



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 6, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE NEW CLASSIFICATIONS AND SALARY RANGES FOR THE WASTEWATER MAINTENANCE MECHANIC I AND THE SENIOR TREASURY REPRESENTATIVE; TITLE CHANGES TO THE EXISTING WASTEWATER MAINTENANCE MECHANIC AND REVENUE REPRESENTATIVE CLASSIFICATIONS.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classifications and salary ranges for the Wastewater Maintenance Mechanic I and the Senior Treasury Representative; title changes to the existing Wastewater Maintenance Mechanic and Revenue Representative classifications.

RECOMMENDATION:

That the City Council

1. Approve the creation of the new classifications and salary ranges for the Wastewater Maintenance Mechanic I and the Senior Treasury Representative;
2. Approve the title changes for the existing Wastewater Maintenance Mechanic and the Revenue Representative classifications;
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the new classifications and salary ranges for the Wastewater Maintenance Mechanic I and the Senior Treasury Representative; and the title changes for the existing Wastewater Maintenance Mechanic and the Revenue Representative classifications.

DISCUSSION:

New Classifications and Title Changes:

Wastewater Maintenance Mechanic:

The Public Works Department requested the Human Resources Department to create an entry level classification within the existing Wastewater Maintenance Mechanic series. The new entry level

classification will perform semi-skilled and skilled mechanical maintenance work while under the direction of the supervisor and senior and journey-level mechanic in the installation, maintenance, and repair of all heavy industrial and plant mechanical and electro-mechanical machinery in the Wastewater treatment plant and collections systems. The entry level classification is distinguished from the existing journey level classification in that the higher classification has more experience and ability to perform the full range of duties and tasks with limited supervision. The entry level classification allows the Public Works Department to recruit and find qualified candidates at the entry level, to train and prepare them for the journey level work. The existing journey level Wastewater Maintenance Mechanic salary will remain the same, with the proposed salary for the new entry level classification to overlap the entry steps of the journey level. The new classification will be in the SEIU bargaining unit. Current incumbents in the existing journey level Wastewater Maintenance Mechanic classification will only receive a title change; there is no change or impact to the current salary.

The proposed salary for the new classification and title change for the existing journey level Wastewater Maintenance Mechanic is illustrated below:

New Classification – Wastewater Maintenance Mechanic I (BU 20-General SEIU):

Tier	Step 1	Step 2	Step 3	Step 4	Step 5
Tier 1	\$5,392	\$5,662	\$5,945	\$6,242	\$6,554
Tier 2/3	\$5,137	\$5,393	\$5,663	\$5,946	\$6,244

Title Change to the existing Wastewater Maintenance Mechanic:

Job Code	Current Classification Title	Proposed Classification Title
5490/5491	Wastewater Maintenance Mechanic (BU 20-General SEIU)	Wastewater Maintenance Mechanic II (BU 20-General SEIU)

Title Change for Revenue Representative and New Classification – Senior Treasury Representative:

The Finance Department requested the Human Resources Department to create a new classification for the Treasury Division and to modify the existing Revenue Representative classification. The existing Revenue Representative classification is only utilized in the Treasury Division of the Finance Department. It is recommended that the Revenue Representative classification title be updated to be Treasury Representative so that it will be reflective of the Treasury Division within the Finance Department and to update the job description to reflect corresponding duties being performed by the incumbents. There is no change to current salary. Current incumbents in the existing Revenue Representative classification will only receive a title change; there is no change or impact on the current salary. The title change is illustrated below:

Job Code	Current Classification Title	Proposed Classification Title
0500/0501	Revenue Representative (BU 20-General SEIU)	Treasury Representative (BU 20-General SEIU)

The Revenue Specialist classification is currently utilized in both the Business Tax Division and the Treasury Division of the Finance Department. The Revenue Specialist classification will remain and continue to be utilized in the Business Tax Division. The treasury-related duties will be separated out into a lateral classification with a Treasury specific title of Senior Treasury Representative along with corresponding duties currently being performed in Treasury and will be utilized in the Treasury Division. The Senior Treasury Representative will be aligned to the same salary range that is currently assigned to the existing Revenue Specialist classification, as these are considered lateral positions; therefore, there is no change to current salary. Current incumbents in the Revenue Specialist classification assigned to the Treasury Division will only receive a title change; there is no change or impact on their current salary. The new classification will be assigned to the SEIU bargaining unit and is illustrated below:

Job Code	New Classification Title	Tier 1 Salary	Tier 2/3 Salary
New	Senior Treasury Representative (BU 20-General SEIU)	\$4,553 - \$5,814	\$4,375 - \$5,586

The creation of the new Treasury classifications and related job descriptions will provide a clear path of advancement for Treasury personnel and enhance retention and succession planning in the Treasury Division of the Finance Department.

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the new classifications 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** – New classifications 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 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:

There is no fiscal impact for the new classifications and title changes listed as there are only title changes to the incumbents in the positions affected.

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/CFO, 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