



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 12, 2023

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 HOUSING AND HUMAN SERVICES DIRECTOR AND THE DEPUTY HOUSING AND HUMAN SERVICES DIRECTOR; AMENDMENT TO SECTION 15, AUTOMOBILE ALLOWANCE AND REIMBURSEMENT FOR EXPENSES, TABLE 7-AUTOMOBILE ALLOWANCE TO INCLUDE THE HOUSING AND HUMAN SERVICES DIRECTOR CLASSIFICATION; SALARY ALIGNMENT ADJUSTMENT TO THE EXISTING PRINCIPAL PROJECT MANAGER, BUILDING OFFICIAL, CITY PLANNER, ECONOMIC DEVELOPMENT MANAGER CLASSIFICATIONS; SALARY ALIGNMENT ADJUSTMENT AND BARGAINING UNIT CHANGE TO THE EXISTING HOUSING AUTHORITY MANAGER CLASSIFICATION.

ISSUES:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classifications and salary ranges for the Housing and Human Services Director and the Deputy Housing and Human Services Director; amendment to Section 15, Automobile Allowance and Reimbursement for Expenses, Table 7-Automobile Allowance to include the Housing and Human Services Director classification; salary alignment adjustment to the existing Principal Project Manager, Building Official, City Planner, Economic Development Manager classifications; salary alignment adjustment and bargaining unit change to the existing Housing Authority Manager classification.

RECOMMENDATIONS:

That the City Council

1. Approve the creation of the new classifications and salary ranges for the Housing and Human Services Director and the Deputy Housing and Human Services Director.
2. Amendment to Section 15, Automobile Allowance and Reimbursement for Expenses, Table 7-Automobile Allowance to include the Housing and Human Services Director classification;
3. Approve the salary alignment adjustment to the existing Principal Project Manager, Building Official, City Planner, and Economic Development Manager classifications;

4. Approve the salary alignment adjustment and bargaining unit change to the existing Housing Authority Manager classification;
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classifications and salary ranges for the Housing and Human Services Director and the Deputy Housing and Human Services Director; to reflect the amendment to Section 15, Automobile Allowance and Reimbursement for Expenses, Table 7- Automobile Allowance to include the Housing and Human Services Director classification; to reflect the salary alignment adjustment to the existing Principal Project Manager, Building Official, City Planner, and Economic Development Manager classifications; to reflect the salary alignment adjustment and bargaining unit change to the existing Housing Authority Manager classification.

DISCUSSION:

New Classifications:

Creation of the Housing and Human Services Director and Deputy Housing and Human Services Director classifications:

On August 9, 2023, the City Manager's Office proposed the establishment of a Housing and Human Services Department. The Housing and Human Services Department will be established to address the operational needs and demands associated with housing and human services programs and resources that address homelessness and housing needs throughout the City. Through the establishment of a designated department, necessary management and administrative support will be essential to meet current programming demands. The staffing structure will include the establishment of a Housing and Human Services Director and a Deputy Housing and Human Services Director.

The Human Resources Department conducted a classification and compensation study for a Housing and Human Services Director and Deputy Housing and Human Services Director. The City's approved Labor Market Basket was used for this classification and compensation study to locate comparable classifications within the approved labor market basket. In addition, as part of the analysis, a review for internal equity with other comparable department directors was performed to ensure consistency and continuity of pay for similarly complex job duties. Due to the lack of comparable external data, the uniqueness of the position, and the significant challenges to carry out the mission of the City relative to housing and human services, the results of the market survey served as a guide to the proposed salary range. Given that the department director position is a derivative of Community and Economic Development, a determination was made to propose a salary equivalent to that of the Community and Economic Development Director.

Based on the results of the market survey, it is recommended that the maximum salary placement for the Deputy Director classification be aligned closely with the market survey median compensation and aligned internally with the closest Deputy Director level salary ranges given slightly more data and internal equity within the Deputy group.

The proposed salary ranges are illustrated below for the Housing and Human Services Director and Deputy Housing and Human Services Director:

Job Code	New Classification Title	Proposed Monthly Salary
New	Housing and Human Services Director (BU-01 Executive)	\$14,935 - \$21,585
New	Deputy Housing and Human Services Director (BU 07-Sr. Management)	\$12,532 - \$15,229

Amendment to the Master Fringe Benefits and Salary Plan, Section 15, Automobile Allowance and Reimbursement for Expenses, Table 7 – Automobile Allowance.

The new classification of Housing and Human Services Director to be added to Section 15, Automobile Allowance and Reimbursement for Expenses, Table 7 – Automobile Allowance for the amount of \$350.00 monthly.

Salary Alignment Adjustments and Bargaining Unit Change:

Principal Project Manager, Building Official, City Planner, Economic Development Manager, Housing Authority Manager classifications:

The Human Resources Department recommends that the existing Principal Project Manager, Building Official, City Planner, Economic Development Manager, and Housing Authority Manager classifications be aligned in salary for internal parity and salary range uniformity. Additionally, the Housing Authority Manager is to be included in the Senior Management bargaining unit for internal parity with comparable classifications. The salary alignment adjustments and bargaining unit change is reflected below:

Job Code	Classification Title/Bargaining Unit	Current Monthly Salary	Proposed Monthly Salary
8133	Principal Project Manager (BU 07 – Sr. Mgmt)	\$7,941 - \$13,843	\$10,844 - \$13,843
7552	Building Official (BU 07 – Sr. Mgmt)	\$10,844 - \$13,840	\$10,844 - \$13,843
7966	City Planner (BU 07 – Sr. Mgmt)	\$10,844 - \$13,840	\$10,844 - \$13,843
8155	Economic Development Manager (BU 07 – Sr. Mgmt)	\$10,844 - \$13,840	\$10,844 - \$13,843
8165	Housing Authority Manager – (Current BU 10-Management) Bargaining Unit Change to BU 07-Sr Management	\$10,844 - \$13,840	\$10,844 - \$13,843

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the creation of new classifications and salary ranges 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:

City Manager's Office is requesting the corresponding funding for the creation of the Housing and Human Services Department.

Prepared by: Rene Goldman, Human Resources Director
Certified as to
Availability of funds: Kristie Thomas, Finance Director
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer
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 Housing and Human Services Director and Deputy Housing and Human Services Director