



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 25, 2022

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE CLASSIFICATIONS AND SALARY RANGES FOR CROSS CONNECTION SPECIALIST I, CROSS CONNECTION SPECIALIST II, SENIOR CROSS CONNECTION SPECIALIST; SALARY ADJUSTMENTS FOR THE SCADA SYSTEM SUPERVISOR (SUPERVISORY UNIT), WASTEWATER OPERATIONS MANAGER, DEPUTY PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR CLASSIFICATIONS; AMENDMENT TO SECTION 6 (L), SECTION 27 AND PART II-SECTION 5(b) and (i)

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the classifications and salary ranges for Cross Connection Specialist I, Cross Connection Specialist II, Senior Cross Connection Specialist; Salary adjustments for the SCADA System Supervisor (Supervisory Unit), Wastewater Operations Manager, Deputy Parks, Recreation and Community Services Director classifications; and amendment to Section 6(L), Section 27 and Part II -Section 5(b) and (i).

RECOMMENDATION:

That the City Council

1. Approve the creation of the classifications and salary ranges for the Cross Connection Specialist I, Cross Connection Specialist II, Senior Cross Connection Specialist;
2. Approve the Salary Adjustments for the SCADA System Supervisor (Supervisory Unit), Wastewater Operations Manager, Deputy Parks, Recreation and Community Services Director classifications;
3. Approve amendment to Section 6(L) to increase vacation cash out provision for unrepresented employees;
4. Approve amendment to Section 27 to increase administrative leave for Exempt unrepresented employees;

5. Approve amendment to Part II – Section 5(b) and (i) to increase temporary upgrade pay for Executive, Senior Management, Management, Professional employees and Fire Battalion Chief serving as Fire Chief; and
6. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the classifications and salary ranges for the Cross Connection Specialist I, Cross Connection Specialist II, and Senior Cross Connection Specialist; to reflect the Salary Adjustments to the SCADA System Supervisor (Supervisory Unit), Wastewater Operations Manager, Deputy Parks, Recreation and Community Services Director classifications; amend Section 6(L), Section 27 and Part II-Section 5(b) and (i).

DISCUSSION:

New Classification Series – Cross Connection Specialist - IBEW Field Unit:

The Human Resources Department requested services from Creative Management Solutions to conduct a classification and compensation study on current incumbents assigned to perform semi-skilled and technical work in support of the City's cross connection control, backflow prevention, hydrant meter, non-potable water, and recycled water program field duties. Currently, the Engineering Technician job classification series is being utilized, however, this job series does not accurately reflect or describe this specialized function. Therefore, it is necessary to create a classification series specific to the cross connection and backflow function to successfully recruit and retain qualified staff within this specialized area of water operations.

The Cross Connection Specialists are to perform basic semi-skilled and technical work in support of the City's cross connection control, backflow prevention, hydrant meter, non-potable water, and recycled water programs; participate in the implementation and enforcement of the City's cross connection control program; inspect, test, and repair backflow prevention assemblies for compliance with regulations; test, maintain, and replace Riverside Public Utilities water operations owned backflow prevention assemblies; test and maintain hydrant meters; and maintain a variety of records, files, and related documents; and to do related work as required.

The proposal is to create three levels within the series: Cross Connection Specialist I, Cross Connection Specialist II, Senior Cross Connection Specialist. The Cross Connection Specialist I is the entry-level classification. Once the incumbent successfully meets the requirements of the higher-level class, Cross Connection Specialist II, they may be promoted to the Cross Connection Specialist II. The Cross Connection Specialist II is the full journey level class in the series. The Senior Cross Connection Specialist is the advanced journey level class in the series. This position performs the most complex assignments and serves as the lead for the work group with primary responsibility of administering an effective Cross Connection Control program including the plan review for new construction and tenant improvements, cross connection surveys, testing of recycled water use sites, and testing of backflow prevention assemblies.

A market analysis of comparable classifications and salaries utilizing the City's approved market basket was completed. A comparison with the existing Engineering Technician classification series was conducted to ensure proper placement of the salary range. The recommended salary steps for each new classification are illustrated below. The market survey data is illustrated on the attached salary survey exhibits. The salary listed below includes the 5% COLA provided to

IBEW unit with the new MOU adopted July 5, 2022, plus 2% frontloaded adjustment (note that the SEIU Tier 2/3 classifications will be adjusted by a total of 3% over the next 3 years, however, the adjustment is only 2% since IBEW negotiated an additional .5% for years 2 and 3, therefore the salaries will align by the end of both contracts). Note that the 2% was compounded on top of the 5%.

New Classifications - IBEW PU Field-35	Step 1	Step 2	Step 3	Step 4	Step 5
Cross Connection Specialist I	\$5,423	\$5,694	\$5,979	\$6,278	\$6,592
Cross Connection Specialist II	\$6,592	\$6,921	\$7,267	\$7,631	\$8,012
Senior Cross Connection Specialist	\$7,631	\$8,012	\$8,413	\$8,833	\$9,275

Current incumbents who are assigned to the cross-connection function in Water Operations who are classified in the Engineering Technician classification series will be reclassified into the appropriate corresponding new classification within the IBEW Field Unit. There will be no negative salary impact to the two existing assigned incumbents. The IBEW unit and the City met and conferred over this item and agreed on salary placement and job classifications.

Salary Range Adjustments:

SCADA System Supervisor (Supervisory Unit)

The SCADA System Supervisor classification in the unrepresented Supervisory Unit (BU 50) is equivalent to the SCADA System Supervisor classification within the IBEW Public Utilities Field Supervisory Unit. To maintain internal parity and equity, the salary range for the SCADA System Supervisor classification in the unrepresented Supervisory Unit will be adjusted to align with the classification assigned to the IBEW Public Utilities Field Supervisory Unit. Since IBEW negotiated an additional .5% COLA for years 2 and 3 with the new MOU adopted July 5, 2022, the salary will be adjusted by the additional .5% the first pay period following July 1, 2023, and July 1, 2024, to maintain alignment with the IBEW Public Utilities Field Supervisory classification. There is currently one incumbent in this classification. The current adjustment is illustrated below:

Wastewater Operations Manager

The Wastewater Operations Manager classification is in the Management unit and provides direct supervision over the subordinate classification of SCADA System Supervisor in the Public Works Department. With the adjustment of the SCADA System Supervisor, there will be a compaction issue between the Manager level and the subordinate classification with only a 7.53% differential. The Human Resources Department recommends a salary adjustment of 2.30% be applied to the Wastewater Operations Manager salary range to create the minimum ten percent differential per the Fringe Benefit and Salary Plan, Part II, Section 5 (I) 1. There are currently three incumbents in the Wastewater Operations Manager classification.

Deputy Parks, Recreation and Community Services Director

The Deputy Parks, Recreation and Community Services Director is a non-classified position. The Deputy Parks, Recreation and Community Services Director provides direct supervision to the Principal Project Manager. Currently, there is a compaction issue between the Deputy Parks,

Recreation and Community Services Director and the subordinate classification of Principal Project Manager, with a deficit of -0.96%. The Human Resources Department recommends a salary adjustment of 11.07% be applied to the salary range to create the minimum ten (10) percent differential per the Fringe Benefit and Salary Plan, Part II, Section 5 (I) 1. There are currently two incumbents in the Deputy Parks, Recreation and Community Services Director classification.

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. The recommended salary adjustments are illustrated below:

Classification Title/Job Code	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Wastewater Operations Manager BU 10 (4150)	\$10,603 - \$12,888	\$10,847 - \$13,185	2.30%
Deputy Parks, Recreation and Community Services Director (NC) BU 07 (6511)	\$10,954 - \$13,311	\$12,167 - \$14,785	11.07%
SCADA System Supervisor BU 50 (7041)	\$9,605 - \$11,674	\$9,863 - \$11,986	2.67%

Amendments to Section 6(L), Section 27 and Part II-Section 5(b) and (i):

Vacation Cash Out Provision - Section 6 (L):

Section 6 (L) of the Fringe Benefit and Salary plan currently allows eligible employees in the Executive, Para-professional, Supervisory, Confidential, Senior Management, Management and Professional groups to convert up to 40 hours of unused vacation time into cash, payable at the base salary rate in effect at the time of conversion in November of each year. To be eligible, an employee must have actually taken at least 40 hours of vacation in the preceding twelve (12) months; and must have at least 80 hours of vacation hours remaining after such conversion. In order to reduce the liability that may be created for having excess vacation hours on the books, an amendment to this section is being proposed to increase the number of hours allowed to be converted into cash to twice per calendar year in May and November and from 40 hours to up to 120 hours every calendar year, with the combined cash out hours not exceeding the maximum of 120 hours per calendar year, and to allow the City Manager or designee to have discretion to adjust the annual maximum based on budgetary needs.

Administrative Leave – Section 27:

Section 27, Administrative Leave, currently credits Exempt employees with an annual administrative leave bank in lieu of overtime compensation of 32 hours for non-executive exempt and 48 hours for executive exempt employees. As expected, employees in these exempt categories, are often required to work without additional compensation with increased responsibilities that go beyond a regular 40-hour workweek. As part of this review, the Human Resources department in coordination with the City Manager’s Office, conducted a survey with

the City's Labor Market Basket to determine if the City's current annual leave bank is commensurate with other municipalities. The survey findings showed that annual administrative leave banks provided to exempt employees by the Labor Market Basket agencies range from 40 to 120 hours annually. In order to keep up with internal workload expectations and increased responsibilities as well as external survey findings, the Human Resources Department and City Manager's Office recommends increasing the existing annual administrative leave banks to 64 hours for non-executive exempt employees and 80 hours to executive exempt employees starting in July 2023. Additionally, it is expected that this will have a positive impact in the retention and recruitment of exempt employees.

Temporary Upgrade (Non-represented units) – Part II-Section 5(b) and (i):

Part II – Section 5 (i), temporary upgrade for non-represented employees currently allows for a temporary five percent (5%) salary increase to those employees designated as Sr. Management, Management, Professional, Para-professional, Supervisory or Confidential Employees who have been temporarily assigned to a supervisory or higher-level position with an additional five percent or total of ten percent (10%) after 180 consecutive days. In order to recognize the increased high-level responsibility that employees in the Executive, Sr. Management, Management and Professional units are expected to perform by serving temporarily in either Senior Management or Executive positions, which carry a larger scope of responsibility and decision making, it is recommended that employees designated as Executive, Sr. Management, Management or Professional, receive a ten percent (10%) additional pay upon commencement of the temporary upgrade and fifteen percent (15%) after 180 consecutive days; the remaining non-represented units, Para-professional, Supervisory or Confidential employees will continue to receive the current temporary upgrade pay. In addition, an amendment to Part II – Section 5(b) is recommended to include the Deputy Fire Chief serving as Fire Chief to receive a ten percent (10%) additional pay while serving in the interim assignment.

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the new Cross Connection Specialist classification series and salary ranges contributes to **Strategic Priority 5 – High Performing Government**, and **Goal 5.1**: Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.

1. **Community Trust** – The new classification series allows the city to accurately align with comparable market classifications to attract the appropriate workforce skillset to efficiently maintain City services.
2. **Equity** – New classifications are reviewed against with comparable classifications within the approved City market basket and internally to ensure the appropriate alignment with comparable internal classifications.
3. **Fiscal Responsibility** – New classifications are reviewed both internally and within the City's comparable market basket to ensure appropriate salary alignment.
4. **Innovation** – New classifications are necessary 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** – New classifications 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:

The fiscal impact of these new classifications will vary based on the positions within the following ranges. The items below are cost estimates of the changes to salary costs for those positions listed.

- The proposed new classifications for the Cross Connection Specialist series represents a cost increase of \$151 - \$182 monthly in base salary costs to the min/max salary range.
- The proposed salary adjustment for the SCADA System Supervisor (Supervisory Unit) classification represents a cost increase of \$253 - \$312 monthly in base salary costs to the min/max salary range.
- The proposed salary adjustment for the Wastewater Operations Manager classification represents a cost increase of \$244 to \$297 monthly in base salary costs to the min/max salary range.
- The proposed salary adjustment for the Deputy Parks, Recreation and Community Services Director classification represents a cost increase of \$1,213 to \$1,474 monthly in base salary costs to the min/max salary range.

Fiscal impact associated with adjustments to the vacation cash out provision, administrative leave and temporary upgrade pay will be absorbed by each respective department; the administrative leave bank change will be effective with Fiscal Year 2023/24.

Prepared by: Rene Goldman, Human Resources Director
Certified as to
Availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table-New Classifications and Salary Adjustments
 - b. Exhibit B – Cross Connection Specialist I Survey Data
 - c. Exhibit C – Cross Connection Specialist II Survey Data
 - d. Exhibit D – Senior Cross Connection Specialist Survey Data
2. Fringe Benefits and Salary Plan