



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 17, 2017

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN
INCLUDING THE ADDITION OF A NEW CLASSIFICATION AND SALARY
ADJUSTMENT TO AN EXISTING CLASSIFICATION

ISSUE:

Approve revisions to the Citywide Fringe Benefits and Salary Plan establishing a new classification of Graffiti Education Coordinator and adjusting the salary range of the Paralegal classification.

RECOMMENDATION:

That the City Council:

1. Approve the establishment of a new Graffiti Education Coordinator classification for Public Works;
2. Approve an adjustment to the salary range of the Paralegal classification for the City Attorney's Office; and
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the addition of the new classification of Graffiti Education Coordinator and salary adjustment for the Paralegal classification as outlined in Exhibit A attached thereto.

BACKGROUND:

The Human Resources Department received two classification study requests, one from the Public Works Department and one from the City Attorney's Office. The process involved analyzing the need to create a new unique classification for the graffiti-related responsibilities assigned to the Public Works Department to ensure the position accurately aligns with the duties and tasks the incumbent is currently performing. A salary survey of the Paralegal classification was conducted to ensure compensation is competitive and within market average. The Human Resources Department surveyed the City's Labor Market basket agencies for both study requests as per established practice.

DISCUSSION:**Graffiti Education Coordinator**

A classification study was conducted for an incumbent in the Public Works Department who primarily performs educational outreach activities to local schools, neighborhood groups, and other community members to prevent and eradicate graffiti in the community. The analysis recommended that a unique classification of Graffiti Education Coordinator position be established to properly capture the scope of duties the incumbent is performing.

The survey of the City's market basket revealed that most agencies have broad classifications that handle the technical work of removing graffiti, some outreach to community groups, street maintenance, and facilities and grounds maintenance. Two agencies have specialized graffiti-specific positions that primarily perform the removal and eradication of graffiti but do not have significant educational outreach to schools or community groups. The market average monthly range is \$3,506 to \$4,817. Since the incumbent's essential function is to work with schools, residential groups, business entities and other community groups, it is recommended that the City establish a Graffiti Education Coordinator classification above the market average for the more technical-oriented graffiti removal workers with the following range to be established:

Classification	Proposed Monthly Salary Range
Graffiti Education Coordinator	\$3,856 - \$5,424

Paralegal Salary Adjustment

The City Attorney's Office requested a review and analysis of the Paralegal classification to ensure compensation is competitive compared to the City's approved Labor Market Basket. The Paralegal classification is critical to the City Attorney's Office and adjusting the salary will assist in the retention and attraction of employees. Paralegal staff provides direct support to the attorneys by conducting preliminary legal research, reviewing legal documents for completeness, performing preliminary analysis of legislative bills and summarizing and drafting discovery responses, among other paralegal duties.

In November 2016, a salary study was conducted by the Human Resources Department. Survey results reflect that the Paralegal classification is behind the average compensation of the labor market by 5.19%. Therefore, a 5.19% increase in the salary range is being recommended. If approved, the adjustment will impact three incumbents.

With the above recommended increase, changes in the salary range are presented below:

Classification	Current Monthly Salary Range	Proposed Monthly Salary Range
Paralegal	\$3,506 - \$5,930	\$3,688 - \$6,238

FISCAL IMPACT:

The proposed salary adjustment for the Paralegal classification represents an approximate five percent (5%) increase, or a maximum of \$4,236 annually for each budgeted position, and will be absorbed within the current fiscal year 2016/17 budget.

Upon approval of the new Graffiti Education Coordinator classification the employee will be eligible for a minimum of five percent (5%) increase upon reclassification, which will be absorbed within the current fiscal year budget 2016/17.

Prepared by:	Pia Rose, Interim Human Resources Director
Certified as to availability of funds:	Scott G. Miller, Ph.D., Chief Financial Officer/Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Redline Fringe Benefits and Salary Plan
 - b. Exhibit B – Job Code Table
2. Labor Market Basket Survey – Graffiti Education Coordinator
3. Labor Market Basket Survey - Paralegal