



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: OCTOBER 3, 2017**

**FROM: HUMAN RESOURCES DEPARTMENT                      WARDS: ALL**

**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR  
SALARY ADJUSTMENTS TO EXISTING FIRE MECHANIC, BUSINESS TAX  
COLLECTIONS SUPERVISOR AND UTILITIES PRINCIPAL PROGRAMS AND  
SERVICES REPRESENTATIVE CLASSIFICATIONS**

**ISSUE:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan adjusting the salary range for the existing Fire Mechanic and Business Tax Collections Supervisor and Utilities Principal Programs and Services Representative classifications.

**RECOMMENDATION:**

That the City Council

1. Approve adjustment to the salary range of existing Fire Mechanic classification for the General Services Department;
2. Approve adjustment to the salary range of existing Business Tax Collections Supervisor classification for the Finance Department;
3. Approve adjustment to the salary range of existing Utilities Principal Programs and Services Representative classification for Riverside Public Utilities;
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments.

**BACKGROUND:**

*Fire Mechanic*

In partnership with the General Services Department, the Human Resources Department conducted a classification and compensation study for the Mechanic series. The study included salary surveys against comparable agencies that are in the City's "market basket," a review of

job descriptions (examples of duties; knowledge, skills, and abilities); and an evaluation of educational, experience and special certification requirements.

Fire Mechanics perform skilled journey level mechanical repair and preventative maintenance work on a variety of light and heavy mobile fire equipment and apparatus. Incumbents perform specialized work requiring specialized training, skills and certification.

*Business Tax Collections Supervisor*

The Human Resources Department conducted a classification and compensation study for the Business Tax Collections Supervisor classification. Included as part of the study was a review of the current salary and comparison against agencies that are in the City’s “market basket,” review of the job description (examples of duties; knowledge, skills, and abilities); and an evaluation of educational and experience requirements.

The Business Tax Collections Supervisor provides supervision, coordinates and participates in the administration and collection of business tax, transient occupancy tax, and other City accounts.

*Utilities Principal Programs and Services Representative*

In partnership with the Riverside Public Utilities (RPU), the Human Resources Department conducted a classification and compensation study for the Utilities Programs and Services Representative series. This study included salary surveys against comparable utility agencies that are in the City’s “market basket.”

Customer Relations (also known as Programs & Services or Public Benefits) staff are responsible for providing support to residential and commercial customers. They perform on-site inspections and provide free energy surveys for Riverside residents. Staff helps customers use available public benefits programs to make their homes and businesses more energy and water efficient. They are responsible for all aspects of receipt and approval of submitted rebate applications, including authorization of payment, and scheduling of inspections. This group also facilitates utilities planning and funding of renewable energy projects. RPU has 12 Programs and Services Representative positions within various classifications.

**DISCUSSION:**

*Fire Mechanic*

Fire Mechanic is a represented (SEIU) position within the Mechanic series. Staff recommends revisions to the existing job description to appropriately capture the current level of experience and certifications required for this position. Additionally, a recently conducted compensation survey showed that the Fire Mechanic is below the market average by 5%.

Fire Mechanic - Monthly Salary		
<b>City of Riverside</b>	<b>\$4,468 - \$5,431</b>	-5% Difference
Market Average	\$4,200 - \$5,695	

Mitigating Factors:

The Fire Mechanic classification is a specialized position which requires certifications by the State of California as a Fire Mechanic I and Fire Mechanic II. The City of Riverside’s Senior Mechanic Specialist classification is also a specialized position which requires certifications in working with specialized and alternative fueled equipment. Given the fact that both positions are specialized; and with consideration to internal equity and parity with similar positions, aligning the salary to the Senior Mechanic Specialist is recommended. This adjustment would result in an overall 10% increase from current salary. Adoption of the proposed salary adjustment will assist the General Services Department in job recruitment and retention and enhance the level of customer service delivered to our community.

Title	Current Monthly Salary Range	Proposed Monthly Salary Range	Market Survey	Proposed Increase
Fire Mechanic (T1)	\$4,468 - \$5,431	\$4,915 - \$5,975	-5%	10%
Fire Mechanic (T2/3)	\$4,212 - \$5,119	\$4,633 - \$5,631		

*Business Tax Collections Supervisor*

The Business Tax Collections Supervisor position is a non-represented supervisory position. Staff recommends revisions to the existing job description to appropriately capture the current level of education and experience required for this position. Additionally, a recently conducted compensation survey showed that this position is below the market average by 17%. Adoption of the proposed salary adjustment will assist the Finance Department in future job recruitment and retention.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase
Business Tax Collections Supervisor	\$4,804 - \$5,835	\$5,621 - \$6,847	17%

*Utilities Principal Programs and Services Representative*

The current classification structure for Utilities Programs and Services Representatives (PSR) is three-tier: PSR, Senior PSR and Principal PSR. The Principal Programs and Services Representative is a non-represented, exempt, management classification. Staff recommends revisions to the existing job description to appropriately capture the duties and responsibilities currently performed. Additionally, a recently conducted compensation survey showed that the Principal PSR classification is below the market average by 20.76%.

Utilities Principal Programs and Services Representative - Monthly Salary		
<b>City of Riverside</b>	<b>\$5,648 - \$7,566</b>	-20.76% Difference
Market Average	\$6,648 - \$9,137	

It is recommended that the Principal PSR position be adjusted upward by 12%. This amount allows for a 15% differential between the proposed new top salary and that of the Utilities Public Benefits/Customer Relations Manager position. Adoption of the proposed salary adjustment will assist RPU in job recruitment and retention.

Title	Current Monthly Salary Range	Proposed Monthly Salary Range	Market Survey	Proposed Increase
Utilities Principal Prog/Serv Representative	\$5,648 - \$7,566	\$6,326 - \$8,474	-20.76%	12%

**FISCAL IMPACT:**

The proposed salary adjustment for the Fire Mechanic represents an annual cost increase of \$9,546. This amount is based on two existing incumbents, salary, benefits and CalPERS tier. This cost will be absorbed within the General Services Department budget for fiscal year 2017/18.

The proposed salary adjustment for the Business Tax Collections Supervisor represents an annual cost increase of \$16,236. This amount is based on one existing incumbent, salary, benefits and CalPERS tier. This cost will be absorbed within the Finance Department's budget for fiscal year 2017/18.

The proposed salary adjustment for the Utilities Principal Programs and Services Representative represents an approximate total annual cost increase of \$11,745. This amount is based on one (1) current employee, salary, benefits and CalPERS tier. This cost will be absorbed in RPU's budget for fiscal year 2017/18.

Prepared by: Stephanie Holloman, Human Resources Director  
 Certified as to availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer  
 Approved by: Marianna Marysheva, Assistant City Manager  
 Approved as to form: Gary Geuss, City Attorney

**Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
2. Fire Mechanic Salary Survey Data
3. Business Tax Collections Supervisor Salary Survey Data
4. Utilities Principal Programs and Services Representative Salary Survey Data