



CITY OF POMONA COUNCIL REPORT

January 6, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: René Anderson, Human Resources/Risk Management Director

Subject: **ADOPTION OF RESOLUTIONS AMENDING THE AUTHORIZED STAFFING LEVELS AND CITYWIDE SALARY SCHEDULE WITHIN THE FISCAL YEAR 2024-25 OPERATING BUDGET RELATED TO CLASSIFICATION CHANGES IN VARIOUS DEPARTMENTS**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolutions:

RESOLUTION NO. 2025-04 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING AUTHORIZED STAFFING LEVELS FOR THE FISCAL YEAR 2024-25 OPERATING BUDGET

RESOLUTION NO. 2025-05 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE CITY OF POMONA'S SALARY SCHEDULE FOR FISCAL YEAR 2024-25 TO MEET THE REQUIREMENTS OF THE CALIFORNIA CODE OF REGULATIONS TITLE 2, SECTIONS 570.5 AND 571 TO REFLECT THE SALARY ADJUSTMENT TO THE PAYROLL SUPERVISOR CLASSIFICATION

RESOLUTION NO. 2025-06 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING APPENDIX B OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF POMONA AND THE POMONA MID-MANAGEMENT/CONFIDENTIAL EMPLOYEES ASSOCIATION (PMMCEA) TO ADJUST THE SALARY SCALE OF THE PAYROLL SUPERVISOR

EXECUTIVE SUMMARY:

Approval of the proposed actions will allow two essential Personnel actions to be implemented; within the Finance Department requests to raise the salary scale for Payroll Supervisor classification by 10%, and the Innovation& Technology Department requests to reclassify the Management Analyst position to a Senior Management Analyst. The City's Salary Schedule will

be updated to reflect these changes. Table 1 below summarizes the Personnel changes and fiscal impacts.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$250 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

TABLE 1

Department	Action	Proposed Position	Proposed Salary Range Annual	Funding Step	Annual Cost*	FY 2024-25 Impact	Funding Source	Fund Detail	FY 2024-25 Budget Amendment
Finance	Salary Adjustment	Payroll Supervisor	110,268 – 133,992 (MC-076)	3	166,325	3,997	General Fund	101-1120-51012	No
Innovation & Technology	Reclassification	Sr. Management Analyst	95,028 – 115,560 (MC-070)	4	153,286	7,267	Innovation & Technology Fund	675-1410-51012	No

** Estimated Annual cost includes benefits for respective positions*

FISCAL IMPACT:

The total cost for increasing salary ranges for the requested personnel changes is estimated to impact the FY 2024-25 operating budget in total, for the amount of \$11,264. The cost may be less depending on when the positions are filled. Of this \$11,264 impact; \$3,997 is related to the General Fund position, and \$7,267 is related to the Innovation & Technology Fund position reclassification. Due to salary savings in the General Fund and Innovation Technology funds, as well as the approved Grant appropriation, funds are available for these position requests.

PREVIOUS RELATED ACTION:

On June 3, 2024, the City Council adopted the Fiscal Year (FY) 2024-25 Operating Budget, which includes authorized staffing levels citywide.

DISCUSSION:

The Innovation & Technology (IT) Department recommends reclassifying its current Management Analyst position to a Senior Management Analyst. The individual currently occupying the Management Analyst position undertakes responsibilities that surpass the expectations of the

current classification. This includes responding to the increasing complexities and demands of the City's dynamic information technology landscape. Moreover, the upcoming implementation of a comprehensive ERP project will necessitate the incumbent's involvement in planning, executing, and managing various aspects of this initiative. This project aims to integrate and streamline city operations, enhance service deliverables to residents, and improve overall efficiency. As technology advances and the City's information technology needs expand, it becomes increasingly vital to ensure that job classifications accurately reflect the responsibilities and challenges associated with these positions. Attachment No. 1, Resolution No. 2025-04, will authorize a change to the authorized staffing levels to reflect this reclassification. There will be no impact on the FY 2024-25 Operating Budget, as the associated costs will be achieved through salary savings from current vacancies.

The Finance Department requests authorization to increase the salary range scale of the Payroll Supervisor by ten percent (10%). Attachment No. 2, Resolution No. 2025-05, will authorize the increase from salary range scale MC-072 (\$99,876 to \$121,356) to MC-076 (\$110,268 to \$133,992) for the Payroll Supervisor classification. This salary range realignment is a strategic investment in our workforce that will yield long-term benefits for the Finance Department and the organization. We endeavor to significantly enhance our ability to attract and retain a highly qualified professional with the skills necessary to navigate the complexities and challenges of managing the Payroll division. With a more competitive salary, we anticipate reduction in turnover, which often disrupts the continuity and performance of Payroll operations. Moreover, it is crucial at this time with the implementation of our Enterprise Resource Planning (ERP) project. Having essential personnel in place, at appropriate compensation ranges, will secure fully engaged personnel who can effectively support this significant organizational initiative. Additionally, Attachment No. 3 - Resolution No. 2025-06, will amend Appendix B of the Pomona Mid-Management/Confidential Employees Association (PMMCEA) Memorandum of Understanding to reflect the new salary range scale. There will be no impact to the FY 2024-25 Operating Budget, as the associated costs will be achieved through salary savings from current vacancies.

As changes are made to salaries or classifications, the City is required to adopt a revised Salary Schedule in a public meeting. The attached Salary Schedule (Attachment No. 2, Exhibit A) meets the California Public Employees Retirement Systems pay rate reporting requirements in accordance with Government Code Section 20636 defining "Compensation Earnable" and the California Code of Regulations (CCR) Section 570.5. (Exhibit A)

Prepared by:

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ATTACHMENT(S):

Attachment No. 1: Resolution No. 2025-04
Attachment No. 2: Resolution No. 2025-05
Exhibit A – Citywide Salary Schedule

Attachment No. 3: Resolution No. 2025-06