



City Council Memorandum

City of Arts & Innovation

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

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY RANGE ADJUSTMENTS TO THE DEPUTY GENERAL SERVICES DIRECTOR, UTILITIES DISPATCH SUPERINTENDENT, UTILITIES ELECTRIC OPERATIONS MANAGER AND THE UTILITIES ELECTRIC FIELD MANAGER CLASSIFICATIONS; MODIFICATION OF THE FRINGE BENEFITS AND SALARY PLAN, PART II, SECTION 5, SALARY DIFFERENTIALS, TO INCLUDE THE SAFETY LEAD ASSIGNMENT.

ISSUE:

Approve a revision to the Master Fringe Benefits and Salary Plan for the salary range adjustments to the Deputy General Services Director, Utilities Dispatch Superintendent, Utilities Electric Operations Manager and the Utilities Electric Field Manager classifications; Modification of the Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials to include the Safety Lead Assignment.

RECOMMENDATION:

That the City Council

1. Approve the adjustments to the salary ranges for the Deputy General Services Director, Utilities Dispatch Superintendent, Utilities Electric Operations Manager, and the Utilities Electric Field Manager classifications;
2. Approve the modification of the Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials to include the Safety Lead Assignment;
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary range adjustments to the Deputy General Services Director, Utilities Dispatch Superintendent, Utilities Electric Operations Manager, and the Utilities Electric Field Manager classifications; and modify the Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials to include the Safety Lead Assignment.

DISCUSSION:

Salary Range Adjustments:

Deputy General Services Director

The General Services Department has recently adjusted its reporting structure to have incumbents in the Senior Project Manager classification report to the Deputy General Services Director. Under the current structure, the Senior Project Managers report to the General Services Director. The change was necessary to create and maintain the appropriate reporting structure within the department. As a result of this structural adjustment, there would only be a 0.39% differential between the maximum salary of the Deputy General Services Director and the maximum salary of the subordinate classification of Senior Project Manager. Therefore, the Human Resources Department recommends that the salary range for the Deputy General Services Director be adjusted to maintain the minimum required ten (10) percent salary differential from the subordinate classification per the Fringe Benefit and Salary Plan, part II, section 5 (I) 1. There is currently one incumbent in the Deputy General Services Director classification.

Utilities Dispatch Superintendent

The Utilities Dispatch Superintendent classification is in the Management unit and provides direct supervision over the subordinate classification of Utilities Dispatch Supervisor. Currently, there is a compaction issue between the Superintendent level and the subordinate classification, with only an 8.62% differential. The Human Resources Department recommends a salary adjustment of 1.27% be applied to the Utilities Dispatch Superintendent classification to create the minimum required ten (10) percent differential per the Fringe Benefit and Salary Plan, part II, section 5 (I) 1. Currently, this classification is vacant.

Utilities Electric Operations Manager and Utilities Electric Field Manager

The Utilities Electric Operations Manager and the Utilities Electric Field Manager classifications are in the Senior Management unit and provides direct supervision over the subordinate classification of Utilities Electric Superintendent. Currently, there is a compaction issue between the Manager level and the subordinate classification, with only a 7.11% differential. The Human Resources Department recommends a salary adjustment of 2.70% be applied to the Utilities Electric Operations Manager and the Utilities Electric Field Manager classifications to create the minimum required ten (10) percent differential per the Fringe Benefit and Salary Plan, part II, section 5 (I) 1. Currently, the Utilities Electric Operations Manager is vacant and there is one incumbent in the Utilities Electric Field Manager 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
Deputy General Services Director NC BU 07 (4539)	\$9,611 - \$11,682	\$10,531 - \$12,800	9.57%
Utilities Dispatch Superintendent BU 10 (4876)	\$10,584 - \$13,514	\$10,718 - \$13,686	1.27%
Utilities Electric Operations Manager BU 07 (5120)	\$12,773 - \$15,526	\$13,118 - \$15,945	2.70%
Utilities Electric Field Manager BU 07 (4711)	\$12,773 - \$15,526	\$13,118 - \$15,945	2.70%

Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, to include the Safety Lead Assignment:

After internal review of existing practices, the Human Resources Department in collaboration with Riverside Public Utilities, agreed to memorialize the additional compensation for performing Safety Lead duties. The City does not have a specific Safety Lead classification and associated duties have been performed by existing staff assuming additional safety-related responsibilities. Based on research conducted by the Human Resources Department with like Utilities in the City's market basket, it is not industry standard to have a stand-alone Safety Lead classification, therefore providing additional compensation while performing these specific safety duties would be most appropriate. The Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, will be modified to include a one salary step (5%) adjustment for performance of Safety Lead duties. The provision shall be added as item (18) to read: Eligible and qualified employees in the Public Utilities Department that are part of the IBEW Supervisory, Professional, Supervisory and Management units, that meet the requirements outlined in the Safety Lead assignment guidelines, and are designated as a Safety Lead for their respective Department/Division shall receive 5% additional pay for actual hours worked as the Safety Lead, performing safety-related duties for the duration of the temporary assignment. The additional 5% for hours worked shall be performed during regular work hours and shall be paid at straight time rate. The City reserves the right to adjust or change the number or distribution of Safety Leads at any time or to discontinue the program in its entirety.

STRATEGIC PLAN ALIGNMENT:

Salary range adjustments:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adjust the salary ranges for the Deputy General Services Director, Utilities Dispatch Superintendent, Utilities Electric Operations Manager and the Utilities Electric Field Manager classifications 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.

It also aligns with each Cross-Cutting Threads as follows:

1. **Community Trust** – Necessary salary adjustments to the Fringe Benefits and Salary Plan for classifications allows the City to retain a skilled workforce to efficiently respond

to capital improvement projects to effectively maintain City services and resources.

2. **Equity** – Salary ranges, classifications and reporting structures are regularly reviewed to ensure they reflect equitable internal alignment and appropriate differentials between subordinate classifications.
3. **Fiscal Responsibility** – Modifications or adjustments to salary ranges are only recommended when necessary and within policy parameters for minimal fiscal impact. The recommended salary range adjustments align with the Fringe Benefits and Salary Plan, Salary Differentials, for appropriate reporting structure salary differential.
4. **Innovation** – Classifications, salaries and departmental structure are reviewed to ensure alignment within the City's approved market basket related to new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.
5. **Sustainability & Resiliency** – Departmental reporting structures and salaries are reviewed when departments request salary adjustments 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.

Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, to include the Safety Lead Assignment:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to add additional compensation for the Safety Lead assignment contributes to **Strategic Priority 5 – High Performing Government**, and **Goal 5.5**: Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the City organization and Goal 5.1:

Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.

It also aligns with each Cross-Cutting Threads as follows:

1. **Community Trust** – Ensuring the safety of our Utility employees ensures the safety of our community members.
2. **Equity** – The Safety Lead assignment will be open to all qualified staff in their respective area of expertise and designation will be made based on objective eligibility criteria.
3. **Fiscal Responsibility** – Modifications or adjustments to salary ranges are only recommended when necessary and within policy parameters for minimal fiscal impact. The Safety Lead assignment will provide additional pay for any non-overtime hours worked, only when performing Safety Lead duties, thus minimizing the fiscal impact.
4. **Innovation** – Classifications, salaries and departmental structure are reviewed to ensure alignment within the City's approved market basket related to new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.

5. **Sustainability & Resiliency** – Departmental reporting structures and salaries are reviewed when departments request salary adjustments 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 proposed salary adjustment for the Deputy General Services Director classification represents a cost increase of \$920 - \$1,118 monthly in base salary costs to the min/max salary range to be absorbed by the General Fund General Services department budget.

The following items will be absorbed in the Riverside Public Utilities Electric Fund budget:

- The proposed additional pay for the Safety Lead Assignment represents an estimated annual cost increase of \$136,500 to the Riverside Public Utilities Electric Fund budget.
- The proposed salary adjustment for the Utilities Dispatch Superintendent classification represents a cost increase of \$134 - \$172 monthly in base salary costs to the min/max salary range.
- The proposed salary adjustment for the Utilities Electric Operations Manager classification represents a cost increase of \$345 - \$419 monthly in base salary costs to the min/max salary range.
- The proposed salary adjustment for the Utilities Electric Field Manager classification represents a cost increase of \$345 - \$419 monthly in base salary costs to the min/max salary range. The fiscal impact will be absorbed by the Riverside Public Utilities budget.

Fiscal impact for future fiscal years will be included in the departments' budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Rene Goldman, 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:	Phaedra A. Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table-Salary Range Adjustments