

Agenda Report

October 19, 1998

TO: City Council
FROM: City Manager
RE: Addendum to Memorandum of Understanding with the Pasadena Management Association

RECOMMENDATION:

It is recommended that the City Council adopt an Addendum to the Memorandum of Understanding with the Pasadena Management Association (PMA) to adjust the control rates of two existing classifications, Housing Administrator and Development Operations Administrator, effective October 12, 1998.

BACKGROUND:

Housing Administrator - In August 1998, the consulting firm of David Griffith and Associates was retained by the City to conduct a salary survey on the classification Housing Administrator as a result of a request by the Housing and Development Department who indicated that the salary was below market. The Housing Administrator position is a division head position primarily responsible for the oversight of the Section 8 rental assistance program; housing rehabilitation and production; and administration of Community Development Block Grant Funds. The consultant's review of the market indicated that comparable positions exist in seven of the cities with whom Pasadena has designated as labor market comparison cities. The seven cities where comparable comparison information was found are: Santa Ana; Burbank; Santa Monica; Oxnard; Anaheim; Glendale and Riverside. It was determined that the salary level for the Pasadena Housing Administrator is 4.11% below the local labor market (i.e. the median salary of the seven cities). It is therefore recommended that the control rate for Housing Administrator be increased by 4.11% from the current \$81,477 to a new control rate of \$84,825 per year.


Development Operations Administrator - The Development Operations Administrator, also a division head in the Housing and Development Department, is at the same top management level as the Housing Administrator. This position is responsible for all

programs and activities of the administrative, real estate, and design development sections, and special projects including Old Town, Playhouse, Civic Center Mid-Town, and South Lake projects. Historically, the control rate for the Development Operations Administrator has been identical to the Housing Administrator because the management level and scope of responsibility are very similar. Therefore, to maintain the internal equity of control rates in the department, it is recommended that the Development Operations Administrator also receive a control rate increase of 4.11%, from the current \$81,477 to \$84,825 per year.

FISCAL IMPACT

Sufficient funding is available to meet the recommended salary increases through fund balance. The positions are funded with revenues from the following funds: Pasadena Community Development Commission, the Rental Assistance, and the Community Development Block Grant.

Respectfully submitted,



CYNTHIA J. KURTZ
City Manager

Prepared By:



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