



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 10, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO REFLECT THE SALARY ADJUSTMENT TO THE EXISTING WAREHOUSE SUPERVISOR CLASSIFICATION; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR POLICE INVESTIGATIVE ASSISTANT, MEDIA PRODUCTION ASSISTANT, LEAD REPROGRAPHICS TECHNICIAN, AND PERMIT SERVICES SUPERVISOR; DELETION OF NON-UTILIZED CLASSIFICATIONS.

ISSUE:

Approve salary adjustments to the existing Warehouse Supervisor classifications; creation of the classification and salary range for Police Investigative Assistant, Media Production Assistant, Lead Reprographics Technician, and Permit Services Supervisor; deletion of non-utilized classifications.

RECOMMENDATION:

That the City Council

1. Approve the salary adjustment for the existing Warehouse Supervisor classification;
2. Approve the creation of classifications and salary range for the Police Investigative Assistant, Media Production Assistant, Lead Reprographics Technician, and Permit Services Supervisor;
3. Approve the deletion of non-utilized classifications;
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments to the existing Warehouse Supervisor classification; the creation of the Police Investigative Assistant, Media Production Assistant, Lead Reprographics Technician, and Permit Services Supervisor classifications and salary ranges; deletion of the non-utilized classifications.

DISCUSSION

Salary Adjustments:

The Human Resources Department recommends salary adjustments be applied to the Warehouse Supervisor classification to create the minimum required ten (10) percent differential with the subordinate classification of Inventory Control Specialist II. The salary range for the subordinate SEIU classification was adjusted by 11.70% on 02/11/2025 which caused a compaction issue with the Supervisory classifications. 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	% Adj
1170	Warehouse Supervisor (BU 50 - Supervisory)	\$5,349 - \$7,168	\$5,761 - \$7,721	7.71%

New Classifications:

The Police Department and Marketing and Communications Department utilize the Extra-Help (9300) classification to employ retired annuitants at a part-time, limited-term capacity. The Extra-Help class was established as a generic position that could be utilized across various City departments, however, this no longer complies with CalPERS retired annuitant classification requirements. The Human Resources Department recommends the creation of two new classifications to comply with CalPERS retired annuitant classification requirements. In order to establish appropriate salary placement for these two classifications, the Human Resources Department conducted a study utilizing the City's approved market basket to identify comparable classifications. Both classifications will be in the Special Classes unrepresented employee group as they will be used to hire temporary, part-time or retired annuitants staff on an as-needed basis.

Police Investigative Assistant

The recommended maximum salary placement is above market average for both classifications. The recommendation is supported to ensure existing incumbents performing the current job are not negatively impacted.

Job Code	Classification Title	Proposed Hourly Salary Range
New	Police Investigative Assistant (BU 30 – Special Classes)	\$44.00 - \$48.00

Media Production Assistant

Job Code	Classification Title	Proposed Hourly Salary Range
New	Media Production Assistant (BU 30 – Special Classes)	\$22.00 - \$37.00

Lead Reprographics Technician

The General Services Department submitted a request to create a lead journey level technical classification within the Reprographics Technician series. The Lead Reprographics Technician will act as the lead worker in printing services, provides direction and training to reprographics staff involved in a variety of skilled tasks related to the printing and reproduction of documents, reports, forms, bill, binder work, and various other related reprographic/printing work for City departments; ensures timely processing of outgoing mail and distribution of incoming mail and packages. The Human Resources Department conducted a study utilizing the City's approved market basket to identify comparable classifications and to establish a benchmark for salary placement. The recommendation is for salary placement to be above the existing Reprographics Technician classification and to overlap the last two salary steps of the Reprographics Technician salary. The recommended maximum salary placement is above market average by 13.46%. One incumbent will be reclassified to this new classification. This classification will be in the SEIU General bargaining unit. The new classification and salary range was reviewed and agreed upon by SEIU and is illustrated below:

New – Lead Reprographics Technician (BU 20 – SEIU General)

Steps	Tier 1 Monthly	Tier 2/3 Monthly
Step 1	\$5,076	\$4,926
Step 2	\$5,330	\$5,173
Step 3	\$5,597	\$5,432
Step 4	\$5,876	\$5,703
Step 5	\$6,170	\$5,988

Permit Services Supervisor

The Community and Economic Development Department submitted a request to create a supervisory level classification to oversee the Permit Technician classification series. The Permit Services Supervisor will supervise and participate in the permitting related services and activities of the Building and Safety Division in the Community Development Department; responsible for ensuring efficiency in permitting services daily operations, managing complex projects, and improving customer service delivery; evaluates and provides direction to support staff. The recommendation is to place this position in the Supervisory bargaining unit to align with other supervisory classifications at this level in the City's classification plan. 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. Based on the results of the market survey, it is recommended that the average compensation of the minimum and maximum salary from the salary survey data be used to establish salary range placement. The proposed salary range for the Permit Services Supervisor is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Permit Services Supervisor (BU 50 - Supervisory)	\$6,595 - \$8,785

Deletion of Non-Utilized Classification:

The following classifications are no longer utilized and therefore will be deleted from the classification plan:

Job Code	DELETE NON-UTILIZED CLASSIFICATION
9300	Extra Help (BU 30 – Special Classes)
0930	Development Services Supervisor (BU 50 – Supervisory)

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt 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** – Salary adjustments 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, and new classifications are created 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:

The total estimated fiscal impact for Fiscal Year 2024/25 from the recommended salary adjustments totals \$9,480, affecting 1 FTE for the Warehouse Supervisor and 1 FTE for the Lead

Reprographics Technician. Sufficient funding exists in the FY 2024/25 budget that was adopted by City Council in June 2024, under the respective department that holds those positions. For FY 2025/26 the departments will need to absorb the upgrades within their adopted budgets. The FY 2026-2028 Biennial Budget will include the upgraded costs during budget development. The Permit Services Supervisor classification is not being funded at this time.

Prepared by: Rene Goldman, Human Resources Director
Certified as to
Availability of funds: Kristie Thomas, Finance Director/Assistant CFO
Approved by: Edward Enriquez, Assistant City Manager/CFO, City Treasurer
Approved as to form: Rebecca McKee-Reimbold, Interim 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 Police Investigative Assistant, Media Production Assistant, and Lead Reprographics Technician