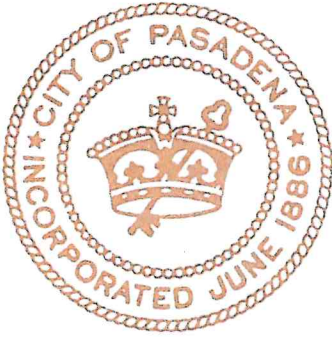




Agenda Report

October 27, 2026

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING TWO 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 Public Resources Code 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 one existing classifications 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.

Performance Auditor – New Classification

Requested by the City Manager's Office, the Performance Auditor performs professional internal auditing, analytical, and business intelligence work to support effective governance, risk management, and internal controls across City operations. The position executes all phases of audit including planning, risk assessment, fieldwork,

testing, analysis, and reporting—using established internal audit standards and methodologies. The role evaluates operational efficiency, compliance with policies and regulations, financial controls, risks, fraud indicators, and the effectiveness of internal controls. The position also develops data driven insights that strengthen decision-making, enhance audit coverage, support continuous auditing, and improve transparency and accountability. This classification adds an entry-level professional job in the Auditor series. Work at this level is currently being outsourced to consultants, so establishing this classification allows staff the option of in-sourcing this work in the future to enhance oversight and quality control. The title “Performance Auditor” reflects industry standard terminology and will be applied to the entire series (i.e., Senior Performance Auditor, Performance Audit Manager).

Staff recommends establishing a new classification of Performance Auditor with a control rate of \$122,790 that will be added to the Non-Represented Management group.

Principal Applications Developer – New Classification

Requested by the Department of Information Technology, this position will be the highest-level classification in the Applications Developer series. The Principal Applications Developer is distinguished from the Senior Applications Developer by its broader scope of responsibility, strategic influence, and leadership in enterprise-wide initiatives. This classification will be recognized as a subject matter expert and will be responsible for architecting complex systems, mentoring technical staff, and collaborating with executive stakeholders to shape technology direction. This classification requires advanced technical proficiency, strong project management skills, and the ability to translate business needs into scalable technical solutions. This new classification allows the Department of Information Technology to address future organizational needs and vacancies, but no positions will be immediately reclassified as a result of this action.

Staff recommends establishing a new classification of Principal Applications Developer with a control rate of \$178,615 that will be added to the Pasadena Management Association.

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:

Code Compliance Manager – Existing Classification

The Planning and Community Development Department also had requested a review of this job classification, including the functions related to Building Inspection. Staff recommends establishing a new control rate of \$169,208 for the existing classification of Code Compliance Manager. The existing control rate is \$157,315. This classification’s title will be updated to Code Compliance/Building Inspection Manager

with an updated job description. The Code Compliance Manager is represented by the Pasadena Management Association.

As a result of all the reviews above, Human Resources recommends establishing two 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, 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 at this time. The PMA bargaining unit is supportive of the proposed classifications and proposed salary adjustments.

Summary of all recommended changes:

	Classification	Control Rate	Labor Group
New	Performance Auditor	\$122,790	Non-Represented Management
New	Principal Applications Developer	\$178,615	PMA
Revise	Code Compliance Manager	\$169,208	PMA

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 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 salary for Code Compliance Manager will have a fiscal impact of up to \$23,151 in FY 2027 (pro-rated) and up to \$33,441 in FY 2028. Approximately 50% of the costs will impact the General Fund and the remaining 50% will impact the Building Services Fund. The costs will be absorbed within the annual operating budget of the Planning and Community Services Department. However, staff will monitor personnel expenses and request additional appropriations during the fiscal year if necessary.

Respectfully submitted,



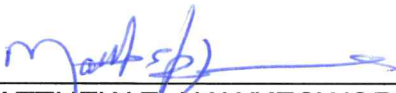
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