



City of Arts & Innovation

City Council Memorandum

.....

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 6, 2019

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO ADD ADDITIONAL PAY PROVISION FOR THE ASSIGNMENT OF DEPUTY GENERAL MANAGER FOR RIVERSIDE PUBLIC UTILITIES; CREATE THE CLASSIFICATIONS AND SALARY RANGES FOR SENIOR MINI-BUS DRIVER/DISPATCHER-SCHEDULER, PAYROLL SUPERVISOR, PAYROLL TECHNICIAN I AND II; TITLE CHANGE FOR DEPUTY COMMUNITY DEVELOPMENT DIRECTOR; TITLE CHANGE AND SALARY RANGE ADJUSTMENT FOR INNOVATION SECURITY OFFICER; SALARY ADJUSTMENTS TO THE SENIOR CODE ENFORCEMENT OFFICER, FLEET OPERATIONS MANAGER AND WEEKEND CREW SUPERVISOR; MODIFICATION OF SALARY STEP STRUCTURE FOR THE WASTEWATER MAINTENANCE MECHANIC CLASSIFICATION; AND OTHER MISCELLANEOUS LANGUAGE CLEAN-UP CORRECTIONS – RESOLUTION.

ISSUE:

Approve revisions to the Master Fringe Benefits and Salary Plan to add additional pay provision for the assignment of Deputy General Manager for Riverside Public Utilities; create the classifications and salary ranges for Senior Mini-Bus Driver/Dispatcher-Scheduler, Payroll Supervisor, Payroll Technician I and Payroll Technician II; approve the title change and salary range adjustment for the Innovation Security Officer classification; approve the title change for Deputy Community Development Director classification; approve adjustment of the salary range for the existing Senior Code Enforcement Officer, Fleet Operations Manager and Weekend Crew Supervisor classifications; approve the modification of the salary step structure for the Wastewater Maintenance Mechanic classification; and approve miscellaneous language clean-up corrections.

RECOMMENDATION:

That the City Council

1. Approve additional pay provision for the assignment of Deputy General Manager for Riverside Public Utilities;

2. Approve the creation of the classifications and salary ranges for Senior Mini-Bus Driver/Dispatcher-Scheduler, Payroll Supervisor, Payroll Technician I, and Payroll Technician II;
3. Approve the title change for the existing Deputy Community Development Director classification;
4. Approve the title change and salary range adjustment for the existing Innovation Security Officer classification;
5. Approve adjustments to the salary range of the existing Senior Code Enforcement Officer, Fleet Operations Manager, and Weekend Crew Supervisor classifications;
6. Approve the modification of the salary step structure for the existing Wastewater Maintenance Mechanic classification;
7. Approve miscellaneous language clean-up to include corrections to Section 22, table 12 – retirement provisions and section 5 (l)(1) to reflect correct information;
8. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classifications and salary ranges for Senior Mini-Bus Driver/Dispatcher-Scheduler, Payroll Supervisor, Payroll Technician I, Payroll Technician II; title change and salary range adjustment for the Innovation Security Officer classification; title change for the Deputy Community Development Director classification; salary range adjustment of the existing Senior Code Enforcement Officer, Weekend Crew Supervisor classifications; and modification of the salary step structure of the existing Wastewater Maintenance Mechanic classification; and other miscellaneous language corrections.

DISCUSSION:

Additional Pay for the Deputy General Manager Assignment

The Riverside Public Utilities (RPU) General Manager can designate an incumbent that holds the official title of Utilities Assistant General Manager to serve in the capacity of the Deputy General Manager. This role is a temporary assignment in RPU management and can rotate to any of the Assistant General Managers per the authority of the General Manager. Under this assignment, the Deputy General Manager serves as a direct support to the Utilities General Manager to provide executive authority and take on higher level administrative tasks as delegated by the General Manager. When assigned as the Deputy General Manager, the incumbent shall receive an additional 10% in pay while serving in this role.

New Classifications and Salary Ranges

Senior Mini-Bus Driver/Dispatcher-Scheduler

The Human Resources Department received a formal request from the Parks, Recreation and Community Services Department, Special Transportation Division to create a new classification as part of the Mini-Bus Driver classification series. The Senior position will be assigned as the lead and assist in daily work load distribution; assist the Special Transit Supervisor with training

other drivers; as well as assigning, inspecting and reviewing work. This classification is proposed to be part of the Service Employees International Union (SEIU Local 721) bargaining unit. SEIU has been notified and agrees to the proposed classification and salary range.

A review of current internal salary structure and differentials revealed that there is typically a 15% differential between a senior level classification and the preceding level classification with the senior level classification overlapping the last two salary steps of the preceding classification salary. Based on this structure, below is the recommended salary structure for the proposed senior level classification:

Senior Mini-Bus Driver/Dispatcher-Scheduler
(Proposed New Classification Salary)

Step	Tier 1	Tier 2/3
Step 1	\$3,766	\$3,550
Step 2	\$3,957	\$3,729
Step 3	\$4,155	\$3,916
Step 4	\$4,363	\$4,111
Step 5	\$4,581	\$4,317

Payroll Series

The Finance Department submitted a formal request to conduct a classification study on incumbents assigned to the Finance Department, Payroll division. The purpose of the study was to determine the appropriate classification and salary range. Currently, the incumbents assigned to this section are classified under the Accounting classification series. Public Sector Personnel Consultants (PSPC) conducted the study using the City’s approved market basket. Based on the functions performed and market comparators for these functions, PSPC recommends that a new Payroll classification series be created and to reclassify the current incumbents into the new classification series. Based on market comparators, PSPC recommends that the salary grading for the new classifications to be aligned as currently assigned with the Accounting classifications as illustrated below, therefore, current incumbent’s salaries will not be impacted:

Incumbent Current Classification Title	Current Salary Range	Proposed Classification	Recommended Salary Range	% Diff/Adj.
Senior Accountant (BU-15 Professional)	\$5,900 - \$7,525	Payroll Supervisor (BU-15 Professional)	\$5,900 - \$7,525	None
Accounting Technician (P) (BU-55 Para-Professional)	\$4,050 - \$4,921	Payroll Technician II (BU-55 Para-Prof)	\$4,050 - \$4,921	None
Account Clerk II (P) (BU-55 Para-Professional)	\$3,224 - \$3,913	Payroll Technician I (BU-55 Para-Prof)	\$3,224 - \$3,913	None

Title Changes and Salary Adjustments

Deputy Community Development Director

The City Manager’s Office received Council approval on April 7, 2015 to amend Section 2.08.020 of the Riverside Municipal Code regarding the Administrative Offices and Departments of the City renaming the Community Development Department to Community & Economic Development

Department and head of the department as Community & Economic Development Director. To be consistent with titling, the Human Resources Department recommends that the Deputy Community Development Director classification be renamed to Deputy Community & Economic Development Director.

Current Classification Title	Proposed Classification Title
Deputy Community Development Director (Non-Classified) (8152)	Deputy Community & Economic Development Director (Non-Classified) (8152)

Innovation Security Officer

The Innovation & Technology Department and Riverside Public Utilities submitted a formal request to conduct a classification and salary study on the current Innovation Security Officer classification. The study was conducted by an outside Consultant, Creative Management Solutions. The purpose of the study was to update the current Innovation Security Officer classification for IT; to include duties specific to RPU; and to conduct a market salary analysis. Based on the results of the market survey, it is recommended that the classification title be changed from Innovation Security Officer to Chief Innovation Security Officer. The salary recommendation proposed for the Chief Innovation Security Officer is slightly below market average maximum salary (3.5%) and it is recommended at a 2.80% increase from current maximum salary for internal parity purposes.

Current Classification Title	Current Monthly Salary Range	Proposed Classification Title	Recommended Salary Range	% Increase
Innovation Security Officer (Non-Classified) (9244)	\$7,463 - \$12,764	Chief Innovation Security Officer (Non-Classified) (9244)	\$9,795 - \$13,121	2.80%

Salary Range Adjustments

Senior Code Enforcement Officer

The Senior Code Enforcement Officer classification provides direct supervision over the subordinate classifications of Code Enforcement Officer I and Code Enforcement Officer II. Currently, there is a compaction issue between the Senior level and the subordinate classification, with only a 2.96% differential. Per Human Resources Policy, which requires a minimum 10% differential exist between a supervisor and the top step of the closest subordinate classification, the Department recommends a salary adjustment of 6.84% be applied to the Senior Code Enforcement Officer classification to create a sufficient differential and to allow room between salary ranges for future adjustments to prevent future compaction issues and to successfully recruit and retain qualified candidates. The following adjustment is recommended as illustrated below:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Salary
Senior Code Enforcement Officer (7460)	\$5,875 - \$7,135	\$6,277 - \$7,623	6.84%

Fleet Operations Manager

The City of Riverside Fringe Benefits and Salary Plan, Part II, Salary Plan, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Sr. Management/Management/Professional 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. Under this provision, the Human Resources Department recommends the adjustment of the Fleet Operations Manager classification that will provide for the 10% differential from the closest subordinate classification, which results in a 4.78% salary increase from the current maximum salary. The closest subordinate class is the Fleet Management Supervisor as illustrated below:

	Fleet Management Supervisor (5360)	% Differential	Fleet Operations Manager (5391)	% Change from current salary
Current Max Monthly	\$8,057	4.98%	\$8,458	4.78%
Proposed Max Monthly	\$8,057	10.00%	\$8,863	

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Fleet Operations Manager (5391)	\$6,315 - \$8,458	\$6,617 - \$8,863	4.78%

Weekend Crew Supervisor

A request was made by the Public Works Department to review the salary range for the Weekend Crew Supervisor classification. The Weekend Crew Supervisor is a part time, temporary, non-benefitted position in the Special Classes unit. Classifications assigned to the Special Classes unit do not receive cost of living adjustments (COLA) as they are not represented permanent benefitted positions. The purpose of the study was to determine a reasonable adjustment to the salary range in order to attract and retain qualified candidates.

The Human Resources department conducted an external salary survey with the City's labor market basket, but was unable to find comparable classifications due to the uniqueness of the position. Consequently, an internal review was conducted which revealed several important factors. The recommendation is to provide an adjustment to the salary range that considers future minimum wage adjustments and keeps the salary above minimum wage. The salary for the Weekend Crew Supervisor was last reviewed/adjusted in 2011. Since this classification is not a permanent position, it does not receive COLA adjustments given to permanent positions.

Since 2014, the minimum wage has been consistently increasing. Before that time, the position was making \$3.50 above minimum wage. In 2018, California minimum wage finally caught up with the minimum salary for this classification. The minimum wage will continue to increase in the upcoming years to \$13.00 in 2020, \$14.00 in 2021 and \$15.00 in 2022. Given the level of responsibility the Supervisors have for overseeing the work release training program, and the challenges the department has with retaining employees with such a low salary, it is appropriate to adjust the salary an average of 0.65 cents per year for the last 8 years, which will compensate for the upcoming minimum wage adjustments in the next 3 years. This will also re-establish the

differential that existed historically with the positions priced at minimum wage. The recommended adjustment is illustrated below:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Weekend Crew Supervisor (2995)	\$2,080 - \$3,466.66	\$2,947 - \$4,680	35%

Salary Step Progression Structure Modification

A request was made by the Public Works Department to modify the salary step structure for the Wastewater Maintenance Mechanic from a 10-step salary progression structure to a 5-step salary progression structure by removing the initial five salary steps. This would be consistent with other SEIU classifications within the Wastewater Division. The proposal is to eliminate salary steps 1 through 5 of the 10 step salary structure so that the new minimum pay step would be the current step 6 salary amount as illustrated below:

Wastewater Maintenance Mechanic
(Current Salary Step Structure)

	Tier 1	Tier 2/3
Step 1	\$3,889	\$3,665
Step 2	\$4,075	\$3,841
Step 3	\$4,280	\$4,032
Step 4	\$4,493	\$4,237
Step 5	\$4,716	\$4,446
Step 6	\$4,954	\$4,671
Step 7	\$5,204	\$4,906
Step 8	\$5,465	\$5,149
Step 9	\$5,735	\$5,406
Step 10	\$6,022	\$5,675

Wastewater Maintenance Mechanic
(Proposed Salary Step Structure – 5 Steps)

	Tier 1	Tier 2/3
Step 1	\$4,954	\$4,671
Step 2	\$5,204	\$4,906
Step 3	\$5,465	\$5,149
Step 4	\$5,735	\$5,406
Step 5	\$6,022	\$5,675

Currently, there are a total of eight (8) employees in the Wastewater Maintenance Mechanic classification. The lowest paid incumbent is at Step 7 of the Tier 2/3 current pay structure; therefore, there is no impact to current incumbents in this classification in moving to a 5 step salary progression structure. All existing incumbents will remain at their current rate of pay.

Miscellaneous Language Clean-up Corrections

Language clean-up corrections are necessary in two separate sections of the Fringe Benefit and Salary Plan. Under part I, section 22, retirement contribution, table 12 and part II, section 5, salary differentials, item (I) (1) miscellaneous.

In Part I, section 22, table 12 reflects that the Fire and Police Safety groups receive an optional settlement 2 death benefit. However, this information has been reflected incorrectly since this death benefit has never been part of the Fire and Police Safety contract with CalPERS. Table 12, therefore, must be corrected to reflect that the optional settlement 2 death benefit is not a benefit for the Safety groups and is a contracted benefit only for the Miscellaneous group.

In Part II, section 5, item I (1), it indicates that there should be a minimum 10% differential between any Sr. Management, Management, and Professional classification with the top step of the closest subordinate classification. The language needs to be corrected to include classifications in the Supervisory unit, as these classifications are un-represented and have supervisory responsibilities. Furthermore, this provision has been consistently applied to include classifications in the Supervisory unit, which was previously part of the former Management level classifications. Upon updating the language to this provision in 2015 to reflect the new classification units, the Supervisory unit was inadvertently left out.

The Public Utilities General Manager, Community and Economic Development Director, Chief Innovation Officer, General Services Director and Public Works Director all concur with this report.

FISCAL IMPACT:

The fiscal impact of the 10% additional pay for a Utilities Assistant General Manager to serve in the capacity of the Deputy General Manager is dependent upon the assigned incumbent's existing salary; the amount may range from \$1,306 to \$1,703 monthly in base salary costs. Costs would be absorbed within the RPU budget for the affected fiscal year(s).

The proposed salary adjustment for the Senior Code Enforcement Officer represents a cost increase of \$402 to \$488 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the retitled Chief Innovation Security Officer represents a cost increase of \$357 to \$2,332 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the Fleet Operations Manager represents a cost increase of \$302 to \$405 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the Weekend Crew Supervisor represents a cost increase of \$867 to \$1,213 monthly in base salary costs in the min/max salary range.

The proposed new position of Senior Mini-bus Driver/Dispatcher-Scheduler in the Parks and Recreation department represents a cost increase of \$511 to \$588 monthly in base salary costs in the min/max salary range. The department intends to utilize an existing funded vacant Mini-bus Driver FTE that will be reclassified to the Senior position.

There is no fiscal impact associated with the creation of the Payroll series, the title change for the Deputy Community Development Director, or the modification of the salary range for the Wastewater Maintenance Mechanic.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table