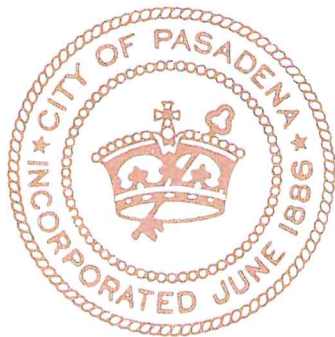




Agenda Report

July 20, 2026

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING TWO NEW CLASSIFICATIONS AND UPDATING THE SALARY OF FIVE 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 two new classifications and updating the salary of five 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 two new classifications:

Cross Connection Specialist
Senior Cross Connection Specialist

The Cross Connection Specialist is responsible for performing a range of skilled technical duties involved in ensuring that hazardous substances are kept out of the City's potable water supply through implementation of sound cross connection control policies and procedures and enforcement of the provisions of state law and regulations.

The Senior Cross Connection Specialist is responsible for performing a range of program management and skilled technical duties involved in ensuring that hazardous substances are kept out of the City's potable water supply through implementation of sound cross connection control policies and procedures and enforcement of the provisions of state law and regulations. Incumbents are responsible for program management and planning, developing, tracking, reporting, and coordinating the Cross Connection Program including implementing and enforcing state and federal laws, regulations, legislation and court decisions.

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:

IT Project Manager
Deputy City Clerk
Assistant City Clerk
Senior Assistant City Clerk

The Department of Finance requested a compensation review of the Business Tax Inspector to ensure continued competitiveness in the marketplace and to create standardized differentials. The following classification was reviewed:

Business Tax Inspector

As a result of the reviews above, Human Resources recommends establishing two new classifications and updating the salary control rate of five 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 AFSCME bargaining unit are supportive of the proposed salary adjustments.

Cross Connection Specialist

Cross Connection Specialist: Establish a new classification of Cross Connection Specialist with a control rate of \$53.4831 per hour.

Senior Cross Connection Specialist: Establish a new classification of Senior Cross Connection Specialist with a control rate of \$61.5054 per hour.

Cross Connection Specialist and Senior Cross Connection Specialist will be added to the Non-Represented Non-Management group.

IT Project Manager

IT Project Manager: Establish a new control rate of \$150,107 for the existing classification of IT Project Manager. The existing control rate is \$144,333.

The IT Project Manager is represented by the Pasadena Management Association.

Assistant City Clerk

Deputy City Clerk: Establish a new control rate of \$101,722 for the existing classification of Deputy City Clerk. The existing control rate is \$87,107.

Assistant City Clerk: Establish a new control rate of \$122,063 for the existing classification of Assistant City Clerk. The existing control rate is \$114,472.

Senior Assistant City Clerk: Establish a new control rate of \$146,474 for the existing classification of Senior Assistant City Clerk. The existing control rate is \$145,382.

The Deputy City Clerk and Assistant City Clerk are represented by the Pasadena Management Association. The Senior Assistant City Clerk is in the Non-Represented Management group.

Business Tax Inspector

Business Tax Inspector: Establish a new control rate of \$41.6208 per hour for the existing classification of Business Tax Inspector. The existing control rate is \$35.0757 per hour.

The Business Tax Inspector is represented by the American Federation of State, County and Municipal Employees.

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 not a "project" subject to the California Public Resources Code ("PRC") Section 21065 and within the meaning of California Environmental Quality Act ("CEQA") Guidelines Section 15378(b). The proposed action constitutes a continuing administrative or organizational activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT:

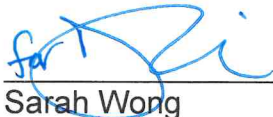
Approval and implementation of the updated salaries will have a fiscal impact of up to \$68,211 in FY 2027 (pro-rated) and up to \$70,939 in FY 2028. Approximately 95% of the costs will impact the General Fund and the remaining 5% will impact the Computing and Communication Fund. The costs will be absorbed 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:



Sarah Wong
Human Resources Analyst

Approved by:



MATTHEW HAWKESWORTH
Interim City Manager