



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 18, 2017**

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

**SUBJECT: ADOPTION OF AN ORDINANCE AMENDING SECTION 2.36.040 OF THE RIVERSIDE MUNICIPAL CODE TO CLARIFY THE NON-CLASSIFIED POSITIONS AND ESTABLISHMENT OF A NEW HUMAN RESOURCES POLICY I-17 FOR THE APPOINTMENT AND SELECTION OF CITY ATTORNEY CLASSIFICATIONS AND SALARY PLACEMENT**

## **ISSUE:**

Adoption of an ordinance amending section 2.36.040 of the Riverside Municipal Code to clarify the non-classified positions within the City and the establishment of a new policy in the Human Resources Policy and Procedure Manual that outlines appointment, selection processes, and salary placement practices for the City Attorney's Office.

## **RECOMMENDATION:**

That the City Council:

1. Introduce and subsequently adopt the attached Ordinance (Attachment 1) amending section 2.36.040 of the Riverside Municipal Code clarifying the non-classified positions; and
2. Approve new Human Resources Policy I-17 that establishes appointment, selection processes, and salary placement practices for City Attorney classifications (Attachment 2).

## **HUMAN RESOURCES BOARD RECOMMENDATION:**

On March 6, 2017, the new Human Resources policy (I-17) was presented before the Human Resources Board and the Board unanimously recommended the policy be presented to City Council for approval and adoption.

## **BACKGROUND:**

Per the Riverside City Charter, Article VII, Section 700, the City Attorney shall be appointed by and serve at the pleasure of the City Council. The City Attorney is in turn responsible for ensuring all City Attorney staff possess the necessary knowledge, skills and abilities to perform the job duties and responsibilities that assist the City Attorney in representing and advising the City Council and all City officers in matters of law. Consequently, the City Attorney and the Human Resources Department worked collaboratively to develop a new Human Resources policy for the appointment and selection of positions in the City Attorney's Office and salary placement of new and existing employees. The new policy establishes appointment and selection processes and

salary placement practices that are unique to the City Attorney's Office and ensures these provisions are applied consistently and uniformly.

## **DISCUSSION:**

### **Clarification of non-classified positions**

On October 27, 2015, the City Council, based on a classification report, revised many job positions from non-classified to classified. These revised positions are currently reflected in the City's Salary Schedule Report.

The above change is currently in conflict with Section 2.36.040 of the Riverside Municipal Code, which states that all positions appointed by the City Manager, City Attorney and City Clerk shall be non-classified. Therefore an amendment to the above Municipal Code section is necessary, as presented in the attached Ordinance (Attachment 1).

### **Policy for the appointment, selection and salary placement of Deputy City Attorney positions**

The aforementioned reclassification of City Attorney's Office personnel, as well as the creation of the various levels within the Deputy City Attorney category, brought to light the need for a formal appointment, selection and salary placement policy. The new Human Resources policy I-17 establishes such official guidelines based on the existing practice in the City Attorney's Office. The policy provides for the promotion to the Senior Deputy City Attorney level and above at the discretion of the City Attorney, subject to meeting certain qualifications. The policy further addresses salary placement of City Attorney's Office staff at initial appointment, upon promotion and advancement within the salary range related to merit increases, frequency of merit increases and granting of special merit increases.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report for FY 16/17.

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

### **Attachments:**

1. Ordinance
2. Human Resources Policy I-17 – Appointment and Selection of City Attorney Classifications and Salary Placement