



Agenda Report

February 10, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

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

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 Six Existing Classifications Represented by PMA, AFSCME, and IBEW.

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 the development of one new classification:

Senior Financial/Rate Analyst

The Senior Financial/Rate Analyst is the advanced journey level class in the Financial/Rate Analyst series. Incumbents will provide advanced professional and

technical administrative assistance in public utility finance, project funding and investments.

The Department of Water and Power requested a compensation review of the Electrical Mechanic series to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

- Apprentice Electrical Mechanic
- Electrical Mechanic
- Lead Electrical Mechanic
- Power Distribution Crew Supervisor – Electrical/Electronic

The Public Works Department requested a compensation review of the Stormwater Program Administrator to ensure continued competitiveness in the marketplace. The following classification was reviewed:

- Stormwater Program Administrator

A provision in the Memorandum of Understanding (MOU) between the City and American Federation of State, County and Municipal Employees (AFSCME) also provides a compensation review for classifications or classification series as outlined in the MOU. The following classification was reviewed:

- Senior Park Safety Specialist

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

Department of Water and Power

Senior Financial/Rate Analyst: Establish a new classification of Senior Financial/Rate Analyst with a control rate of \$132,118. This classification will be added to the Pasadena Management Association.

Senior Park Safety Specialist

Senior Park Safety Specialist: Establish a new control rate of \$42.2776 for the existing classification of Senior Park Safety Specialist. The existing control rate is \$41.3381 per hour.

The Senior Park Safety Specialist is represented by the American Federation of State, County and Municipal Employees.

Electrical Mechanic series

Apprentice Electrical Mechanic: Establish a new control rate of \$64.5873 per hour for the existing classification of Apprentice Electrical Mechanic. The existing control rate is \$57.6510 per hour.

Electrical Mechanic: Establish a new control rate of \$65.9053 per hour for the existing classification of Electrical Mechanic. The existing control rate is \$58.8277 per hour.

Lead Electrical Mechanic: Establish a new control rate of \$72.4959 per hour for the existing classification of Lead Electrical Mechanic. The existing control rate is \$65.0227 per hour.

Power Distribution Crew Supervisor – Electrical/Electronic: Establish a new control rate of \$79.7456 per hour for the existing classification of Power Distribution Crew Supervisor – Electrical/Electronic. The existing control rate is \$74.1484 per hour.

The Apprentice Electrical Mechanic, Electrical Mechanic, Lead Electrical Mechanic, and Power Distribution Crew Supervisor – Electrical/Electronic are represented by the International Brotherhood of Electrical Workers.

Stormwater Program Administrator

Stormwater Program Administrator: Establish a new control rate of \$164,133 for the existing classification of Stormwater Program Administrator. The existing control rate is \$147,776.

The Stormwater Program Administrator 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.

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 \$226,450 in FY 2025 (pro-rated) and up to \$452,899 in FY 2026. Approximately 95% of the costs will impact the Light and Power Fund and the remaining 5% will impact the Safe Clean Water Program 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,



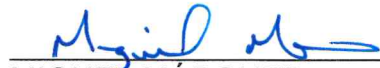
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Human Resources Director

Prepared by:



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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

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