

City of Arts & Innovation

Human Resources Board

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 24, 2016**

FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO ESTABLISH TWO NEW CLASSIFICATIONS (UTILITIES ASSISTANT GENERAL MANAGER – OPERATIONAL TECHNOLOGY AND LEGAL SECRETARY) AND DELETE TWO OBSOLETE UTILITIES CLASSIFICATIONS

ISSUE:

The item for City Council consideration is approval of revisions to the Master Fringe Benefits and Salary Plan to establish new and modify current classifications.

RECOMMENDATION:

That the City Council approve the attached resolution to enact the following actions:

1. Establish a new Utilities Assistant General Manager – Operational Technology position for the Public Utilities Department;
2. Establish a new Legal Secretary position for the City Attorney's Office; and
3. Delete two obsolete Utilities classifications from the City's Salary Plan.

BACKGROUND:

NEW: Utilities Assistant General Manager – Operational Technology

The utilities industry that encompasses the Riverside Public Utilities Department (RPU) is transforming in a manner not seen in the past 100 years. Over the next decade, RPU will transform its workforce and technology resources to address the challenges associated with our industry's transformation. By leveraging both technology and changes in our workforce synergistically, RPU will advance capabilities and efficiency to deliver the highest quality services in all aspects of its organization.

RPU has completed two recent studies that point to the need for a chief technology officer within the department. The first, RPU's Strategic Technology Plan completed in June 2015 by the consulting firm Leidos, LLC strongly recommends the creation of an Operational Technology Office with a manager and support staff. The reports reads:

RPU should establish an Operational Technology (OT) office with a manager and staff to support existing and future technology projects. OT office staff

would comprise a systems architect, a database designer, a communications specialist, and a project controller.

Each current project would be assigned a dedicated project manager that will report to the Manager of the OT office, who also would serve as the direct liaison to the City IT Chief Innovation Officer. This organization will streamline daily operations within RPU by defining who is responsible for solving technology problems and by providing City IT a single point of contact with whom to coordinate technology issues. The OT office will give RPU direct control of projects being executed, and the enhanced coordination with City IT will promote a better working relationship for both the Utility and the City.

The OT office also will act as a liaison to the City of Riverside Department of Innovation and Technology. The immediate benefits of the OT office include a raised level of visibility for all current projects; a one-stop shop for anything related to current or future technology projects; the identification, management, and elevation of risks as appropriate; and the significantly increased chance of successful project implementation realizing full functionality of applications, on time and under budget.

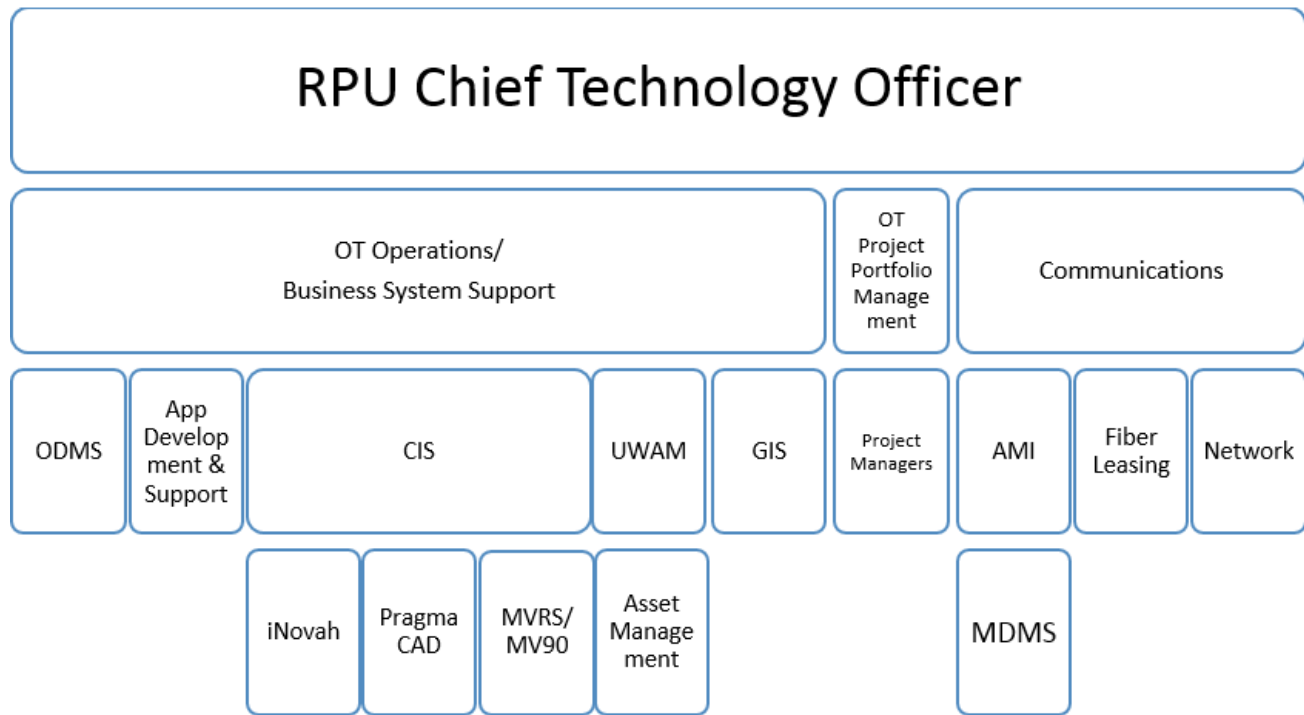
The American Public Power subsidiary Hometown Connections also recently completed an Organizational Checkup for RPU and recommended that RPU

“install a Chief Technology Officer at the AGM level. It will be critical to the success of the technology initiative to have a full time professional managing the implementation process.”

Human Resources Department staff, in consultation with RPU, have prepared a Classification Specification for the position of Assistant General Manager – Operational Technology. The incumbent appointed to this position will report to the Utilities General Manager and lead RPU's efforts related to operational technology, including the existing business functions in Geographical Information Systems, Customer Information Systems, and Operational Technology Project Management. In addition, the position will be responsible to implement at a minimum twenty-three new technology initiatives over the next ten years.

Staff assembled an organizational structure to be led by a Chief Technology Officer at the Assistant General Manager level subject to City Council approval. The balance of the operation technology organization structure is expected to be filled through repurposing of existing vacancies within RPU's existing budget authority.

The specific organizational structure will be completed in consultation with the future AGM/CTO. Functionally, the organization is expected to address the current systems identified in the following chart.



The City's Chief Innovation Officer concurs with the recommended organization and structure.

NEW: Legal Secretary

The City Attorney's Office currently has a Legal Support Specialist classification. This is a broad-range classification that provides a wide array of duties from entry level office support to advanced legal secretarial work. The responsibilities range from reception duties and answering phone inquiries to performing the full range of legal support services, and include drafting legal documents such as resolutions, ordinances, legal opinions, contracts, briefs, leases and agreements.

While this classification provided the necessary structure for the City Attorney's Office in the past, it no longer serves their operational needs appropriately. A market survey of similar agencies with comparable positions supported a separate classification for incumbents who perform legal secretarial work. Bifurcating this position into two separate classifications provides the City Attorney's Office the ability to attract a highly qualified candidate pool as well as retain and classify their employees appropriately.

It is recommended that a new classification of Legal Secretary be established and the Legal Support Specialist classification be modified to reflect the office support responsibilities that the City Attorney's Office needs to retain. The current salary range for the existing Legal Support Specialist (which has a broad range to encompass the more advanced legal secretarial work) will be reconfigured to allow a reasonable progression for the incumbents performing the office support responsibilities. Additionally, a market salary survey for the Legal Secretary supports a slight change to their maximum amount.

Title	Current Monthly Range	New Monthly Range
Legal Support Specialist	\$2,125 to \$4,649	\$2,125 to \$3,300
Legal Secretary	n/a	\$3,120 to \$5,020

Incumbents who are eligible and who are currently performing the advanced legal secretarial work will be placed in the new classification of Legal Secretary. There will be no changes to incumbents' current salaries.

DELETE Classifications

The following classifications are no longer being utilized by the Public Utilities Department as identified in the Non-Classified project for management positions approved by Council in October 2015:

1. Utilities Dispatcher Superintendent (NC)
2. Utilities Power Resources Manager

FISCAL IMPACT:

There is no fiscal impact associated with this report for FY 15/16. The Public Utilities Department plans to fill the Utilities Assistant General Manager position in the following fiscal year. Future fiscal year costs will be appropriated within the department's operational budget.

Prepared by:	Brenda Diederichs, Human Resources Director
Certified as to availability of funds:	Scott Miller, Interim Finance Director/Treasurer
Approved by:	Marianna Marysheva-Martinez, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

Attachments:

1. Resolution amending the Fringe Benefits and Salary Plan
2. Exhibit A – Redlined Fringe Benefits and Salary Plan
3. Exhibit B – Job Code Table