existing control rate is \$62.4562 per hour.

Power Dispatcher: Establish a new control rate of \$69.8609 per hour for the existing classification of Power Dispatcher. The existing control rate is \$66.4428 per hour.

Senior Power Dispatcher: Establish a new control rate of \$76.8470 per hour for the existing classification of Senior Power Dispatcher. The existing control rate is \$73.0946 per hour.

Principal Power Dispatcher: Establish a new control rate of \$183,818 for the existing classification of Principal Power Dispatcher. The existing control rate is \$174,825.

Power Dispatching Supervisor: Establish a new control rate of \$202,199 for the existing classification of Power Dispatching Supervisor. The existing control rate is \$189,466.

Power Distribution Supervisor-Electrical: Establish a new control rate of \$202,199 for the existing classification of Power Distribution Supervisor-Electrical. The existing control rate is \$189,466.

Power Distribution Section Supervisor: Establish a new control rate of \$222,419 for the existing classification of Power Distribution Section Supervisor. The existing control rate is \$214,992.

The Substation Operator, Senior Substation Operator, Apprentice Power Dispatcher, Power Dispatcher, and Senior Power Dispatcher are represented by the International Brotherhood of Electrical Workers. The Principal Power Dispatcher, Power Dispatching

Supervisor, Power Distribution Supervisor-Electrical, and Power Distribution Section Supervisor are represented by the Pasadena Management Association.

Engineering Manager and related classifications

Engineering Manager: Establish a new control rate of \$213,258 for the existing classification of Engineering Manager. The existing control rate is \$208,623.

Assistant City Engineer: Establish a new control rate of \$213,258 for the existing classification of Assistant City Engineer. The existing control rate is \$208,623.

Deputy Public Works Director/City Engineer: Establish a new control rate of \$236,716 for the existing classification of Deputy Public Works Director/City Engineer. The existing control rate is \$234,347.

Deputy City Manager: Establish a new control rate of \$236,716 for the existing classification of Deputy City Manager. The existing control rate is \$234,347.

Deputy Finance Director/City Treasurer: Establish a new control rate of \$236,716 for the existing classification of Deputy Finance Director/City Treasurer. The existing control rate is \$234,347.

Economic Development Director: Establish a new control rate of \$236,716 for the existing classification of Economic Development Director. The existing control rate is \$234,347.

The Engineering Manager and Assistant City Engineer are represented by the Pasadena Management Association. The Deputy Public Works Director/City Engineer Deputy City Manager, Deputy Finance Director/City Treasurer, and Economic Development Director classifications are members of the Non-Represented Management group.

Benefits Administrator

Benefits Administrator (Changing title from Benefits Supervisor): Establish a new control rate of \$164,133 for the existing classification of Benefits Administrator. The existing control rate is \$150,118.

The Benefits Administrator is a member of the Non-Represented Management 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 \$131,144 in FY 2025 (pro-rated) and up to \$213,109 in FY 2026. Approximately 74% of the costs will impact the Light and Power Fund and the remaining 26% will impact other funds (Benefits and Insurance Fund – 9%, Water Fund – 6%, Project Management Fund – 5%, and Other Funds – 6%). 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 MARQUEZ
City Manager

Attachments:

Attachment A – Resolution updating the salaries of eighteen existing classifications