



CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

AGENDA ITEM

Report: Classification and Compensation Alignment

1. Motion to Increase the Citywide Authorized Salaried Position Count.
2. Resolution Providing for the Establishment of Classification Titles and Compensation for Employees of the City of Glendale Covered by the Glendale Management Association Memorandum of Understanding, Including Employee Relations Exempt Classifications.
3. Resolution Providing for the Establishment of Classification Titles and Compensation for Employees of the City of Glendale Covered by the Glendale City Employees' Association Memorandum of Understanding, Including Confidential and Hourly Classifications.
4. Resolution Providing for the Establishment of Classification Titles and Compensation for Employees of the City of Glendale Represented by the International Brotherhood of Electrical Workers, Local 18.

COUNCIL ACTION

Item Type: Action Item

Approved for January 14, 2025 **calendar**

EXECUTIVE SUMMARY

As part of the City's commitment to maintaining an efficient and equitable workforce, departments regularly assess their organizational structures. These evaluations sometimes result in recommendations to adjust job classifications, titles, and compensation to address inequities, align with market trends, and tackle recruitment and retention challenges. This year, we are proposing adjustments to just 2.2% of the City's 862 job classifications – a focused and strategic approach aimed at maintaining a balanced and competitive workforce. Amendments to the Classification and Compensation Resolutions are required to implement these updates.

For the Fiscal Year 2024-25, the Human Resources Department, in collaboration with the City Manager's Office, has conducted a comprehensive review of proposed changes that include:

- Adjustments to 19 classifications, 9 of which are currently vacant.
- The establishment of 19 new classification titles to address evolving workforce

needs.

- Deleting 6% of job classifications which are obsolete and unfilled to streamline operations.

The proposed adjustments are detailed in the attached Resolutions and are guided by the following principles:

- **Commitment to Fiscal Discipline:** All proposed changes are budget-neutral this fiscal year, with costs absorbed within the approved FY 2024-25 budgets.
- **Focus on Strategic Growth:** These revisions address critical workforce and operational needs, enhancing efficiency, readiness, and service delivery to the community.
- **Collaboration and Transparency:** The recommendations align with the City's long-term strategic goals and reflect a thorough review to ensure alignment with Council priorities.

These changes aim to bring classifications into alignment with labor market counterparts, maintain internal equity, and strengthen the City's ability to attract, retain, and develop talent. The proposed updates are an integral step in ensuring the City's workforce remains prepared and well-positioned to serve the community effectively.

RECOMMENDATION

That the City Council approve the attached Motion to increase to the authorized salaried position count, as well as the Resolutions for the establishment of classification titles and compensation for the titles.

ANALYSIS

In collaboration with our employee associations, the Human Resources Department met and conferred with the bargaining groups to agree on the survey cities used for compensation alignment. The agreed-upon cities include Anaheim, Burbank, Garden Grove, Huntington Beach, Inglewood, Long Beach, Pasadena, Santa Ana, Santa Monica, and Torrance. Using this list, HR conducted a comprehensive classification and compensation analysis to measure Glendale's compensation against these cities and identified areas where alignment with the average was needed. Before finalizing the City Manager's decisions, HR informed the bargaining groups of the proposed adjustments, including those which Department Heads asked but were not approved, and all impacted groups expressed agreement with the decisions.

The proposed classification adjustments are outlined in the attached Resolutions, with a summary of the changes and corresponding page numbers provided.

City Attorney's Office

Principal Assistant City Attorney – adjust by 6.26% (\$1,130.56) for a top monthly salary step of \$19,190.25.

Legal Executive Secretary - adjust by 3.59% (\$272.03) for a top monthly salary step of \$7,858.72.

City Treasurer's Office

Treasury Services Technician II – adjust by 11.30% (\$608.40) for a top monthly salary step of \$5,991.85.

Treasury & Investment Services Operations Specialist – Adjust by 3.90% (\$304.12) for a top monthly salary step of \$8,098.09.

Community Development Department

Senior Housing Advisor – adjust by 5.02% (\$408.58) for a top monthly salary step of \$8,554.27.

Housing Analyst – adjust by 8.85% (\$695.55) for a top monthly salary step of \$8,554.27.

Principal Housing Advisor – adjust by 8.14% (\$708.25) for a top monthly salary step of \$9,409.70.

Housing Coordinator – adjust by 8.13% (\$707.70) for a top monthly salary step of \$9,409.70.

Senior Housing Analyst - adjust by 8.13% (\$707.70) for a top monthly salary step of \$9,409.70.

Fire Department

New Classification

Currently, entry-level employees are hired at the level of Fire Communications Operator, serving a one-year probation. It is proposed that the **Fire Communications Operator Trainee** be established as an unclassified position to provide the Department with flexibility during the examination process.

Starting new hires in the classification of Fire Communications Operator Trainee allows them to work under close supervision in a stressful, fast-paced environment before they become Fire Communications Operators. It will provide them with additional training and support and afford them a better chance of being successful. Once the Fire Communications Operator Trainee completes the one-year unclassified probation during training, the individual will be promoted to Fire Communications Operator and serve an additional one-year probation in a classified status.

Based upon the duties of the position, the Fire Department proposes the creation of the Fire Communications Trainee position, with a suggested top salary step of \$7,707.87.

The Fire Department is also requesting the addition of one Emergency Services Coordinator position which will increase the full-time authorized salaried position count. The Fire Department intends to transition the current Fire Captain who performs several Emergency Services Coordinator functions to a civilian position to allow for continuity of operations without the disruption of frequent leadership rotations of sworn Fire personnel.

A civilian Emergency Service Coordinator brings specialized knowledge and experience in emergency management, ensuring a focused approach to preparedness, response, and recovery. This expertise benefits the City during emergencies by creating a more effective and coordinated response, which enhances resilience Citywide. The costs associated with the addition of this position will be absorbed in the Fire Department's current FY 2024-25 budget.

Glendale Water & Power

Electrical Field Services Supervisor – adjust by 6.00% (\$847.44) for a top monthly salary step of \$14,971.45.

Electrical Superintendent – adjust by 2.64% (\$404.23) for a top monthly salary step of \$15,720.02.

Power Engineering Manager – adjust by 14.40 % (\$2,148.98) for a top monthly salary step of \$17,076.07.

New Classifications

The Glendale Water & Power (GWP) Department is proposing to add the classification of **Electrical Mechanic Supervisor I**. This classification will be responsible for providing leadership and supervision to a group of Electrical Mechanic Assistants. Both GWP Management and IBEW recognize the need for a dedicated crew supervisor to ensure efficient operations and high standards of work. This role is essential for maintaining the safety, productivity, and quality of electrical services. The suggested top salary step for this classification is \$9,677.04.

The introduction of the **Utility Environmental Program Specialist** classification will address the growing need for specialized knowledge in environmental programs within our utility operations. This new classification reflects the increasing complexity of regulatory compliance and environmental sustainability initiatives. The suggested top salary step for this classification is \$8,728.37.

The establishment of the **Utility Environmental Program Supervisor** classification will formalize the supervisory responsibilities required to oversee GWP's environmental programs effectively. This role will enable better coordination and management of environmental compliance and sustainability projects, enhancing our operational efficiency. The suggested top salary step for this classification is \$12,422.72.

Human Resources Department

Safety Administrator – adjust by 16.79% (\$1,735.99) for a top monthly salary step of \$12,073.85.

Assistant Director of Human Resources – adjust by 7.51% (\$1,252.75) for a top monthly salary step of \$17,942.39.

New Classification

Human Resources Manager – this classification will replace the existing Human Resources Administrator as it more appropriately represents the functions associated with the position. The suggested top salary step for this classification is \$13,020.72, which

is the same salary as the Human Resources Administrator.

Information Technology Department

The IT Department is requesting the creation of a Cybersecurity job series and the expansion of the existing Network Engineer job series. Regarding the Cybersecurity series, currently information security responsibilities are spread across the System and Network Engineer job series. This approach can lead to inconsistencies, gaps in security coverage, and a lack of focused expertise. Establishing a dedicated Information Cybersecurity Engineer series, ranging from levels I through III, will address these challenges and significantly enhance our security posture. This dedicated structure allows for specialized skill development and promotes a culture of security awareness. The suggested top salary steps are as follows:

Cybersecurity Engineer I - \$9,698.19
Cybersecurity Engineer II - \$12,005.75
Cybersecurity Engineer III - \$14,089.00

For the Network Engineer series, creation of the Network Engineer I and III classifications offers several key advantages. First, it establishes a clear career path within the organization, allowing for entry-level talent (Network Engineer I) to develop skills and gain experience. Second, it provides a promotional opportunity for existing Network Engineer II staff to advance to a Network Engineer III role with increased responsibilities and leadership potential. This tiered structure fosters employee growth, improves retention, and ensures a pipeline of skilled network professionals to meet the organization's evolving needs.

The suggested top salary steps are as follows:

Network Engineer I - \$9,698.19
Network Engineer III - \$14,089.00

Lastly, the IT Department is requesting a salary grade adjustment for the Assistant Chief Information Officer position. Recruitment and retention in the Information Technology sector remain significant challenges, particularly for municipalities competing in a dynamic and competitive labor market. The proposed adjustment reflects the Assistant Chief Information Officer's span of control, the complexity of their job responsibilities, and prevailing market conditions. It's also a proactive measure to retain top talent and ensuring organizational stability. The request is to adjust the salary of the Assistant Chief Information Officer by 8.38% (\$1,466.92) for a top monthly salary step of \$18,982.36.

Management Services Department

New Classification

The existing Graphics Illustrator classification no longer aligns with the current demands and evolving scope of work in visual communication and design. Over the years, graphic design has transformed significantly with advancements in technology, software, and communication platforms. A modern **Graphics Designer** job classification better reflects the professional standards, responsibilities, and skills required for the position today.

The proposed Graphic Designer role will encompass a broader range of tasks, including digital media design, social media content creation, and interactive presentations, in addition to traditional print design. By adding the Graphic Designer classification, the City can attract top-tier talent and effectively communicate our mission and services to the community through modern, impactful design. The suggested top salary step for this classification is \$7,568.00.

Police Department

Police Records Administrator – adjust by 12.29% (\$1,461.29) for a top monthly salary step of \$13,356.00 due to the addition of the Property Bureau to the scope of responsibilities.

Police Communications Administrator – adjust by 31.85% (\$3,226.31) for a top monthly salary step of \$13,356.00.

New Classifications

The Real Time Intelligence Center (R.T.I.C.) leverages emerging technologies to provide real-time, actionable intelligence to first responders. The R.T.I.C. integrates several cutting-edge technologies, including live-stream footage from various public cameras across Glendale, into a single, user-friendly system. The system uses robust analytical software to digest large amounts of information. That analysis generates actionable, real-time intelligence that investigators and patrol officers, supervisors, and managers can then use to deliver a safer and more efficient response to the community. The proposed classifications of **Real Time Intelligence Center Operator**, **Real Time Intelligence Center Specialist** and **Real Time Intelligence Center Supervisor** are intended to support the operations of the R.T.I.C. dedicated to delivering real-time intelligence to patrol officers.

The suggested top salary steps are as follows:

Real Time Intelligence Center Operator - \$7,793.00

Real Time Intelligence Center Specialist - \$8,374.00

Real Time Intelligence Center Supervisor - \$8,969.00

Moreover, in June 2024, the City Council sanctioned the creation of the new Police Parking Operations Administrator. The title should have been listed as Parking and Police Services Administrator, but it was overlooked. The revised title is included in the applicable Resolution.

Public Works Department

Assistant Public Works Director/City Engineer - adjust by 3.93% (\$746.01) for a top monthly salary step of \$19,728.37.

New Classifications

The Public Works Department has been assessing current job classifications of its positions in the Traffic Maintenance and Parking Meter operations and has found that the existing class specifications are antiquated and out of alignment when compared with the actual job functions employees in those positions are now performing. Employees who

currently occupy the obsolete classifications will transition to the new titles after which the obsolete classifications will be eliminated.

The Department is seeking to create the classifications of **Parking Meter Technician** and **Senior Parking Meter Technician**. The classification of Parking Meter Technician will replace the current classification of Parking Meter Collector/Repairer. The new classification of Senior Parking Meter Technician will create opportunities for better succession planning within the Public Works Maintenance Services Division, bridges a salary disparity (24.6%) between the Parking Services Supervisor position and that crew supervisor's direct reports, and serves as a deterrence for attrition to other departments or outside agencies.

The proposed salary for the classification of Parking Meter Technician is \$6,233.55, which is the same as the classification it is replacing. The proposed salary for the new classification of Senior Parking Meter Technician is \$6,622.90.

The Department is also seeking to create the classifications of **Traffic Maintenance Technician** and **Senior Traffic Maintenance Technician**, which will result in title changes for the existing classifications of Traffic Painter and Senior Traffic Painter. The operational needs and technology for the Traffic Section have evolved extensively over the past two decades. The crew size for this operation has become smaller, but much more versatile and fluid over the years, and now utilizes a cache of computer based and new equipment technologies to perform the core duties and job functions of these operations. The proposed salaries for these classifications are \$6,052.84 and \$6,431.32 respectively, which are the same as the classifications they are replacing.

Additionally, the Department is seeking to create the new classification of **Assistant Fleet Compliance Manager**. The Fleet Services Division has, over the past four years, focused on the consolidation and designation of compliance responsibilities. Regulatory compliance for municipal fleets and fueling facilities has become increasingly complex in California and the designation of a compliance operation in this division positions the city well to handle current and future regulations. In 2023, the classification of Fleet Compliance Manager was created. The proposed classification of Assistant Fleet Compliance Manager will create a better succession planning structure for this operation and will provide the support and redundancy needed to ensure responsible operation of the City's fleet. The suggested top salary step for this classification is \$7,595.04.

SUMMARY

The above actions are brought forth in the form of amended Classification and Compensation resolutions, which are set forth in this report individually by employee group, as follows:

- GCEA/Hourly/Confidential Classifications
- GMA and GMA Employee Relations Exempt Classifications
- IBEW, Local 18 Classifications

The Resolutions also contain the new job classifications (identified by underlining), as well as the obsolete classifications proposed for elimination (identified by strikeout).

Proposed Adjustments

Classification	Resolution	Resolution Page #
Assistant Chief Information Officer	GMA and GMA Employee Relations Exempt Classifications	10
Assistant Director of Human Resources	GMA and GMA Employee Relations Exempt Classifications	10
Assistant Public Works Director/City Engineer	GMA and GMA Employee Relations Exempt Classifications	10
Electrical Field Services Supervisor	GMA and GMA Employee Relations Exempt Classifications	12
Electrical Superintendent	GMA and GMA Employee Relations Exempt Classifications	12
Housing Analyst	GMA and GMA Employee Relations Exempt Classifications	7
Housing Coordinator	GMA and GMA Employee Relations Exempt Classifications	7
Legal Executive Secretary	GCEA/Hourly/Confidential Classifications	6
Police Communications Administrator	GMA and GMA Employee Relations Exempt Classifications	13
Police Records Administrator	GMA and GMA Employee Relations Exempt Classifications	13
Power Engineering Manager	GMA and GMA Employee Relations Exempt Classifications	13
Principal Assistant City Attorney	GMA and GMA Employee Relations Exempt Classifications	14
Principal Housing Advisor	GMA and GMA Employee Relations Exempt Classifications	14
Safety Administrator	GMA and GMA Employee Relations Exempt Classifications	14
Senior Housing Advisor	GMA and GMA Employee Relations Exempt Classifications	9
Senior Housing Analyst	GMA and GMA Employee Relations Exempt Classifications	9
Treasury & Investment Services Operations Specialist	GCEA/Hourly/Confidential Classifications	10
Treasury Services Technician II	GCEA/Hourly/Confidential Classifications	10

New Classifications

Classification	Resolution	Resolution Page #
Assistant Fleet Compliance Manager	GCEA/Hourly/Confidential Classifications	3
Cybersecurity Engineer I	GMA and GMA Employee Relations Exempt Classifications	7
Cybersecurity Engineer II	GMA and GMA Employee Relations Exempt Classifications	7
Cybersecurity Engineer III	GMA and GMA Employee Relations Exempt Classifications	7
Electrical Mechanic Supervisor I	IBEW, Local 18 Classifications	2
Fire Communications Operator Trainee	GCEA/Hourly/Confidential Classifications	5
Graphics Designer	GCEA/Hourly/Confidential Classifications	5
Human Resources Manager	GMA and GMA Employee Relations Exempt Classifications	12
Network Engineer I	GMA and GMA Employee Relations Exempt Classifications	8
Network Engineer III	GMA and GMA Employee Relations Exempt Classifications	8
Parking Meter Technician	GCEA/Hourly/Confidential Classifications	7
Real Time Intelligence Center Operator	GCEA/Hourly/Confidential Classifications	8
Real Time Intelligence Center Specialist	GCEA/Hourly/Confidential Classifications	8
Real Time Intelligence Center Supervisor	GCEA/Hourly/Confidential Classifications	8
Senior Parking Meter Technician	GCEA/Hourly/Confidential Classifications	9
Senior Traffic Maintenance Technician	GCEA/Hourly/Confidential Classifications	9
Traffic Maintenance Technician	GCEA/Hourly/Confidential Classifications	10
Utility Environmental Program Specialist	GCEA/Hourly/Confidential Classifications	10
Utility Environmental Program Supervisor	GMA and GMA Employee Relations Exempt Classifications	6

Obsolete Classifications to Delete

Classification	Classification
Accountant III	Literacy Services Coordinator
Asst GM Utility/Finance/Risk	Machinist
Business Account Rep	Mech Maint & Warehouse Admin
Carpenter	Meter Reader
Chief Asst Gnrl Mgr/Electric	Neighborhood Svcs Admin
Chief Asst Gnrl Mgr/Water	Neighborhood Svcs Field Rep
Collections Specialist	Neighborhood Svcs Field Tech
Community Beautification Coord	Neighborhood Svcs Inspector
Departmental HR Officer	Neighborhood Svcs Supervisor
Deputy Dir of Plng&Nbrhd Svcs	Painter
Dir of Fin/Information Tech	Power Line Supervisor II
DNA Laboratory Supervisor	Principal Accountant
DNA Specialist	Production Artist
Electrical Test Assistant	Public Education Coordinator
Equipment Painter/Body Repair	Real Property Agent
Forensic Specialist	Recycling Coordinator
Forensic Supervisor	Revenue Protection Coordinator
Gardener	Sign Painter
General Counsel	Sr DNA Specialist
Graphics Illustrator	Sr Forensic Specialist
Human Resources Administrator	Sr Gardener
Info Services Associate	Sr Graphics Illustrator
Info Services Project Manager	Sr Workers Comp Technician
Legal Fellow	Workers Comp Adjustor I
Library Arts & Culture Admin	Workers Comp Adjustor II
License Investigator	Workers Comp Technician

STAKEHOLDERS/OUTREACH

Not Applicable

FISCAL IMPACT

The total cost of the proposed classification and compensation adjustments, including the addition of one position in the Fire department, is approximately \$225,000 for the remainder of FY 2024-25, as outlined below. These adjustments can be absorbed within the respective departments' budgets for this fiscal year; therefore, no new appropriation is needed. The approval of the additional position will increase the authorized salaried full-time position count from 1,643 to 1,644.

FY 24-25 FISCAL IMPACT

	Class & Comp 5.5 Months	Fire Position- 3 months	Total for FY 24-25	Annual Cost Including Benefits
General Fund	\$115,000	\$50,000	\$165,000	\$450,909
Non-General Fund	\$60,000		\$60,000	\$130,909
Total	\$175,000	\$50,000	\$225,000	\$581,818

General Fund Forecast

	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
Class & Comp General Fund	\$263,455	\$276,627	\$284,926	\$293,474
Fire General Fund	\$210,000	\$220,500	\$227,115	\$233,928
Total	\$473,455	\$497,127	\$512,041	\$527,402

ENVIRONMENTAL REVIEW (CEQA/NEPA)

Not applicable.

CAMPAIGN DISCLOSURE

This item is exempt from campaign disclosure requirements.

ALTERNATIVES TO STAFF RECOMMENDATION

Alternative 1: Do not approve the resolutions for the Establishment of Classification Titles and Compensation for Employees of the City of Glendale, and the increase to the citywide authorized position count as recommended by staff. Doing so will not provide for a competitive salary with the labor market for these positions.

Alternative 2: Consider any other alternative not proposed by staff.

ADMINISTRATIVE ACTION

Submitted by:

Paula Adams, Chief Human Resources Officer

Prepared by:

Aymee Martin, Assistant Director of Human Resources
Paula Adams, Chief Human Resources Officer

Approved by:
Roubik R. Golanian, P.E., City Manager

EXHIBITS/ATTACHMENTS

1. Exhibit A – Class Comp Changes effective Jan 12, 2025