

Agenda Report

June 2, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING TWO NEW CLASSIFICATIONS AND UPDATING THE SALARIES OF TWENTY-FOUR EXISTING CLASSIFICATIONS REPRESENTED BY PMA, IBEW, AFSCME, IUOE, AND NON-REPRESENTED MANAGEMENT

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 two new classifications and updating the salaries of twenty-four existing classifications represented by PMA, IBEW, AFSCME, and IUOE, and Non-Represented Management.

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 City Manager's Office requested the development of two new classifications:

Sustainability Administrator
Senior Communications Coordinator

The Sustainability Administrator will work with staff in all departments to identify and coordinate all City sustainability efforts and environmental programs. Assignments will involve creating and maintaining a dashboard for the City's website that catalogues all programs and efforts. The incumbent will be responsible for the development and management of the City's Climate Action Plan and will implement the plan through other City Departments. A position was authorized for this work by City Council in February 2024 at the Program Coordinator III level, and recruitment efforts have not been successful. It was determined that a specialized job classification and commensurate salary rate is required.

The Senior Communications Coordinator adds an advanced journey level to the Communications job series and is to perform professional and administrative work in planning and coordinating communication operations, to prepare and disseminate materials to the public, news media and work closely with the City officials. This work is currently being performed by Program Coordinator III positions.

The City Manager's Office also requested a compensation review of the Public Information Officer to ensure continued competitiveness in the marketplace. The following classifications were reviewed:

Public Information Officer
Public Information Coordinator

The Department of Water and Power requested compensation reviews of the Utility Services Planning Supervisor, Light Equipment Operator, Electrical Distribution Mechanic series, and Power Plant Supervisor to ensure continued competitiveness in the marketplace and creating standardized differentials. The following classifications were reviewed:

Utility Services Planning Supervisor
Light Equipment Operator
Apprentice Electrical Distribution Mechanic
Electrical Distribution Mechanic
Senior Cable Splicer
Power Troubleshooter
Senior Electrical Distribution Mechanic
Power Distribution Crew Supervisor
Power Plant Supervisor
Power Plant Manager
Power Plant Mechanic
Senior Power Plant Mechanic
Power Plant Operator
Power Plant Control Operator
Power Plant Shift Supervisor
Instrument Mechanic
Senior Instrument Mechanic

Power Plant Instrument Foreman

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:

- Project Manager
- Senior Project Manager
- Capital Projects Manager
- Power Plant Mechanic Crew Supervisor

As a result of the reviews above, Human Resources recommends establishing two new classifications and updating the salary control rate of twenty-four 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 bargaining unit, and they are supportive of the creation of Senior Communications Coordinator and PMA, IUOE, and IBEW are supportive of the proposed salary adjustments.

City Manager's Office

Sustainability Administrator: Establish a new classification of Sustainability Administrator with a control rate of \$164,133. This classification will be added to the Non-Represented Management group.

Senior Communications Coordinator: Establish a new classification of Senior Communications Coordinator with a control rate of \$132,118. This classification will be added to the Pasadena Management Association bargaining unit.

Utility Services Planning Supervisor

Utility Services Planning Supervisor: Establish a new control rate of \$162,398 for the existing classification of Utility Services Planning Supervisor. The existing control rate is \$145,055.

The Utility Services Planning Supervisor is represented by the Pasadena Management Association.

Light Equipment Operator

Light Equipment Operator: Establish a new control rate of \$32.8237 per hour for the existing classification of Light Equipment Operator. The existing control rate is \$32.2592 per hour.

The Light Equipment Operator is represented by the American Federation of State, County and Municipal Employees.

Electrical Distribution Mechanic series

Apprentice Electrical Distribution Mechanic: Establish a new control rate of \$73.9806 per hour for the existing classification of Apprentice Electrical Distribution Mechanic. The existing control rate is \$68.9409 per hour.

Electrical Distribution Mechanic: Establish a new control rate of \$75.4904 per hour for the existing classification of Electrical Distribution Mechanic. The existing control rate is \$70.3480 per hour.

Senior Cable Splicer: Establish a new control rate of \$72.5868 per hour for the existing classification of Senior Cable Splicer. The existing control rate is \$67.6422 per hour.

Power Troubleshooter: Establish a new control rate of \$77.7549 per hour for the existing classification of Power Troubleshooter. The existing control rate is \$72.4582 per hour.

Senior Electrical Distribution Mechanic: Establish a new control rate of \$83.0395 per hour for the existing classification of Senior Electrical Distribution Mechanic. The existing control rate is \$77.3827 per hour.

Power Distribution Crew Supervisor: Establish a new control rate of \$91.3434 per hour for the existing classification of Power Distribution Crew Supervisor. The existing control rate is \$85.1210 per hour.

The Apprentice Electrical Distribution Mechanic, Electrical Distribution Mechanic, Senior Cable Splicer, Power Troubleshooter, Senior Electrical Distribution Mechanic, and Power Distribution Crew Supervisor are represented by the International Brotherhood of Electrical Workers.

Power Plant series

Power Plant Mechanic Crew Supervisor: Establish a new control rate of \$153,510 for the existing classification of Power Plant Mechanic Crew Supervisor. The existing control rate is \$142,906.

Power Plant Supervisor: Establish a new control rate of \$184,214 for the existing classification of Power Plant Supervisor. The existing control rate is \$174,149.

Power Plant Manager: Establish a new control rate of \$211,847 for the existing classification of Power Plant Manager. The existing control rate is \$195,893.

Power Plant Mechanic: Establish a new control rate of \$54.6659 per hour for the existing classification of Power Plant Mechanic. The existing control rate is \$50.0122 per hour.

Senior Power Plant Mechanic: Establish a new control rate of \$61.5005 per hour for the existing classification of Senior Power Plant Mechanic. The existing control rate is \$55.9113 per hour.

Power Plant Operator: Establish a new control rate of \$54.6659 per hour for the existing classification of Power Plant Operator. The existing control rate is \$51.2624 per hour.

Power Plant Control Operator: Establish a new control rate of \$61.5005 per hour for the existing classification of Power Plant Control Operator. The existing control rate is \$56.3887 per hour.

Power Plant Shift Supervisor: Establish a new control rate of \$73.8029 per hour for the existing classification of Power Plant Shift Supervisor. The existing control rate is \$67.2731 per hour.

Instrument Mechanic: Establish a new control rate of \$60.9856 per hour for the existing classification of Instrument Mechanic. The existing control rate is \$58.1338 per hour.

Senior Instrument Mechanic: Establish a new control rate of \$67.0673 per hour for the existing classification of Senior Instrument Mechanic. The existing control rate is \$62.9591 per hour.

Power Plant Instrument Foreman: Establish a new control rate of \$73.8029 per hour for the existing classification of Power Plant Instrument Foreman. The existing control rate is \$69.2550 per hour.

The Power Plant Mechanic Crew Supervisor, Power Plant Supervisor, and Power Plant Manager are represented by the Pasadena Management Association. The Power Plant Mechanic, Senior Power Plant Mechanic, Power Plant Operator, Power Plant Control Operator, and Power Plant Shift Supervisor are represented by the International Union of Operating Engineers. The Instrument Mechanic, Senior Instrument Mechanic, and Senior Instrument Mechanic are represented by the International Brotherhood of Electrical Workers.

Project Manager series

Project Manager: Establish a new control rate of \$148,199 for the existing classification of Project Manager. The existing control rate is \$144,493.

Senior Project Manager: Establish a new control rate of \$162,856 for the existing classification of Senior Project Manager. The existing control rate is \$160,339.

Capital Projects Manager: Establish a new control rate of \$162,856 for the existing classification of Capital Projects Manager. The existing control rate is \$156,673. The Project Manager, Senior Project Manager, and Capital Projects Manager are represented by the Pasadena Management Association.

Communications series

Chief Communications Officer (Changing title from Public Information Officer): Establish a new control rate of \$178,692 for the existing classification of Chief Communications Officer. The existing control rate is \$157,939.

Communications Coordinator (Changing title from Public Information Coordinator): Establish a new control rate of \$97,865 for the existing classification of Communications Coordinator. The existing control rate is \$96,711.

The Chief Communications Officer is a member of the Non-Represented Management group. The Communications Coordinator 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 by periodically reviewing and updating the classifications and salaries of City employees.

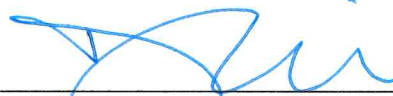
ENVIRONMENTAL ANALYSIS:

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 \$112,703 in FY 2025 (pro-rated) and up to \$1,465,143 in FY 2026. Approximately 93% of the costs will impact the Light and Power Fund, 3% will impact the General Fund, and the remaining 4% will impact other funds. 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 MÁRQUEZ
City Manager

Attachments:

Attachment A – Resolution establishing two new classifications and updating the salaries of twenty-four existing classifications