

Agenda Report

October 6, 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, 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, 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 Department of Human Resources requested the development of one new classification:

Assistant Human Resources Analyst

The Assistant Human Resources Analyst is an entry-level class in the professional Human Resources Analyst series. The classification will perform a variety of entry-level professional, administrative, analytical and coordination duties in support of human resources functions and programs in the areas of recruitment, selection, classification, compensation, job evaluation, organizational development, training, benefits administration, labor relations and employee relations.

The City Manager's Office requested the development of one new classification:

Assistant Safety Program Coordinator

The Assistant Safety Program Coordinator is an entry-level class in the Safety Program series. As part of a training program, this classification assists in or plans, develops, implements, and coordinates a variety of occupational safety and environmental health programs; conducts comprehensive inspections, investigations, and evaluations to ensure a safe working environment and compliance with safety regulations.

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:

Work Experience Supervisor I
Work Experience Supervisor II
Construction Inspector II
Construction Inspection Supervisor
Applications Developer
Senior Applications Developer
IT Supervisor
IT Manager
IT Project Manager
Senior IT Project Manager
Telecommunications & Regulatory Administrator
Network Engineer
Database Administrator
Senior Network Engineer
IT Security Officer
Systems Engineer/Administrator
GIS Administrator
Senior Systems Engineer/Administrator
Assistant Chief Information Officer
Utility Operational Technology Manager

The Planning Department requested a compensation review of the Permit Services Manager to ensure continued competitiveness in the marketplace and to create standardized differentials. The following classification was reviewed:

Permit Services Manager

The Transportation Department requested a compensation review of the Parking Services Supervisor to ensure continued competitiveness in the marketplace and to create standardized differentials. The following classification was reviewed:

Parking Services Supervisor

The Department of Water and Power requested a compensation review of the Power Distribution Crew Supervisor-Electrical and High Voltage Maintenance Mechanic to ensure continued competitiveness in the marketplace and to create standardized differentials. The following classifications were reviewed:

Power Distribution Crew Supervisor-Electrical High Voltage Maintenance Mechanic

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, as well as each department's ability to absorb the increases in the current operating budget appropriations. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a 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. The PMA and IBEW bargaining units are supportive of the proposed salary adjustments.

Assistant Human Resources Analyst

Assistant Human Resources Analyst: Establish a new classification of Assistant Human Resources Analyst with a control rate of \$93,546. This classification will be added to the Non-Represented Management group.

Assistant Safety Program Coordinator

Assistant Safety Program Coordinator: Establish a new classification of Assistant Safety Program Coordinator with a control rate of \$80,536. This classification will be added to the Non-Represented Management group.

Work Experience Supervisor series

Work Experience Supervisor I: Establish a new control rate of \$93,380 for the existing classification of Work Experience Supervisor I. The existing control rate is \$87,183.00.

Work Experience Supervisor II: Establish a new control rate of \$112,035 for the existing classification of Work Experience Supervisor II. The existing control rate is \$100,262.

The Work Experience Supervisor I and Work Experience Supervisor II are represented by the Pasadena Management Association.

Construction Inspector series

Construction Inspector II: Establish a new control rate of \$106,338 for the existing classification of Construction Inspector II. The existing control rate is \$106,276.00.

Construction Inspection Supervisor: Establish a new control rate of \$127,605 for the existing classification of Construction Inspection Supervisor. The existing control rate is \$126,392.

The Construction Inspector II and Construction Inspection Supervisor are represented by the Pasadena Management Association.

Information Technology series

Applications Developer: Establish a new control rate of \$140,471 for the existing classification of Applications Developer. The existing control rate is \$139,689.

Senior Applications Developer: Establish a new control rate of \$158,036 for the existing classification of Senior Applications Developer. The existing control rate is \$155,318.

IT Supervisor: Establish a new control rate of \$173,835 for the existing classification of IT Supervisor. The existing control rate is \$164,679.

IT Manager: Establish a new control rate of \$199,910 for the existing classification of IT Manager. The existing control rate is \$190,715.

IT Project Manager: Establish a new control rate of \$140,471 for the existing classification of IT Project Manager. The existing control rate is \$139,689.

Senior IT Project Manager: Establish a new control rate of \$158,036 for the existing classification of Senior IT Project Manager. The existing control rate is \$155,318.

Telecommunications & Regulatory Administrator: Establish a new control rate of \$173,835 for the existing classification of Telecommunications & Regulatory Administrator. The existing control rate is \$164,679.

Network Engineer: Establish a new control rate of \$140,471 for the existing classification of Network Engineer. The existing control rate is \$139,689.

Database Administrator: Establish a new control rate of \$158,036 for the existing classification of Database Administrator. The existing control rate is \$155,318.

Senior Network Engineer: Establish a new control rate of \$173,835 for the existing classification of Senior Network Engineer. The existing control rate is \$164,679.

IT Security Officer: Establish a new control rate of \$199,910 for the existing classification of IT Security Officer. The existing control rate is \$190,715.

Systems Engineer/Administrator: Establish a new control rate of \$140,471 for the existing classification of System Engineer/Administrator. The existing control rate is \$139,689.

GIS Administrator: Establish a new control rate of \$158,036 for the existing classification of GIS Administrator. The existing control rate is \$155,318.

Senior Systems Engineer/Administrator: Establish a new control rate of \$173,835 for the existing classification of Senior Systems Engineer/Administrator. The existing control rate is \$164,679.

Assistant Chief Information Officer: Establish a new control rate of \$229,902 for the existing classification of Assistant Chief Information Officer. The existing control rate is \$221,999.

Utility Operational Technology Manager: Establish a new control rate of \$229,902 for the existing classification of Utility Operational Technology Manager. The existing control rate is \$221,999.

The Applications Developer, Senior Applications Developer, IT Supervisor, IT Manager, IT Project Manager, Senior IT Project Manager, Telecommunications & Regulatory Administrator, Network Engineer, Database Administrator, Senior Network Engineer, IT Security Officer, Systems Engineer/Administrator, GIS Administrator, Senior Systems Engineer/Administrator are represented by the Pasadena Management Association. Assistant Chief Information Officer and Utility Operational Technology Manager are in the Non-Represented Management group.

Permit Services Manager

Permit Services Manager: Establish a new control rate of \$153,963 for the existing classification of Permit Services Manager. The existing control rate is \$146,159.

The Permit Services Manager is represented by the Pasadena Management Association.

Parking Services Supervisor

Parking Services Supervisor: Establish a new control rate of \$95,492 for the existing classification of Parking Services Supervisor. The existing control rate is \$83,196.

The Parking Services Supervisor is represented by the Pasadena Management Association.

Power Distribution Crew Supervisor-Electrical

Power Distribution Crew Supervisor-Electrical: Establish a new control rate of \$85.7918 per hour for the existing classification of Power Distribution Crew Supervisor-Electrical. The existing control rate is \$82.3373 per hour.

The Power Distribution Crew Supervisor-Electrical is represented by the International Brotherhood of Electrical Workers.

High Voltage Maintenance Mechanic

High Voltage Maintenance Mechanic: Establish a new control rate of \$72.5059 per hour for the existing classification of High Voltage Maintenance Mechanic. The existing control rate is \$69.8342 per hour.

The High Voltage Maintenance Mechanic is represented by the International Brotherhood of Electrical Workers.

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.

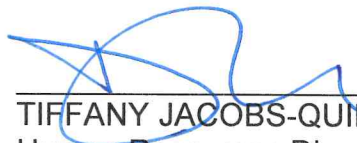
ENVIRONMENTAL ANALYSIS:

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 \$346,549 in FY 2026 (pro-rated) and up to \$500,571 in FY 2027. Approximately 42% of the costs will impact the Light and Power Fund and the remaining 58% will impact the other funds (Computing and Communications Fund 41%, General Fund 11%, and Building Services Fund 6%). 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,



TIFFANY JACOBS-QUINN
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