

Agenda Report

February 9, 2026

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: **ADOPT A RESOLUTION ESTABLISHING THREE NEW CLASSIFICATIONS AND UPDATING THE SALARIES OF ELEVEN EXISTING CLASSIFICATIONS REPRESENTED BY PMA, AFSCME, 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 Public Resources Code ("PRC") Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b); and
2. Adopt a Resolution establishing three new classifications and updating the salaries of eleven existing classifications represented by PMA, AFSCME, 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 Water & Power requested the development of one new classification:

Water Resources and Planning Manager

The Water Resources and Planning Manager ensures short- and long-term availability of water for PWP through water resources management programs, developing water demand and supply forecasts and water use efficiency conversation programs. The position represents the City in regional groundwater recovery, storage and reclamation programs. This classification is responsible for the development and maintenance of the Urban Water Management Plan and other strategic plans, oversees imported water purchase from Metropolitan Water District and groundwater storage agreements with Raymond Basin partners, and participates in the adjudication of water rights with neighboring agencies and Los Angeles County.

The Department of Planning requested the development of two new classifications:

Plans Examiner II
Building Inspector II

The Plans Examiner II is a mid-journey level class in the Plans Examiner class series. This classification performs residential (including multi-family) and mixed-use commercial plan checking, which involves independent application of building codes and review of standard to moderately complex projects without supervisory responsibility.

The Building Inspector II is a mid-journey level class in the Building Inspector series. This classification checks building plans and visit construction sites for homes, apartments, and commercial buildings to make sure work is done according to approved plans and follows all building, safety, and zoning rules. This classification performs investigations of violations, prepares reports of findings and makes appropriate recommendations.

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:

Executive Assistant
Senior Executive Assistant

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

Water Operations Manager

As a result of the reviews above, Human Resources recommends establishing three new classifications and updating the salary control rate of eleven 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. Staff has conferred with the PMA, and they are supportive of the creation of Plans Examiner II. The PMA bargaining unit is supportive of the proposed salary adjustments.

Water Resources and Planning Manager

Water Resources and Planning Manager: Establish a new classification of Water Resources and Planning Manager with a control rate of \$219,656. This classification will be added to the Non-Represented Management group.

Plans Examiner II

Plans Examiner II: Establish a new classification of Plans Examiner II with a control rate of \$133,194. This classification will be added to the Pasadena Management Association.

Building Inspector II

Building Inspector II: Establish a new classification of Building Inspector II with a control rate of \$50.8616 per hour. This classification will be added to the American Federation of State, County and Municipal Employees.

Executive Assistant series

Executive Assistant: Establish a new control rate of \$97,344 for the existing classification of Executive Assistant. The existing control rate is \$84,773.

Senior Executive Assistant: Establish a new control rate of \$109,512 for the existing classification of Senior Executive Assistant. The existing control rate is \$98,343.

The Executive Assistant and Senior Executive Assistant are represented by the Pasadena Management Association.

Executive Assistant (C) series

Executive Assistant (C): Establish a new control rate of \$97,344 for the existing classification of Executive Assistant (C). The existing control rate is \$84,568.

Senior Executive Assistant (C): Establish a new control rate of \$109,512 for the existing classification of Senior Executive Assistant (C). The existing control rate is \$102,654.

Executive Assistant to the Mayor/City Council: Establish a new control rate of \$117,178 for the existing classification of Executive Assistant to the Mayor/City Council. The existing control rate is \$109,839.

The Executive Assistant (C), Senior Executive Assistant (C), and Executive Assistant to the Mayor/City are represented by the Non-Represented Management group.

Water Operations Manager

Water Operations Manager: Establish a new control rate of \$219,656 for the existing classification of Water Operations Manager. The existing control rate is \$208,805.

The Water Operations Manager is represented by the Pasadena Management Association.

Plans Examiner series

Plans Examiner III (Changing title from Senior Plans Examiner): Establish a new control rate of \$143,184 for the existing classification of Plans Examiner III. The existing control rate is \$142,487.

Plans Examiner III (PE) (Changing title from Senior Plans Examiner (PE)): Establish a new control rate of \$164,661 for the existing classification of Plans Examiner III-PE. The existing control rate is \$163,861.

Principal Plans Examiner: Establish a new control rate of \$181,128 for the existing classification of Principal Plans Examiner. The existing control rate is \$180,246

The Plans Examiner III, Plans Examiner III (PE), and Principal Plans Examiner are represented by the Pasadena Management Association.

Building Inspector series

Building Inspector III (Changing title from Senior Building Inspector): Establish a new control rate of \$54.6762 per hour for the existing classification of Building Inspector III. The existing control rate is \$54.4098 per hour.

Building Inspection Supervisor: Establish a new control rate of \$130,785 for the existing classification of Building Inspection Supervisor. The existing control rate is \$129,834.

The Building Inspector III is represented by the American Federation of State, County and Municipal Employees. The Building Inspection Supervisor 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.

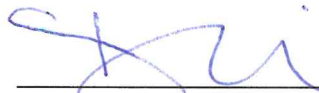
ENVIRONMENTAL ANALYSIS:

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:

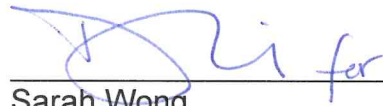
Approval and implementation of the updated salaries will have a fiscal impact of up to \$95,031 in FY 2026 (pro-rated) and up to \$274,535 in FY 2027. Approximately 69% of the costs will impact the General Fund and the remaining 31% will impact the other funds (Health Fund 6%, Library Services Fund 6%, Water Fund 6%, Computing and Communication Fund 6%, Rent Stabilization Fund 6%, and Building Services Fund 1%). 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