



Agenda Report

March 24, 2025

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING THREE NEW CLASSIFICATIONS AND UPDATING THE SALARY OF ONE EXISTING CLASSIFICATION REPRESENTED BY PMA 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 three new classifications and updating the salary of one existing classification represented by PMA 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 Public Works Department requested the development of two new classifications:

Deputy Director of Public Works
311 Call Center Supervisor

The Deputy Director of Public Works plans, directs and manages the operations and activities of the assigned areas within the Department of Public Works; coordinates activities with other divisions, departments and outside agencies; acts as an advisor to management staff; and provides complex support to the Director of Public Works.

The 311 Call Center Supervisor is responsible for supervising the day-to-day operations of staff of the City Service Center to ensure excellent customer service to City residents; and performs related duties as assigned.

The City Attorney Department requested the development of one new classification:

Assistant Administrative Analyst (C)

The Assistant Administrative Analyst (C) is the entry level class in the Administrative Analyst (C) series. Incumbents will perform professional administrative, financial, statistical and other management analyses in support of departmental or divisional activities, functions and programs.

The Finance Department requested a compensation review of the Payroll Services Manager to ensure continued competitiveness in the marketplace. The following classification was reviewed:

Payroll Services Manager

As a result of the reviews above, Human Resources recommends establishing three new classifications and updating the salary control rate of one existing classification. 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 311 Call Center Supervisor.

Public Works Department

Deputy Director of Public Works: Establish a new classification of Deputy Director of Public Works with a control rate of \$236,716. This classification will be added to the Non-Represented Management group.

311 Call Center Supervisor: Establish a new classification of 311 Call Center Supervisor with a control rate of \$109,466. This classification will be added to the Pasadena Management Association.

City Attorney Department

Assistant Administrative Analyst (C): Establish a new classification of Assistant Administrative Analyst with a control rate of \$90,821. This classification will be added to the Non-Represented Management group.

Payroll Services Manager

Payroll Services Manager: Establish a new control rate of \$156,057 for the existing classification of Payroll Services Manager. The existing control rate is \$148,596.

The Payroll Services Manager 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 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 \$45,333 in FY 2025 (pro-rated) and up to \$147,334 in FY 2026. Approximately 61% of the costs will impact the Refuse Collection Fund, 32% will impact the Citizen Service Center Fund, the remaining 7% will impact the General 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

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Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachments:

Attachment A – Resolution establishing three new classifications and updating the salary of one existing classification