



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 27, 2017

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE CITY'S MASTER FRINGE BENEFITS AND SALARY PLAN TO EFFECTUATE TITLE CHANGES AND SALARY ADJUSTMENTS FOR EXISTING CLASSIFICATIONS OF EVIDENCE TECHNICIAN, SENIOR EVIDENCE TECHNICIAN AND SUPERVISING EVIDENCE TECHNICIAN

ISSUE:

Approve revisions to the Citywide Fringe Benefits and Salary Plan for title changes and salary adjustments for the Evidence Technician, Senior Evidence Technician, and Supervising Evidence Technician classifications.

RECOMMENDATION:

That the City Council:

1. Approve a title change to the classification of Evidence Technician to Forensic Specialist and adjustment to the salary range for the Forensic Specialist classification;
2. Approve a title change to the classification of Senior Evidence Technician to Senior Forensic Specialist and adjustment to the salary range for the Senior Forensic Specialist classification;
3. Approve a title change to the classification of Supervising Evidence Technician to Supervising Forensic Specialist and adjustment to the salary range for the Supervising Forensic Specialist; and
4. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the title changes and salary adjustments for the Forensic Specialist Series as outlined in Exhibit A attached thereto.

BACKGROUND:

A classification and compensation study request was submitted by the Riverside Police Department and approved by the City Manager's Office for evaluation, analysis and recommendation of proposed classification and compensation for the Evidence Technician

Series. The Human Resources Department utilized the approved City of Riverside Market Basket Agencies for the study. Included as part of the study was a review of the current salary, job title and job descriptions (examples of duties; knowledge, skills, and abilities (KSA's); and an evaluation of experience and educational requirements).

The Evidence Technician Series includes three levels: Evidence Technician, Senior Evidence Technician, and Supervising Evidence Technician. The Evidence Technician series performs technical crime scene investigation duties involving the identification, collection, preservation, and processing of evidence. The levels are distinguished by their ability to perform increasingly complex work, exercise of independent judgment in performance of their duties, and the level of supervision needed to perform their duties.

DISCUSSION:

Evidence Technician

A review of the City of Riverside Market Basket Agencies found comparable positions in seven (7) agencies. Similar to the City, these positions are utilized as a training class in which incumbents gain on the job experience in the collection and preservation of forensic evidence under the direct supervision of a Senior or Supervisor. Staff found similar duties and minimum requirements in comparable agencies. The study showed that comparable agencies most often titled their positions as a Forensic Specialist, Forensic Technician, Crime Scene Investigator or Crime Scene Specialist.

Using a comparison of the average compensation of maximum salary for comparable agencies, the current classification of Evidence Technician is 13.30% below comparable agencies.

Senior Evidence Technician

A review of the surveyed agencies identified comparable positions in thirteen (13) agencies. The Senior Evidence Technician is the full journey level in this series. This class is distinguished from the lower level Evidence Technician by the performance of the full range of crime scene duties. This level is expected to operate with greater independence on routine and more complex crime scenes. Senior Evidence Technicians need to function independently and may also provide training and lead direction to the Evidence Technician.

Market basket agencies most often titled this position as a Forensic Specialist II, Forensic Technician II, Crime Scene Specialist, Lead Forensic Specialist, or Crime Scene Investigator. The Department found that, using the same methodology for salary comparison, the Senior Evidence Technician is 12% below the average compensation of comparable agencies.

Supervising Evidence Technician

A review of the surveyed agencies identified comparable positions in five (5) agencies. The Supervising Evidence Technician is the advanced journey level classification in the series. Incumbents function as working supervisors and perform the more complex and difficult assignments in crime scene functions. Independent judgment is exercised in coordinating work assignments and in making technical decisions.

Market basket agencies most often titled this position as a Supervising Forensic Technician, Forensic Specialist Supervisor or Lead Forensic Specialist. The Department found that, using the same methodology for salary comparison, the Supervising Evidence Technician is 21% below the average compensation of comparable agencies.

Class Title and Salary Recommendations

Historically, the City has experienced difficulty filling vacancies within the Evidence Technician Series. Staff found that in nomenclature, the City of Riverside was not consistent with industry standard. Furthermore, the existing class title is not consistent with the scope of work performed by incumbents in the series. Therefore, in order to enhance recruitment and retention efforts, it is recommended that the class title be changed to one that is more consistent with comparable agencies.

A comparison of the salary for the Evidence Technician Series indicates that the salary is below that of comparable agencies particularly those in the Inland Empire. In an effort to recruit and retain talent in the local market, it is recommended that the series as a whole be evaluated with a focus on maintaining the City's ability to fill critical vacancies. Therefore, the City Manager's Office recommends placing the series competitively within the range of local markets to ensure that the City can recruit and retain highly qualified candidates

Existing Classification Title	New Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Change
Evidence Technician	Forensic Specialist	\$3,342 - \$4,696	\$3,843 - \$5,321	13.30%
Senior Evidence Technician	Senior Forensic Specialist	\$4,468 - \$5,431	\$5,291 - \$6,432	18.43%
Supervising Evidence Technician	Supervising Forensic Specialist	\$4,780 - \$5,811	\$6,083 - \$7,396	27.27%

FISCAL IMPACT:

The total increase to the Riverside Police Departmental budget is approximately \$180,000 to \$200,000, including salary and benefits. Actual fiscal impact will depend on an employee's starting pay and CalPERS tier. Currently, there are three Senior Evidence Technicians and one Supervising Evidence Technician included in the FY 2016-2018 Two-Year Adopted Budget.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Scott G. Miller, Ph.D., Chief Financial Officer/City 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 – Evidence Technician Series