



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 22, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE SALARY ADJUSTMENT TO THE MINIMUM SALARY FOR THE SAFETY SPECIALIST CLASSIFICATION; SALARY ADJUSTMENTS FOR THE INNOVATION & TECHNOLOGY CLASSIFICATIONS, MAYOR'S OFFICE CLASSIFICATIONS, COUNCIL ASSISTANT, SENIOR CONSTRUCTION INSPECTOR AND THE PUBLIC PARKING SERVICES MANAGER CLASSIFICATIONS; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR AIRPORT OPERATIONS ANALYST; TITLE CHANGE FOR THE ACCOUNTS PAYABLE SUPERVISOR CLASSIFICATION; DELETION OF THE AIRPORT OPERATIONS COORDINATOR CLASSIFICATION – SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the salary adjustment to the minimum salary for the Safety classification; salary adjustments for the Innovation & Technology classifications, Mayor's Office classifications, Council Assistant, Senior Construction Inspector and the Public Parking Services Manager classifications; creation of the classification and salary range for Airport Operations Analyst; title change for the Accounts Payable Supervisor classification; deletion of the Airport Operations Coordinator classification.

RECOMMENDATION:

That the City Council

1. Approve the salary adjustments for the Safety Specialist classification; the Innovation & Technology classifications, Mayor's Office classifications, Council Assistant, Senior Construction Inspector and the Public Parking Services Manager classifications;
2. Approve the creation of the classification and salary range for Airport Operations Analyst;
3. Approve the title change for the Accounts Payable Supervisor classification;
4. Approve the deletion of the Airport Operations Coordinator classification;
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustment to the minimum salary for the Safety Specialist classification;

salary adjustments for the Innovation & Technology classifications, Mayor’s Office classifications, Council Assistant, Senior Construction Inspector and the Public Parking Services Manager classifications; creation of the classification and salary range for the Airport Operations Analyst; title change for the Accounts Payable Supervisor classification; deletion of the Airport Operations Coordinator classification.

6. With five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation of \$139,942 in the General Fund, City Council personnel budget to accommodate Council Assistant salary increases based on the applicable salary survey results.

DISCUSSION:

Salary Adjustments:

Safety Specialist

The Human Resources Department recommends a salary adjustment to the minimum salary for the Safety Specialist classification to maintain salary alignment with the Human Resources Specialist, which is a comparable classification, as illustrated below:

| Job Code | Classification Title | Current Monthly Salary Range | Proposed Monthly Salary Range |
|----------|--|------------------------------|-------------------------------|
| 8655 | Safety Specialist (BU 55 – Para-Professional) | \$3,611 - \$6,076 | \$4,333 - \$6,076 |

Innovation & Technology (IT) Classifications

After a thorough review of existing promotional advancement from entry level IT positions to higher level IT positions, the Human Resources Department recommends salary adjustments to a number of Innovation & Technology classifications to create proper salary progression and maintain appropriate differentials between classification levels as illustrated below:

| Job Code | Classification Title | Current Monthly Salary Range | Proposed Monthly Salary Range | % Max Salary Adjustment |
|----------|---|------------------------------|-------------------------------|-------------------------|
| 9251 | Innovation & Technology Analyst I (BU 15 – Professional) | \$5,877 - \$7,729 | \$6,977 - \$9,176 | 18.72% |
| 9252 | Innovation & Technology Analyst II (BU 15 – Professional) | \$7,005 - \$9,249 | \$7,645 - \$10,094 | 9.13% |
| 9253 | Senior Innovation & Technology Analyst (BU 15 – Professional) | \$8,252 - \$11,017 | \$8,392 - \$11,204 | 1.70% |
| 9254 | Principal Innovation & Technology Analyst (BU 15 – Professional) | \$9,470 - \$12,698 | \$9,526 - \$12,773 | 0.59% |
| 9240 | Innovation & Technology Officer I (BU 07 – Sr. Management) | \$7,136 - \$12,201 | \$9,575 - \$12,923 | 5.92% |
| 9239 | Innovation & Technology Officer II (BU 07 – Sr. Management) | \$8,162 - \$13,967 | \$10,407 - \$14,050 | 0.59% |

Mayor's Office and Council Assistant Classifications

The Human Resources Department conducted a salary survey using the City's approved Market Basket for classifications in the Mayor's Office. Based on the results of the survey, the recommendation is to adjust the salary range for the Chief of Staff and Advisor to the Mayor by the respective market average result. It is recommended to also adjust the Council Assistant classification so it remains aligned with the Advisor to the Mayor for internal parity purposes. Lastly, the International Affairs & Protocol Officer salary is recommended to be adjusted and aligned with the Intergovernmental Relations Officer classification as these classifications are comparable in terms of type of work performed, knowledge, skills and abilities. Salary surveys for the Chief of Staff and Advisor to the Mayor/Council Assistant were conducted; there were no comparables found for the International Affairs & Protocol Officer classification. The recommended salary adjustments are illustrated below:

| Job Code | Classification Title | Current Monthly Salary Range | Proposed Monthly Salary Range | % Salary Adjustment |
|-----------------|---|-------------------------------------|--------------------------------------|----------------------------|
| 9642 | Chief of Staff (Mayor's Office) (BU 07 – Sr. Management) | \$8,013 - \$10,013 | \$10,922 - \$13,648 | 36.30% |
| 9645 | International Affairs & Protocol Officer NC (BU 15 – Professional) | \$6,935 - \$9,294 | \$8,252 - \$11,060 | 19.00% |
| 9635 | Advisor to the Mayor NC (BU 15 – Professional) | \$5,704 - \$7,644 | \$6,662 - \$8,928 | 16.80% |
| 0357 | Council Assistant NC (BU 15 – Professional) | \$5,704 - \$7,644 | \$6,662 - \$8,928 | 16.80% |

Construction Inspector II and Senior Construction Inspector

The City is required to comply and implement the California Public Employment Relations Board (PERB) decision and court order to adjust the Construction Inspector II classification salary retroactively by 13% instead of the original adjustment of 9.56%. Adjusted salary ranges for the Construction Inspector II classification were updated with pay period starting September 13, 2024 with a retroactive date of July 8, 2022 as mandated by the court order. In order to maintain the existing salary differentials with the next level classification, the Senior Construction Inspector, it is recommended that the salary for this classification also be adjusted retroactively by the 13% instead of the original adjustment of 9.56%. The recommended salary adjustments are illustrated below:

| Job Code | Classification Title | Current Monthly Salary Range | Updated Monthly Salary Range |
|-----------------|---------------------------------------|-------------------------------------|---|
| 7590 | Construction Inspector II (T1) | \$7,225 - \$8,783 | \$7,452 - \$9,058 (updated as of 9/13/24) |
| 7591 | Construction Inspector II (T2/T3) | \$7,019 - \$8,532 | \$7,233 - \$8,792 (updated as of 9/13/24) |
| 7610 | Senior Construction Inspector (T1) | \$7,966 - \$9,683 | \$8,218 - \$9,989 (as of 10/25/24) |
| 7611 | Senior Construction Inspector (T2/T3) | \$7,739 - \$9,407 | \$7,977 - \$9,696 (as of 10/25/24) |

Public Parking Services Manager

The Public Works Department requested a salary survey be conducted for the Public Parking Services Manager classification. The Human Resources Department conducted the survey and utilized the City's approved Labor Market Basket for the study. Based on the results of the study,

it is recommended that the Public Parking Services Manager classification be aligned internally with other comparable manager level classifications (see Exhibit B). The recommended salary adjustment is illustrated below:

| Job Code | Classification Title | Current Monthly Salary Range | Proposed Monthly Salary Range | % Max Salary Adjustment |
|----------|---|------------------------------|-------------------------------|-------------------------|
| 9504 | Public Parking Services Manager (BU 10 – Management) | \$7,485 - \$10,033 | \$8,666 - \$11,621 | 15.83% |

New Classification:

Airport Operations Analyst

The General Services Department, Airport Operations Division submitted a request to create a classification that would provide professional analytical airport operations assistance to the Airport Manager. This classification will be involved in the research of operational procedures, practices and requirements, tenant and marketing communications, safety, noise abatement, and compliance practices for airport operations. The Human Resources Department utilized an outside consulting firm, Creative Management Solutions, to conduct the study. The City’s approved Labor Market Basket was used along with additional agencies that have municipal airports to locate comparable classifications. Based on the results of the market survey, the recommendation is to use the market average result with a 10% downward adjustment since this will be non-supervisory classification (see Exhibit B). The recommended salary range and bargaining unit is illustrated below:

| Job Code | New Classification Title | Proposed Monthly Salary Range |
|----------|--|-------------------------------|
| New | Airport Operations Analyst (BU 15 – Professional) | \$5,968 - \$7,662 |

Title Change:

Accounts Payable Supervisor

A title change is recommended for the Accounts Payable Supervisor classification to reflect a more generic classification title that can be used interchangeably in various divisions within the Finance Department. The title change is illustrated below:

| Job Code | Current Classification Title | Proposed Classification Title |
|----------|--|--|
| 0490 | Accounts Payable Supervisor (BU 50 – Supervisory) | Accounting Supervisor (BU 50 – Supervisory) |

Deletion of Non-Utilized Classification:

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

| Job Code | DELETE NON-UTILIZED CLASSIFICATIONS |
|----------|---|
| 0371 | Airport Operations Coordinator (BU 15 – Professional) |

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the new classifications and 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 financial impact of the requested salary adjustments for Fiscal Year 2024/25, affecting 48 FTE positions, is approximately \$418,000. Most departments can absorb this impact in their existing budget through anticipated salary savings from employee turnover and vacancy-related savings. However, the salary adjustment for Council Assistants, representing 10.5 of the 17.5 FTE in the City Council Department, will require a supplemental appropriation of \$139,942 due to the limited number of FTE and related personnel budget, making this department unable to absorb the fiscal impact within its existing budget. There are sufficient General Fund Reserves to accommodate the supplemental appropriation; additionally, savings are anticipated from fiscal year-ending June 30, 2024 (pending completion of the City’s financial audit), which will serve to replenish reserves following this appropriation.

Prepared by: Rene Goldman, Human Resources Director
Certified as to
Availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City
Treasurer
Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
 - b. Exhibit B – Salary Survey Data – Mayor’s Office, Public Parking Services Manager, Airport Operations Analyst