



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 14, 2022

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE CLASSIFICATIONS AND SALARY RANGES FOR WATER RESOURCES ANALYST, SENIOR WATER RESOURCES ANALYST, AND PRINCIPAL WATER RESOURCES ANALYST

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan to for the creation of the classifications and salary ranges for Water Resources Analyst, Senior Water Resources Analyst, and Principal Water Resources Analyst.

RECOMMENDATION:

That the City Council

1. Approve the creation of the classifications and salary ranges for the Water Resources Analyst, Senior Water Resources Analyst, and Principal Water Resources Analyst.
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the classifications and salary ranges for the Water Resources Analyst, Senior Water Resources Analyst, and Principal Water Resources Analyst.

DISCUSSION:

New Classification Series:

The Human Resources Department requested services from Creative Management Solutions to conduct a classification and compensation study on current incumbents assigned to the Water Quality/Operations and Water Engineering Divisions to determine the appropriate classification for the duties performed. The incumbents are currently classified under the existing Utilities Resources Analyst series which is specific to electric resources operations and does not accurately describe the duties performed within water quality/operations and water engineering. It was determined that it was necessary to create a new classification series specific to water resources, which would encompass duties from both the water quality and water engineering divisions. The proposed Water Resources Analyst series will consist of three levels;

entry/journey, journey, and an advanced/supervisory level within the series to allow for proper alignment of functional levels and duties. The Water Resources Analyst performs professional planning and research work related to water demand and conservation, groundwater management, water supply planning, water quality, and other water resources planning tasks. There are four incumbents who will be reclassified into the new classification series. There will be no fiscal impact with three of the incumbent reclassifications, as these incumbents would be placed into the new classification at their current salary rate. There will be a fiscal impact for one incumbent who will be reclassified from a classification which has a lower salary range.

Salary recommendations were aligned with consideration to the city's market basket and internal parity with existing equivalent classifications. It is recommended that the proposed Water Resources Analyst series be aligned internally with the Utilities Resources Analyst series. The proposed classifications and salary ranges are illustrated below:

New Classification Title and Bargaining Unit	Proposed Monthly Salary Range
Water Resources Analyst (BU 15)	\$7,227 - \$8,783
Senior Water Resources Analyst (BU 15)	\$8,680 - \$11,080
Principal Water Resources Analyst (BU 15)	\$11,079 - \$13,467

STRATEGIC PLAN ALIGNMENT:

New Classification Series:

This action supports **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.

This action also aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The new classification series allows the city to accurately align the positions with comparable market classifications to attract the appropriate workforce skillset to efficiently maintain City services.
2. **Equity** – New classifications are reviewed against comparable classifications within the approved City market basket and internally to ensure the appropriate alignment with comparable internal classifications.
3. **Fiscal Responsibility** – New classifications are reviewed both internally and within the City's comparable market basket to ensure appropriate salary alignment.
4. **Innovation** – New classifications are necessary to ensure the City is progressive on new fields of study, changes to specific fields related to certifications, associated technology, education, and experience requirements.

5. **Sustainability & Resiliency** – New classifications 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 proposed new classifications will result in one reclassification for an existing incumbent with a fiscal impact of \$4,716 for Fiscal Year 2022/23.

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-New Classifications
 - b. Exhibit B – Salary Survey Data

Exhibit B

CITY OF RIVERSIDE
Water Resources Survey
Water Resources Analyst
November, 2021

NAME OF SURVEY AGENCY	Benchmark Job Classification	REP UNIT	JOB MODIFIER	RANGE MINIMUM/ ENTRY STEP	RANGE MAXIMUM/ TOP STEP	RANGE EFFECTIVE DATE
City of Anaheim	Not Comparable					
City of Burbank	Not Comparable					
City of Corona	Not Comparable					
City of Costa Mesa	Not Comparable					
City of Escondido	Not Comparable					
City of Fullerton	Not Comparable					
City of Glendale	Not Comparable					
City of Huntington Beach	Environmental Specialist	MEA		\$6,793	\$6,415	10/1/19
City of Long Beach	Not Comparable					
City of Murrieta	Not Comparable					
City of Oceanside	Not Comparable					
City of Ontario	Water Quality Specialist	TMTR		\$6,287	\$7,640	7/7/19
City of Pasadena	Not Comparable					
City of Redlands	Not Comparable					
County of Riverside	Not Comparable					
Additional Labor Mkt Utility Agencies						
Eastern Municipal Water District	Not Comparable					
Irvine Ranch Water District	Not Comparable					
Inland Empire Utilities Agency	Not Comparable					
LA Dept of Water & Power	Not Comparable					
Western Municipal Water District	Water Resources Specialist I	MOU		\$5,446	\$7,738	7/1/21
City of Riverside	Water Resources Analyst (new range)	Professional Unit		\$6,032	\$7,481	
					Survey Median Max =	\$7,640
					Survey Average Max =	\$7,264
					Blended Statistical Average =	\$7,452

CITY OF RIVERSIDE
Water Resources Survey
Senior Water Resources Analyst
November, 2021

NAME OF SURVEY AGENCY	Benchmark Job Classification	REP UNIT	JOB MODIFIER	RANGE MINIMUM/ ENTRY STEP	RANGE MAXIMUM/ TOP STEP	RANGE EFFECTIVE DATE
City of Anaheim	Not Comparable					
City of Burbank	Water Quality Analyst	BCEA		\$6,416	\$8,444	9/5/21
City of Corona	Not Comparable					
City of Costa Mesa	Not Comparable					
City of Escondido	Not Comparable					
City of Fullerton	Not Comparable					
City of Glendale	Not Comparable					
City of Huntington Beach	Water Conservation Coordinator	MEA		\$5,937	\$7,358	10/1/19
City of Long Beach	Not Comparable					
City of Murrieta	Not Comparable					
City of Oceanside	Not Comparable					
City of Ontario	Water Resources Coordinator	TMTR		\$6,287	\$7,640	7/7/19
City of Pasadena	Not Comparable					
City of Redlands	Not Comparable					
County of Riverside	Not Comparable					
Additional Labor Mkt Utility Agencies						
Eastern Municipal Water District	Not Comparable					
Irvine Ranch Water District	Not Comparable					
Inland Empire Utilities Agency	Not Comparable					
LA Dept of Water & Power	Not Comparable					
Western Municipal Water District	Water Resources Specialist II	MOU		\$6,621	\$9,406	7/1/21
City of Riverside	Senior Water Resources Analyst (new range)	Professional Unit		\$6,788	\$8,248	
					Survey Median Max =	\$8,042
					Survey Average Max =	\$8,212

City of Riverside
Water Resources Survey
Principal Water Resources Analyst
November, 2021

NAME OF SURVEY AGENCY	Benchmark Job Classification	REP UNIT	JOB MODIFIER	RANGE MINIMUM/ENTRY STEP	RANGE MAXIMUM/TOP STEP	RANGE EFFECTIVE DATE
City of Anaheim	Not Comparable					
City of Burbank	Not Comparable					
City of Corona	Not Comparable					
City of Costa Mesa	Not Comparable					
City of Escondido	Not Comparable					
City of Fullerton	Not Comparable					
City of Glendale	Environmental Program Administrator	Mgmt	>	\$10,003	\$14,551	
City of Huntington Beach	Not Comparable					
City of Long Beach	Not Comparable					
City of Murrieta	Not Comparable					
City of Oceanside	Not Comparable					
City of Ontario	Water Resources Manager	Mgmt	=	\$10,313	\$12,533	
City of Ontario	Water Resources & Regulatory Affairs Dir	Mgmt	=/>	\$12,135	\$14,749	
City of Pasadena	Not Comparable					
City of Redlands	Not Comparable					
County of Riverside	Not Comparable					
Additional Labor Mkt Utility Agencies						
Eastern Municipal Water District	Not Comparable					
Irvine Ranch Water District	Not Comparable					
Inland Empire Utilities Agency	Not Comparable					
LA Dept of Water & Power	Not Comparable					
Western Municipal Water District	Not Comparable					
City of Riverside	Principal Water Resources Analyst (new range)	Professional Unit		\$10,876	\$13,225	
					Survey Median Max =	\$14,551
	Adjusted Market Value Using Job Evaluation Factors at /1.10 given larger scope of responsibility and supervision exercised by the survey jobs.				Adjusted value: modified =	\$13,228
					Survey Average Max =	\$13,944