

# Agenda Report

August 25, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING ONE NEW CLASSIFICATION AND UPDATING THE SALARIES OF TEN EXISTING CLASSIFICATIONS REPRESENTED BY PMA, IBEW, AND IUOE**

**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 one new classification and updating the salaries of ten existing classifications represented by PMA, IBEW, and IUOE.

**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 & Power requested the development of one new classification:

Water Conservation Manager

The Water Conservation Manager is responsible for planning, organizing, reviewing, and evaluating the Water division's programs and initiatives related to long-range conservation of water resources including plans, studies, analyses, and special projects.

Incumbents are responsible for monitoring and evaluating impacts of emerging technology developments and proposed state and federal laws, regulations, legislation and court decisions for their impact on the Water division's water conservation and water use efficiency programs, practices, and initiatives.

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:

Customer Service Supervisor  
Customer Service Field Supervisor

The Department of Water and Power requested a compensation review of the Electronics Technician series to ensure continued competitiveness in the marketplace and creating standardized differentials. The following classifications were reviewed:

Apprentice Electronics Technician  
Electronics Technician  
Senior Electronics Technician

The salary rates for the classifications below had a 3.25% COLA increase effective June 30, 2025, that was not included in the agenda report approved by Council on July 14, 2025.

Apprentice Electrical Tester  
Electrical Tester  
Senior Electrical Tester  
Electrical Craft Helper  
Power Plant Mechanic Helper

As a result of the reviews above, Human Resources recommends establishing one new classification and updating the salary control rate of ten 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 they are supportive of the creation of Water Conservation Manager. The PMA, IBEW, and IUOE bargaining units are supportive of the proposed salary adjustments.

### Water Conservation Manager

**Water Conservation Manager:** Establish a new classification of Water Conservation Manager with a control rate of \$176,130. This classification will be added to the Pasadena Management Association.

### Customer Service Supervisor & Customer Service Field Supervisor

**Customer Service Supervisor:** Establish a new control rate of \$116,809 for the existing classification of Customer Service Supervisor. The existing control rate is \$112,750.

**Customer Service Field Supervisor:** Establish a new control rate of \$116,809 for the existing classification of Customer Service Field Supervisor. The existing control rate is \$112,751.

The Customer Service Supervisor and Customer Service Field Supervisor are represented by the Pasadena Management Association.

### Electronics Technician series

**Apprentice Electronics Technician:** Establish a new control rate of \$64.9354 per hour for the existing classification of Apprentice Electronics Technician. The existing control rate is \$61.5501 per hour.

**Electronics Technician:** Establish a new control rate of \$66.2606 per hour for the existing classification of Electronics Technician. The existing control rate is \$62.8063 per hour.

**Senior Electronics Technician:** Establish a new control rate of \$72.8866 per hour for the existing classification of Senior Electronics Technician. The existing control rate is \$69.0868 per hour.

The Apprentice Electronics Technician, Electronics Technician, and Senior Electronics Technician are represented by the International Brotherhood of Electrical Workers.

### Electrical Tester series

**Apprentice Electrical Tester:** Establish a new control rate of \$69.4844 per hour for the existing classification of Apprentice Electrical Tester. The existing control rate is \$67.2972 per hour.

**Electrical Tester:** Establish a new control rate of \$70.9023 per hour for the existing classification of Electrical Tester. The existing control rate is \$68.6706 per hour.

**Senior Electrical Tester:** Establish a new control rate of \$77.9925 per hour for the existing classification of Senior Electrical Tester. The existing control rate is \$75.5375 per hour.

The Apprentice Electrical Tester, Electrical Tester, and Senior Electrical Tester are represented by the International Brotherhood of Electrical Workers.

Electrical Craft Helper & Power Plant Mechanic Helper

**Electrical Craft Helper:** Establish a new control rate of \$45.1546 per hour for the existing classification of Electrical Craft Helper. The existing control rate is \$43.7332 per hour.

**Power Plant Mechanic Helper:** Establish a new control rate of \$45.1546 per hour for the existing classification of Electrical Craft Helper. The existing control rate is \$43.7332 per hour.

The Electrical Craft Helper is represented by the International Brotherhood of Electrical Workers. The Power Plant Mechanic Helper is represented by the International Union of Operating Engineers.

**COUNCIL POLICY CONSIDERATION:**

Approval of staff's recommendation supports the City Council's strategic goals of maintaining fiscal responsibility and stability by periodically reviewing and updating the classifications and salaries of City employees.

**ENVIRONMENTAL ANALYSIS:**

The proposed action is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.



**FISCAL IMPACT:**

Approval and implementation of the updated salaries will have a fiscal impact of up to \$46,901 in FY 2026 (pro-rated) and up to \$55,429 in FY 2027. Approximately 78% of the costs will impact the Light and Power Fund and the remaining 22% will impact the Water Fund. The costs will be absorbed within the annual operating budget of the Water & Power Department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

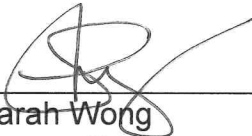
Respectfully Submitted,



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Human Resources Director

Prepared by:



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Human Resources Analyst

Approved by:



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MIGUEL MARQUEZ  
City Manager

Attachments:

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