



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 19, 2019

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE TITLE CHANGE AND SALARY ADJUSTMENT TO THE EXISTING BUSINESS SYSTEMS SUPPORT MANAGER; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE BUSINESS SYSTEMS MANAGER II, PRINCIPAL BUSINESS SYSTEMS ANALYST AND SENIOR BUSINESS SYSTEMS TECHNICIAN; SALARY ADJUSTMENTS AND TITLE CHANGES TO THE SENIOR BUSINESS SYSTEMS SUPPORT ANALYST, BUSINESS SYSTEMS SUPPORT ANALYST; SALARY ADJUSTMENTS TO THE PRINCIPAL PLANNER, SENIOR PLANNER AND SENIOR PLAN CHECK ENGINEER CLASSIFICATIONS; TITLE CHANGE FOR THE EXHIBIT DESIGNER CLASSIFICATION; BARGAINING UNIT DESIGNATION CHANGE TO THE EXISTING FISCAL MANAGER CLASSIFICATION; DELETION OF SECTION 5 (I) (4) OF THE FRINGE BENEFIT AND SALARY PLAN; AND ADJUST THE SALARY RANGE FOR THE CITY ATTORNEY.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the title change and salary adjustment to the existing Business Systems Support Manager classification; creation of the classification and salary range for the Business Systems Manager II, Principal Business Systems Analyst and Senior Business Systems Technician; salary adjustments and title changes to the Senior Business Systems Support Analyst, Business Systems Support Analyst; salary adjustments to the existing Principal Planner, Senior Planner, Senior Plan Check Engineer classifications; title change to the existing Exhibit Designer classification; bargaining unit designation change to the existing Fiscal Manager classification; deletion of Section 5 (I) (4) of the Fringe Benefit and Salary Plan; and adjust the salary range for the City Attorney.

RECOMMENDATION:

That the City Council

1. Approve the title change and adjustment to the salary range of the existing Business Systems Support Manager classification;
2. Approve the creation of the classification and salary range for the Business Systems Manager II, Principal Business Systems Analyst, and Senior Business Systems Technician;

3. Approve adjustments to the salary range and title changes to the existing Senior Business Systems Support Analyst, Business Systems Support Analyst.
4. Approve adjustments to the salary range for the Principal Planner, Senior Planner, Senior Plan Check Engineer;
5. Approve the title change for the existing Exhibit Designer classification;
6. Approve the bargaining unit designation change for the existing Fiscal Manager classification;
7. Delete Section 5 (l) (4), of the Fringe Benefit and Salary Plan (FBSP);
8. Approve adjustments to the salary range for the City Attorney.
9. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the title change and salary adjustment to the existing Business Systems Support Manager; creation of the classification and salary range for the Business Systems Manager II and Principal Business Systems Analyst; new salary ranges and title changes for the Senior Business Systems Support Analyst, Business Systems Support Analyst; and new salary ranges for the Principal Planner, Senior Planner, Senior Plan Check Engineer; title change to the existing Exhibits Designer classification; bargaining unit designation change to the existing Fiscal Manager classification; deletion of Section 5 (l) (4) of the Fringe Benefit and Salary Plan; and adjustments to the salary range for the City Attorney.

DISCUSSION:

Title changes and salary range adjustments, new classifications and salary ranges

Business Systems Support Classification Series

The Human Resources Department received a formal request from Riverside Public Utilities to conduct a classification and compensation study for the Business Systems series classifications. After conducting the study, it was determined that it was necessary to create new classifications within the series structure to allow for proper alignment of functional levels and duties. Therefore, it is recommended that two levels be created for the Business Systems Support Manager; to update the title to create the Business Systems Manager I and Business Systems Manager II; to create a Principal Business Systems Analyst and a Senior Business Systems Technician.

The Business Systems Manager II typically works on projects that are larger in scale and complexity given the range of internal and external users, interface requirements, and systems architecture. This level requires a greater level of technical and/or supervisory direction to professional and technical staff. Salary recommendations were aligned with consideration to the City's market basket and internal parity with other classifications within the Innovation and Technology series. The Business Systems Manager I was deemed at the level of the Innovation

and Technology Officer I and the Business Systems Manager II at the same salary range as the Innovation and Technology Officer II.

The Principal Business Systems Analyst would be leveled in salary with the Principal Management Analyst; the Business Systems Support Analyst and Senior Business Systems Support Analyst will be leveled with the Innovation and Technology Analyst I and II respectively; the Senior Business Systems Technician will be leveled with the Innovation and Technology Technician II. The proposed changes are illustrated below:

Change to current classification and salary range:

Proposed Classification Title	Proposed Monthly Salary Range	Current Classification Title	Current Monthly Salary Range	% Increase to Max Salary
Business Systems Manager II NC (BU 07)	\$7,056 - \$12,074	N/A	N/A	N/A
Business Systems Manager I NC (BU 07) (9256)	\$6,169 - \$10,548	Business Systems Support Manager NC BU 07 (9256)	\$7,873 - \$10,046	5%
Principal Business Systems Analyst (BU 15)	\$7,135 - \$9,562	N/A	N/A	N/A
Senior Business Systems Analyst (BU 15) (9257)	\$6,056 - \$7,996	Senior Business Systems Support Analyst BU 15 (9257)	\$5,875 - \$7,873	1.56%
Business Systems Analyst (BU 15) (9261)	\$5,081 - \$6,681	Business Systems Support Analyst BU 15 (9261)	\$5,024 - \$6,108	9.38%
Senior Business Systems Technician (BU 55)	\$4,418 - \$5,881	N/A	N/A	N/A

Salary Range Adjustments:

Principal Planner and Senior Planner

The Human Resources Department received a formal request to conduct a compensation study for the Senior Planner classification. The purpose of the study was to review current salary in comparison to the City’s market basket to determine if the City is within current market average for this classification. The survey data collected revealed that the Senior Planner is below market average by 7.66%. The recommendation is to adjust the Senior Planner salary range by 5% to bring the compensation closer to market average. Adjusting the Senior Planner salary will change the range differential that currently exists with the higher level classification of Principal Planner. The Senior Planner and Principal Planner currently have a differential of approximately 19.24%. Adjusting only the Senior Planner classification would devalue the differential. For this reason, the recommendation is to also adjust the Principal Planner salary range by the 5% recommended for the Senior Planner salary range to retain the current differential between the two classification levels. The following 5% adjustment is recommended as illustrated below:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Senior Planner (7930)	\$6,168 - \$8,262	\$6,476 - \$8,675	5%
Principal Planner (7950)	\$7,350 - \$9,852	\$7,718 - \$10,345	5%

Senior Plan Check Engineer

The Senior Plan Check Engineer classification provides direct supervision over the subordinate classification of Senior Plans Examiner. Currently, there is a compaction issue between these two classifications, with only a 6.05% differential. Per Human Resources Policy, which requires a minimum 10% differential to exist between a supervisor and the top step of the closest subordinate classification, it is recommended that a salary adjustment of 3.72% be applied to the Senior Plan Check Engineer classification to create a sufficient differential. The following adjustment is recommended as illustrated below:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Salary
Senior Plan Check Engineer	\$7,909 - \$9,618	\$8,203 - \$9,976	3.72%

Title Change

The Museum Department currently has a classification titled Exhibits Designer. This classification has not been reviewed since 2005. The Museum Department would like to update the title for this classification from Exhibits Designer to Exhibition Designer. The title change proposed is to be consistent with current titling in the labor market and museum industry.

Current Classification Title	Proposed Classification Title
Exhibit Designer (6120)	Exhibition Designer (6120)

Change of Bargaining Unit Designation and FBSP Language Clean-up

The Human Resources Department recommends that the existing Fiscal Manager (9580) classification be placed into the Sr. Management bargaining unit to be consistent with the placement of the Utilities Fiscal Manager classification and other comparable classifications.

Classification Title	Current Bargaining Unit	Proposed Bargaining Unit
Fiscal Manager (9580)	Management (10)	Sr. Management (07)

The City Attorney’s current contract provides for a three percent (3%) increase upon satisfactory or above reviews. On October 22, 2019, the City Council reviewed the City Attorney’s performance at greater than satisfactory. Therefore, a three percent (3%) increase shall be implemented. The Salary Schedule will be revised to reflect this increase effective December 06, 2019.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Salary
City Attorney	\$27,650	\$28,480	3.00%

Additionally, Section 5 (l) (4), of the Fringe Benefit and Salary Plan (FBSP) currently provides up to a fifteen percent (15%) increase above the top step of the current salary range to recruit or retain highly qualified employees in the unrepresented unit for the City of Riverside. This section is obsolete and should be removed for consistency purposes. The item is contained in Section 3, of the Fringe Benefit and Salary Plan also known as the “merit range” and simply states that non-classified and classified employees in the non-represented units, may, be eligible to have his/her salary increased to a maximum of fifteen percent (15%) beyond the regularly assigned top step of his/her salary range.

FISCAL IMPACT:

The proposed salary adjustment for the Business Systems Manager represents a cost increase of \$502 monthly in base salary costs to the max salary range.

The proposed new classification of Business Systems Manager II represents a cost increase of \$2,028 monthly in base salary costs to the max salary range.

The proposed salary adjustment for the Business Systems Analyst represents a cost increase of \$57 to \$573 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the Senior Business Systems Analyst represents a cost increase of \$181 to \$123 monthly in base salary costs in the min/max salary range.

The proposed new classification of Senior Business Systems Technician represents a cost increase of \$606 monthly in base salary costs to the max salary range.

The proposed salary adjustment for the Senior Planner represents a cost increase of \$308 to \$413 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the Principal Planner represents a cost increase of \$368 to \$493 monthly in base salary costs in the min/max salary range.

The proposed salary adjustment for the Senior Plan Check Engineer represents a cost increase of \$294 to \$358 monthly in base salary costs in the min/max salary range.

There is no fiscal impact for the proposed new classification of Principal Business Systems Analyst, as this classification was leveled with an equivalent classification to the existing position.

There is no fiscal impact for the title change to the existing Exhibit Designer classification or the change in bargaining unit designation to the existing Fiscal Manager classification.

The proposed salary adjustment for the City Attorney will be absorbed within the existing City Council approved operating budget.

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
2. Amended Fringe Benefit and Salary Plan