



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 19, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE NEW CLASSIFICATIONS AND SALARY RANGES FOR THE PRINCIPAL GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST AND SENIOR CONSTRUCTION PROJECT MANAGER CLASSIFICATIONS; SALARY ADJUSTMENTS TO THE EXISTING CONSTRUCTION CONTRACTS ADMINISTRATOR, PRINCIPAL PROJECT MANAGER, SENIOR PROJECT MANAGER, PLAN CHECK MANAGER, ASSISTANT BUILDING OFFICIAL, AND BUILDING OFFICIAL CLASSIFICATIONS.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classifications and salary ranges for the Principal Geographic Information Systems (GIS) Analyst and the Senior Construction Project Manager; salary adjustments to the existing Construction Contracts Administrator, Principal Project Manager, Senior Project Manager, Plan Check Manager, Assistant Building Official, and Building Official classifications.

RECOMMENDATION:

That the City Council

1. Approve the creation of the new classifications and salary ranges for the Principal Geographic Information Systems (GIS) Analyst and Senior Construction Project Manager classifications;
2. Approve the salary adjustments to the existing Construction Contracts Administrator, Principal Project Manager, Senior Project Manager, Plan Check Manager, Assistant Building Official, and Building Official classifications;
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the reinstatement of the classification and salary range of the Assistant to the City Manager classification; the creation of the new classifications and salary ranges for the Principal Geographic Information Systems (GIS) Analyst and Senior Construction Project Manager classifications; and the salary adjustments to the existing Construction

Contracts Administrator, Principal Project Manager, Senior Project Manager, Plan Check Manager, Assistant Building Official, and Building Official classifications.

DISCUSSION:

New Classifications:

Principal Geographic Information Systems (GIS) Analyst:

The Public Works Department requested the Human Resources Department to create a new Supervisory level classification in the Geographic Information Systems Analyst classification series. This position will supervise or provide lead direction in assigning, reviewing, and participating in the work of staff responsible for utilizing GIS services to ensure work quality and adherence to established policies and procedures; and will perform specialized professional work in geographic information system analysis and assume day-to-day responsibility for departmental GIS data management and GIS implementation and perform the most complex and technical tasks. This classification will be the lead/supervisory classification in the GIS Analyst series. The recommendation is to place this position in the Professional bargaining unit to align with other technical classifications at this level in the City's classification plan. The Human Resources Department conducted a salary survey to determine the appropriate salary range placement for this classification using the City's approved Labor Market Basket. Based on the results of the market survey, the proposed maximum salary will be 15% above the maximum salary for the subordinate classification of Senior Geographic Information Systems (GIS) Analyst. The department has submitted a reclassification review request for one incumbent to determine appropriate job classification placement. The proposed salary range is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Principal Geographic Information Systems (GIS) Analyst (BU 15-Professional)	\$9,384 - \$11,406

Senior Construction Project Manager:

The Public Works Department requested the Human Resources Department to create a new Senior level classification in the Construction Project Manager series. The Senior Construction Project Manager is distinguished from the subordinate Construction Project Manager classification by the difficulty and complexity of work assignments. Incumbents in this classification are expected to demonstrate significant leadership toward the completion of capital improvement construction project goals/plans. This classification will direct, coordinate, monitor and evaluate the planning, execution, and completion of Public Works Capital Improvement construction projects. The recommendation is to align the new classification internally with a comparable senior project manager classification to establish internal parity. The department has submitted a reclassification request for two incumbents to determine appropriate job classification placement. The proposed salary range is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Senior Construction Project Manager (BU 10-Management)	\$7,255 - \$12,649

Salary Adjustments:

Construction Contracts Administrator, Principal Project Manager, Senior Project Manager:

The Human Resources Department recommends salary adjustments be applied to the classifications listed below to create the minimum required ten (10) percent differential. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Sr. Management/Management/Professional/Supervisory classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those classifications supervising specialized classifications which are highly compensated due to labor market conditions. Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the management employee. The salary adjustments are illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Max Salary Adjustment
7636	Construction Contracts Administrator (BU 10-Management)	\$10,269 - \$12,669	\$11,278 - \$13,914	9.83%
8133	Principal Project Manager (BU 07-Sr Management)	\$7,941 - \$13,843	\$7,981 - \$13,914	0.51%
8132	Senior Project Manager (BU 10-Management)	\$7,218 - \$12,585	\$7,255 - \$12,649	0.51%

Plan Check Manager, Assistant Building Official, Building Official Classifications:

The Community & Economic Development Department recently hired a Plan Check Manager. Since the reporting structure now includes the Plan Check Manager, salary adjustments are recommended to maintain the proper differentials between subordinate and the supervising/succeeding classifications. The Human Resources Department recommends salary adjustments be applied to the classifications listed below to create the minimum required ten (10) percent differential from the subordinate classification. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Senior Management/Management/Professional/Supervisory classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those classifications supervising specialized classifications which are highly compensated due to labor market conditions. Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the management employee. The salary adjustments are illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Max Salary Adjustment
7555	Plan Check Manager (BU 10-Management)	\$8,012 – 10,738	\$9,479 - \$12,323	14.76%
7551	Assistant Building Official (BU 10-Management)	\$8,920 - \$11,954	\$10,115 - \$13,556	13.40%
7552	Building Official (BU 07-Sr Management)	\$10,844 - \$13,843	\$11,681 - \$14,911	7.72%

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the new classifications and salary range adjustments contributes to the City of Riverside's Strategic Priority of a High Performing Government, Goal 5.1: *Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.*

1. **Community Trust** – New classifications allow the city to accurately align with comparable market classifications to attract the appropriate workforce skillset to efficiently maintain City services.
2. **Equity** – Classifications and salary levels are reviewed against comparable classifications within the approved City market basket. These are also reviewed internally to ensure the appropriate internal salary alignment with comparable classifications.
3. **Fiscal Responsibility** – Classifications and salaries are reviewed both internally and within the City's comparable market basket to ensure appropriate salary alignment.
4. **Innovation** – Classifications are reviewed and updated to ensure the City is progressive on new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.
5. **Sustainability & Resiliency** – Classifications are updated, and salary adjustments are adopted to ensure employees can work effectively and efficiently; and at the same time retain a diverse range of highly skilled employees who can adapt to the changing needs of the City both internally and externally.

FISCAL IMPACT:

Total Fiscal Year 2023/24 financial impact for the salary adjustments listed (16 FTE), is \$119,400; the fiscal impact of the above adjustments will be absorbed in the department's respective budgets. Appropriations for future fiscal years will be included in the department's budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to	
Availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/CFO, City Treasurer
Approved as to form:	Phaedra Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
 - b. Exhibit B – Salary Survey Data for Principal Geographic Information Systems (GIS) Analyst