



# Agenda Report

September 30, 2024

**TO:** Honorable Mayor and City Council  
**FROM:** Human Resources Department  
**SUBJECT: ADOPT A RESOLUTION UPDATING THE SALARIES OF FIVE 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 Updating the Salaries of 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.

The Department of Water and Power requested a compensation review of the Customer Relations and Conservation Program Series & Storekeeper Series to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

Customer Relations Program Manager  
Customer Program Manager  
Senior Storekeeper  
Storekeeper

The Libraries and Information Services Department requested a compensation review of the Library Services Manager to ensure continued competitiveness in the marketplace. The following classification was reviewed:

#### Library Services Manager

As a result of the reviews above, Human Resources recommends updating the salary control rate of five 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 both the PMA and AFSCME bargaining units and they are supportive of the proposed salary adjustments.

#### Customer Relations series

**Public Relations and Marketing Manager (Changing title from Customer Relations Program Manager):** Establish a new control rate of \$154,392 for the existing classification of Public Relations and Marketing Manager. The existing control rate is \$147,569.

**Customer Program Manager:** Establish a new control rate of \$148,626 for the existing classification of Customer Program Manager. The existing control rate is \$147,569.

**Customer Program Analyst:** Changing title from Conservation Program Analyst.

The Public Relations and Marketing Manager, Customer Program Manager, and Customer Program Analyst are represented by the Pasadena Management Association.

#### Storekeeper series

**Senior Storekeeper:** Establish a new control rate of \$37.1903 per hour for the existing classification of Senior Storekeeper. The existing control rate is \$33.9617 per hour.

**Storekeeper** Establish a new control rate of \$33.8093 per hour for the existing classification of Storekeeper. The existing control rate is \$32.1063 per hour.

The Senior Storekeeper and Storekeeper classifications are represented by the American Federation of State, County and Municipal Employees (AFSCME).

#### Libraries and Information Services Department

**Library Services Manager:** Establish a new control rate of \$123,878 for the existing classification of Library Services Manager. The existing control rate is \$116,814.

The Library Services Manager classification is represented by the Pasadena Management Association.

**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 \$26,412 in FY 2025 (pro-rated) and up to \$36,143 in FY 2026. Approximately 88% of the costs will impact the Light and Power Fund and the remaining 12% will impact other funds (Public Benefit Fund – 8%, Water Fund – 4%). 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,



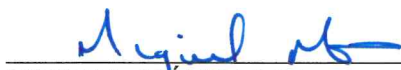
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Human Resources Director

Prepared by:



Sarah Wong  
Human Resources Analyst

Approved by:



MIGUEL MARQUEZ  
City Manager

Attachments:

Attachment A – Resolution updating the salaries of five existing classifications