



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 24, 2017

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE CITY'S MASTER FRINGE BENEFITS AND SALARY PLAN  
TO CONSOLIDATE EXISTING TWO-TIER CLASSIFICATION SERIES TO A  
SINGLE CLASSIFICATION FOR THE POLICE RECORDS SPECIALIST SERIES

## **ISSUE:**

Approve revisions to the Citywide Fringe Benefits and Salary Plan to consolidate the existing two-tier classification series of Police Records Specialist and Senior Police Records Specialist to a single classification, delete the Senior Police Records Specialist classification and adjust the salary range for the proposed single classification of Police Records Specialist.

## **RECOMMENDATION:**

That the City Council

1. Approve the consolidation of existing two-tier police records specialist series to a single classification of Police Records Specialist and delete the Senior Police Records Specialist classification for the Riverside Police Department; and
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect a seven step salary range for the proposed single classification as outlined in Exhibit A attached thereto.

## **BACKGROUND:**

In partnership with the Riverside Police Department, the Human Resources Department conducted a classification and compensation study for the Police Records Specialist series. The study was conducted to address the Police Department's implementation of the new Records Management System (RMS), and the Police Department's need to consolidate the two records specialist classifications into one classification. The study included reviews of the current salary, the job description (examples of duties; knowledge, skills, and abilities (KSA's); and education and experience requirements), current Records Division functions and equivalent classifications against comparable agencies that are in the City's "market basket."

The Police Records Specialist classifications are represented (SEIU) positions. This is a two tier series, Police Records Specialist and Senior Police Records Specialist. There is also a trainee level which will remain for training purposes for this series. Police Records Specialists perform a variety of complex and responsible document management duties that includes the use of multiple confidential automated law enforcement databases; data entry of criminal information into confidential records management systems and various state and federal confidential telecommunications systems; and related work as required.

### **DISCUSSION:**

With the implementation of the new RMS system, some of the functions that are currently being performed by police records specialists will become obsolete. This change will require operational flexibility as there will be a need to move employees to other assignments within the division on a rotational schedule. The existing classification structure does not allow for a rotational approach in the various Police Records areas. If assigned or moved to other records duties, employees in the lower level position would be working out of their current classification. To remedy this issue and to accommodate the upcoming changes in the division, moving to a single classification of Police Records Specialist and deleting the Senior Police Records Specialist classification is recommended. No salary adjustment is recommended at this time as the salary survey data shows this classification is competitive with comparable agencies.

### **FISCAL IMPACT:**

A seven step salary range will be implemented to encompass both classifications as the ranges currently overlap. The proposed single classification will not change current incumbent benefit levels or salaries momentarily, but those incumbents who are currently at the top step in the lower level classification will become eligible to move to the additional steps (step 6 and 7) which were part of the senior level classification salary steps. No salary adjustment is recommended based on the results of the market survey conducted.

The total cost to the Riverside Police Departmental budget for Fiscal Year 2017-18 will be a cost savings of \$63,916 as a result of salary savings from three current vacancies which are projected to be filled by November 2017.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Adam Raymond, Chief Financial Officer/City Treasurer
Approved by:	Marianna Marysheva, Assistant City Manager
Approved as to form:	Gary 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