



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 16, 2023

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY ADJUSTMENTS TO THE LEAD PARK MAINTENANCE WORKER, SENIOR PARK MAINTENANCE WORKER, PARK SUPERVISOR, DEPUTY CHIEF INNOVATION OFFICER, ASSISTANT CHIEF FINANCIAL OFFICER, SENIOR ACCOUNTANT, ENVIRONMENTAL COMPLIANCE SUPERVISOR, POLICE PROGRAM SUPERVISOR, UTILITIES CUSTOMER SERVICE SUPERVISOR, PUBLIC SAFETY DISPATCHER-HOURLY, POLICE CADET, LIFEGUARD/INSTRUCTOR, POOL MANAGER, ASSISTANT AQUATICS COORDINATOR CLASSIFICATIONS; TITLE CHANGE FOR THE UTILITIES CUSTOMER SERVICE REPRESENTATIVE III CLASSIFICATION; CREATION OF ADMINISTRATIVE ANALYST TO THE MAYOR NON-CLASSIFIED AND THE DEBT AND TREASURY MANAGER NON-CLASSIFIED CLASSIFICATIONS; DELETION OF THE OFFSET DUPLICATING MACHINE OPERATOR I CLASSIFICATION.

## **ISSUE:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan for salary adjustments to the Lead Park Maintenance Worker, Senior Park Maintenance Worker and Park Supervisor, Deputy Chief Innovation Officer, Assistant Chief Financial Officer, Senior Accountant, Environmental Compliance Supervisor, Police Program Supervisor, Utilities Customer Service Supervisor, Public Safety Dispatcher-Hourly, Police Cadet, Lifeguard/Instructor, Pool Manager, Assistant Aquatics Coordinator classifications; creation of Administrative Analyst to the Mayor Non-Classified and the Debt and Treasury Manager Non-Classified classifications; title change for the Utilities Customer Service Representative classification; deletion of the Offset Duplicating Machine Operator I classification.

## **RECOMMENDATION:**

That the City Council

1. Approve the salary adjustments to the Lead Park Maintenance Worker, Senior Park Maintenance Worker and Park Supervisor, Deputy Chief Innovation Officer, Assistant Chief Financial Officer, Senior Accountant, Environmental Compliance Supervisor, Police Program Supervisor, Utilities Customer Service Supervisor, Public Safety Dispatcher-Hourly, Police Cadet, Lifeguard/Instructor, Pool Manager, Assistant Aquatics Coordinator classifications;

2. Approve the title change for the Utilities Customer Service Representative III classification;
3. Approve the creation of Administrative Analyst to the Mayor Non-Classified and the Debt and Treasury Manager Non-Classified classifications;
4. Approve the deletion of the Offset Duplicating Machine Operator I classification; and,
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments to the Lead Park Maintenance Worker, Senior Park Maintenance Worker and Park Supervisor, and Deputy Chief Innovation Officer, Assistant Chief Financial Officer, Senior Accountant, Environmental Compliance Supervisor, Police Program Supervisor, Utilities Customer Service Supervisor, Public Safety Dispatcher-Hourly, Police Cadet, Lifeguard/Instructor, Pool Manager, Assistant Aquatics Coordinator classifications; to reflect the title change to the Utilities Customer Service Representative III classification; to reflect the Administrative Analyst to the Mayor Non-Classified and the Debt and Treasury Manager classifications; to reflect the deletion of the Offset Duplicating Machine Operator classification.

## **DISCUSSION:**

### *Salary Adjustments:*

#### Lead Park Maintenance Worker, Senior Park Maintenance Worker, Park Supervisor:

The Human Resources Department met with the Parks, Recreation & Community Services Department to discuss the Lead Park Maintenance Worker classification. Historically, the Lead Park Maintenance Worker classification was aligned with the Lead Building Maintenance Specialist. After discussion, it was determined that the Lead Park Maintenance Worker classification salary should be adjusted to continue to align with the Lead Building Maintenance Specialist classification based on the performance of comparable duties to the Lead Building Maintenance Specialist. The job description for the Lead Park Maintenance Worker will be updated to reflect the performance of the building maintenance duties more accurately for the Parks Department.

Additionally, the Senior Park Maintenance Worker (prev. Park Maintenance Specialist) was aligned in salary and level of duties with the Building Maintenance Specialist. Due to salary study market adjustments, these two classifications were misaligned when the Building Maintenance Specialist received a 4.49% adjustment. These two classifications perform equivalent duties for the respective departments and should remain aligned.

The recommended salary adjustments are to re-align the Lead Park Maintenance Worker classification with the Lead Building Maintenance Specialist classification by providing a 10.45% salary adjustment to the Lead Park Maintenance Worker classification. It is also recommended to provide the 4.49% salary adjustment to the Senior Park Maintenance Worker to re-align this classification with the Building Maintenance Specialist classification. The proposed adjustments align with the approved adjustments for these classifications because of the SEIU classification and compensation study.

Additionally, the Human Resources Department recommends a salary adjustment of 10.70% be applied to the Park Supervisor classification to create the minimum required ten (10) percent differential. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Sr. Management/Management/Professional/Supervisory 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 proposed adjustments would be retroactive to July 8, 2022, which is in alignment with the approved salary adjustments for the SEIU General Unit and the Unrepresented groups. The proposed adjustments are illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
3020 3021	Lead Park Maintenance Worker (BU 20)	T1 \$5,692 - \$6,919 T2/3 \$5,421 - \$6,589	T1 \$6,287 - \$7,642 T2/3 \$5,987 - \$7,278	10.45%
3005 3006	Senior Park Maintenance Worker (BU 20)	T1 \$5,104 - \$6,200 T2/3 \$4,858 - \$5,901	T1 \$5,331 - \$6,480 T2/3 \$5,074 - \$6,168	4.49%
3015	Park Supervisor (BU 50)	\$5,951 - \$7,594	\$6,588 - \$8,407	10.70%

Deputy Chief Innovation Officer, Assistant Chief Financial Officer, Senior Accountant, Environmental Compliance Supervisor and Police Program Supervisor classifications:

The Human Resources Department recommends a salary adjustment be applied to the Deputy Chief Innovation Officer, Assistant Chief Financial Officer, Senior Accountant, Environmental Compliance Supervisor, and the Police Program Supervisor classifications to create the minimum required ten (10) percent differential. Additionally, the minimum salary for the Assistant Chief Financial Officer, Senior Accountant and the Environmental Compliance Supervisor will be adjusted to include a 5% differential above the minimum salary of the subordinate classification. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Sr. Management/Management/Professional/Supervisory 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 salary adjustments are illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
9210	Deputy Chief Innovation Officer (BU 07)	\$10,954 - \$13,662	\$11,611 - \$14,482	6.00%
8326	Assistant Chief Financial Officer (BU 07)	\$10,660 - \$14,306	\$11,193 - \$14,991	4.79%
8280	Senior Accountant (BU 15)	\$6,673 - \$8,510	\$7,089 - \$9,027	6.08%
7681	Environmental Compliance Supervisor (BU 50)	\$7,200 - \$9,644	\$7,799 - \$9,936	3.03%
2675	Police Program Supervisor (BU 50)	\$5,020 - \$6,096	\$5,501 - \$6,680	9.58%

Utilities Customer Service Supervisor:

Riverside Public Utilities submitted a request to the Human Resources Department to conduct a salary study for the Utilities Customer Service Supervisor classification to determine if the salary for this classification is within the current market salary range. The City's approved Labor Market Basket was used for this survey which also included a survey of the additional Utility Labor Market Agencies. Based on the results of the market survey, this classification is below the market average by 8.20% (see salary survey Exhibit B). It is recommended that the salary range be adjusted by 5% to bring the salary closer to market average without significantly impacting budget. The proposed adjustment is illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
0650	Utilities Customer Service Supervisor (BU 50)	\$6,049 - \$7,348	\$6,351 - \$7,715	5%

Public Safety Dispatcher – Hourly:

The Public Safety Dispatcher-Hourly classification is designated as Special Classes or temporary non-benefited. The Special Classes designated classifications do not receive the cost of living (COLA) adjustments as they are not benefited. This adjustment will increase the salary range to align with the Public Safety Dispatcher I minimum and Public Safety Dispatcher II maximum salary. The maximum salary adjustment is slightly higher to account for the next two approved COLA adjustments for SEIU. The proposed adjustment is illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Hourly Salary Range</b>	<b>Proposed Hourly Salary Range</b>
2492	Public Safety Dispatcher-Hourly (BU 30)	\$25.00 - \$30.00	\$27.00 - \$43.00

### Police Cadet

The Police Cadet classification is designated as Special Classes or temporary non-benefited. The Special Classes designated classifications do not receive the cost of living (COLA) adjustments as they are not benefited. The Police Cadet is also a difficult classification to fill. Similar to the Police Officer position, it is extremely competitive in the local market. The City of Riverside Police Department's Cadet Program serves an essential recruitment and employee development role for the Police Officer classification. Cadets must be full-time college students and generally apply for the position because they are interested in a future career as a Police Officer. Those who accept a Cadet position with Riverside Police Department typically remain employed with the Riverside Police Department as Police Officers and have a higher rate of success than typical applicants. They can obtain relevant work experience, specific to the Riverside Police Department, and the Department is able to directly observe their relevant knowledge, skills, and abilities prior to selecting them as Police Officers. Additionally, the Police Department can recruit more college-educated police officer applicants through the Cadet program.

A formal request was submitted by the Riverside Police Department to conduct a market salary survey. The City's approved Labor Market Basket was used for this survey. Based on the results of the market study, this classification is below the market average (see salary survey Exhibit C). Therefore, the recommendation is to adjust the salary above the market average to create an additional salary step that provides the Riverside Police Department with a competitive recruitment edge by placing the City's top pay step above those of competing local agencies within the City's market basket and without further increasing the Step 1 hourly wage.

### **Police Cadet - Job Code 2430 (BU 30)**

<b>Step</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
1	\$15.50	\$17.47
2	\$16.27	\$18.34
3	\$17.08	\$19.26
4	New Step	\$20.22

### Accountant II (Professional Unit)

The Human Resources Department recommends a salary adjustment for the Accountant II classification in the Professional unit to be equivalent in salary to the Accountant II classification in the SEIU unit to maintain internal equity among comparable classifications. The proposed adjustment is illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
8270	Accountant II (BU 15)	\$6,364 - \$7,736	\$6,751 - \$8,206	6.08%

Lifeguard/Instructor, Pool Manager, Assistant Aquatics Coordinator classifications:

The Parks, Recreation & Community Services Department submitted a formal request to conduct a market salary survey for the Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator. These classifications are designated as Special Classes or temporary non-benefited. The Special Classes designated classifications do not receive the cost of living (COLA) adjustments as they are not benefited. The City's approved Labor Market Basket was used for this survey. Based on the results of the market study, these classifications are below the market average (see salary survey Exhibit D, E, F). The Human Resources Department recommends using the Lifeguard/Instructor classification as the benchmark classification and adjusting the hourly rate for the Lifeguard/Instructor salary rate slightly above the neighboring comparable agencies to address the City's salary range deficit in relation to the neighboring competitive market agencies. The Lifeguard/Instructor will be adjusted by 24.24% and the subsequent classifications of Pool Manager, and the Assistant Aquatics Coordinator will be adjusted by the same percentage to maintain the current differentials between the classifications and salary steps. The recommended adjustments are illustrated below:

**Lifeguard/Instructor - Job Code 6260 (BU 30)**

<b>Step</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
1	\$15.50000	\$19.40264
2	\$15.80000	\$19.70264
3	\$16.10000	\$20.00264

**Pool Manager - Job Code 6280 (BU 30)**

<b>Step</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
1	\$17.79245	\$22.37111
2	\$18.37224	\$22.97111
3	\$18.97224	\$23.57111

**Assistant Aquatics Coordinator - Job Code 6285 (BU 30)**

<b>Step</b>	<b>Current Hourly Rate</b>	<b>Proposed Hourly Rate</b>
1	\$20.96306	\$26.37384
2	\$21.64985	\$27.07384
3	\$22.35499	\$27.77384

*Title Change of Existing Classification:*

A title change for the Utilities Customer Service Representative III should have been included on the September 20, 2022, Council report under Title Changes for the SEIU unit.

Job Code	Current Classification Title	Proposed Classification Title
0613/0614	Utilities Customer Service Representative III (BU 20)	Lead Utilities Customer Service Representative (BU 20)

*Creation of New Classification:*

Administrative Analyst to the Mayor (Non-Classified)

The Human Resources Department received a request from the Office of the Mayor to review duties performed by support staff to determine the appropriate classification. After a review of duties performed, it is recommended that an Administrative Analyst to the Mayor Non-Classified classification be created to appropriately classify the level of duties performed. All staff hired under the Mayor's Office is considered non-Classified; therefore, a separate Analyst class is necessary. This classification will be equivalent in salary to the existing salary range for the Administrative Analyst classification as illustrated below:

Job Code	New Classification Title	Proposed Monthly Salary
New	Administrative Analyst to the Mayor (NC) BU 15	\$5,377 - \$7,205

Debt and Treasury Manager (Non-Classified):

The Human Resources Department received a request from the Finance Department to create a new classification for the duties performed for the Debt and Treasury area. Currently, the Finance Department utilizes the Budget and Revenue Manager classification with a working title for the Debt and Treasury Manager duties. Based on the duties performed for Debt and Treasury, this position is entirely unique in its responsibilities and required experience and therefore warrants its own classification. It is recommended the new classification be created and the salary leveled equivalently with the existing Budget and Revenue Manager. The new classification and salary recommendation is illustrated below:

Job Code	New Classification Title	Proposed Monthly Salary
New	Debt and Treasury Manager (NC) BU 07	\$10,680 - \$13,628

*Deletion of Existing Classification:*

The Offset Duplicating Machine Operator I classification is no longer being utilized.

Job Code	Deleted Classification Title
1750/1751	Offset Duplicating Machine Operator I (BU 20)

### **STRATEGIC PLAN ALIGNMENT:**

This action 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.

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

1. **Community Trust** – Classifications and salaries are periodically reviewed which allows 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 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 fiscal impact for Fiscal Year 2023/24 for all positions listed (56.18 FTE) is approximately \$388,016. The anticipated cost increases related to the new salary rates will be factored into the Mid-Cycle Budget update that will be presented to Council for adoption in June 2023.

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



Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
2. Exhibit A – Job Code Table - Salary Adjustments, Title Change, New Classification, Deleted Classification
3. Exhibit B – Salary Survey for Utilities Customer Service Supervisor
4. Exhibit C – Salary Survey for Police Cadet
5. Exhibit D – Salary Survey for Lifeguard/Instructor
6. Exhibit E – Salary Survey for Pool Manager
7. Exhibit F – Salary Survey for Assistant Aquatics Coordinator
8. Fringe Benefits and Salary Plan - Redlined