



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 27, 2017

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN INCLUDING THE ADDITION OF A NEW CLASSIFICATION OF COMMUNICATIONS SUPERVISOR IN THE CITY MANAGER'S OFFICE

ISSUE:

Approve revisions to the Citywide Fringe Benefits and Salary Plan to establish a new classification of Communications Supervisor for the Communications Division in the City Manager's Office.

RECOMMENDATION:

That the City Council:

1. Approve the establishment of a new Communications Supervisor classification for the Communications Division in the City Manager's Office; and
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the addition of the new classification of Communications Supervisor, outlined in Exhibit A attached thereto.

BACKGROUND:

The Human Resources Department received a classification study requests from the City Manager's Office for the position of Senior Communications Technician. The process involved analyzing duties and responsibilities performed by the incumbent, analyzing the incumbent's qualifications, skills and abilities and conducting a classification and compensation survey to ensure a consistent job evaluation comparison with other similar agencies and competitive compensation.

DISCUSSION:

A classification study was conducted for an incumbent in Office of the City Manager – Communications Division, who reports to the Economic Development/Marketing Manager and whose primary responsibilities are to supervise, coordinate, produce and maintain City

communications programs related to the City’s PEG, YouTube and WatchRiverside.com channels, and to support video and AV systems for City Departments. This position currently supervises two full-time and 12 part-time employees. The incumbent is responsible for continual scheduling of television coverage and broadcasting of government meetings, live sports, and special events, including creating training programs and completing video projects utilizing television control rooms, studio and the mobile production truck. As a supervisor, the incumbent is responsible for training personnel, explaining work procedures and methods, resolving problems and conducting performance evaluations; these first-line supervisory functions are not responsibilities of the Senior Communications Technician classification. The nature of the work currently performed by the incumbent is closely associated with the Communications Supervisor classification within industry.

The salary determination was made using internal and external parity methods. The City’s approved Labor market basket was surveyed, in addition to an internal comparison with other Supervisory classifications in the City to ensure internal equity. Based on salary survey findings, the market median top step is \$7,252 and the proposed salary range is as follows:

New Classification	Proposed Monthly Salary Range
Communications Supervisor	\$5,503 - \$7,378

FISCAL IMPACT:

Upon approval of the new Communications Supervisor classification the employee will be eligible for a minimum of five percent (5%) increase upon reclassification. This will cost approximately \$7,080 annually, and will be absorbed within the Communications Division’s budget for fiscal years 2016/17 and 2017/18.

Prepared by: Stephanie Holloman, Human Resources Director
 Certified as to availability of funds: Scott G.Miller, Ph.D., Chief Financial Officer/Treasurer
 Approved by: Marianna Marysheva, Assistant City Manager
 Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Redline Fringe Benefits and Salary Plan
 - b. Exhibit B – Job Code Table
2. Labor Market Basket Survey – Communications Supervisor