



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 27, 2018

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY ADJUSTMENTS TO EXISTING SAFETY OFFICER, LIFEGUARD/INSTRUCTOR, POOL MANAGER, AND ASSISTANT AQUATICS COORDINATOR CLASSIFICATIONS; EFFECTUATE THE CREATION OF A NEW CLASSIFICATION OF SAFETY SPECIALIST; CHANGE BARGAINING UNIT DESIGNATION FOR THE FIRE COMMUNITY PREPAREDNESS INSTRUCTOR CLASSIFICATION

ISSUES:

Approve a revision to the Citywide Fringe Benefits and Salary Plan adjusting the salary range for the existing Safety Officer, Lifeguard/Instructor, Pool Manager and Assistant Aquatics Coordinator classifications; creation of a new classification of Safety Specialist; and change bargaining unit designation for the Fire Community Preparedness Instructor classification.

RECOMMENDATION:

That the City Council

1. Approve adjustment to the salary range of existing Safety Officer classification;
2. Approve adjustment to the salary range of existing Lifeguard/Instructor, Pool Manager and Assistant Aquatics Coordinator classifications;
3. Approve the creation of the classification and salary range for the Safety Specialist classification;
4. Change the bargaining unit designation for the classification of Fire Community Preparedness Instructor and adjust salary to include the 4% Cost of Living granted to the unrepresented group January 2018;
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments, to reflect the addition of the new classification and salary range for the Safety Specialist, and to reflect the change in bargaining unit designation for the Fire Community Preparedness Instructor.

BACKGROUND:

Classification and Compensation Studies

The Human Resources Department received formal requests to conduct classification and compensation studies for the following classifications: Safety Officer, Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator to determine if salary equity was necessary, based on the functions of the position. Included as part of the studies was a review of the current salary and comparison against the City's market basket, review of the job description (examples of duties; knowledge, skills, and abilities); and an evaluation of educational and experience requirements.

New Classification – Safety Specialist

The Human Resources Department received a formal request to conduct a reclassification study from Riverside Public Utilities (RPU) to determine the appropriate classification for a Senior Office Specialist assigned to the Safety Division, reporting to the Utilities Safety & Training Manager. The incumbent performs administrative and specialized tasks in the development, implementation, and administration of RPU's safety programs and safety-related training which includes field work observation, assessing and reporting safety issues, and staff instruction on safety-related topics. After conducting the study, it was determined that the incumbent is performing duties and responsibilities outside the scope of their current classification which are not consistent with a current City classification, therefore, a new classification of Safety Specialist is being recommended.

Change of Bargaining Unit Designation - Fire Community Preparedness Instructor

The Riverside Fire Department submitted a request that a reclassification study be completed to evaluate the functions of an incumbent assigned to the classification of Fire Community Preparedness Instructor. The Fire Community Preparedness Instructor is a single incumbent classification that performs all community education activities for the City's Community Emergency Response Team (CERT) program, which is a grant-funded position. This position designs and administers training curriculum; trains and educates residents with skills to cope with the aftermath of a disaster.

Currently, the Fire Community Preparedness Instructor is classified under the Special Classes unit. The Special Classes bargaining unit is assigned to temporary, non-benefited, seasonal or part-time classifications and are not eligible for cost of living adjustments (COLA). This position is currently grant-funded and was authorized to receive benefits associated with the General Unit benefits package for retention purposes and it is recommended that the bargaining unit designation be changed to the non-represented Para-professional unit and receive associated benefits.

DISCUSSION:

Safety Officer

The Safety Officer is a professional classification responsible for the development, implementation, and administration of occupational health and safety programs and safety-related training that is used in the Human Resources and Public Works Departments. The City also has a closely related classification in the Public Utilities Department, the Utilities Safety and Training

Manager (USTM). The Human Resources Department determined that, although there are general similarities between the Safety Officer and the USTM's overall responsibilities for health and safety programs, there are several distinguishing features in knowledge and responsibilities of the USTM classification that do not apply to the Safety Officer position. Furthermore, the minimum requirements are higher for the USTM than that of the Safety Officer. Based on this information, the Safety Officer classification would not merit a salary equity adjustment to mirror the USTM salary.

However, based on a review of comparable positions to the Safety Officer in the City's Market Basket, the Human Resources Department recommends that the maximum annual salary of \$102,520.00 be used as the new maximum compensation which provides a 10.22% increase from the current City of Riverside salary. Adjustment to the salary will assist with future job recruitment and retention.

The maximum salary for the Safety Officer was compared to similar positions in the accepted market basket for the City of Riverside (Attachment). The overall findings are as follows:

- Maximum Salary for Riverside = **\$93,012/year****
- Average Compensation of Max Salary = **\$102,520/year**
- Riverside Comparison against Average Compensation = **-10.22%**

** Maximum salary shown above for the City of Riverside does not reflect the 4% COLA increase which was effective 12/29/17.

Below is the final percentage adjustment offset by the 4% increase effective on 12/29/17:

Classification Title	Current Annual Salary Range	Proposed Annual Salary Range	% Increase
Safety Officer	\$72,180 - \$96,732	\$76,496 - \$102,520	5.98%

Lifeguard/Instructor, Pool Manager, Assistant Aquatics Coordinator

Lifeguard/Instructor is the entry level classification in the Lifeguard/Instructor series, which include the Pool Manager and Assistant Aquatics Coordinator. All three classifications are temporary non-benefitted and salary adjustments are recommended as necessary to attract and retain staff. Applicants are required to possess Cardio Pulmonary Resuscitation (CPR) and Basic Lifeguarding certificates. The range progression to Step II and Step III is based on completion of one pool season and two pool seasons respectively. Also, incumbents are required to possess a current Water Safety Instructor's Certificate to successfully progress to Step II and Step III.

The current salary for the Lifeguard/Instructor was compared to similar positions in the accepted market basket (Attachment). The overall findings are as follows:

- Current Max Salary for Riverside = **\$12.00/hour**
- Average Compensation of Max Salary = **\$15.32/hour**
- Riverside Comparison against Average Compensation = **-27.68%**
- Median Compensation = **\$14.18/hour**
- Riverside Comparison against Median Compensation = **-18.17%**

The Human Resources Department recommends that the median compensation of max salary amount of \$14.18/hour be used as the new maximum compensation for Lifeguard/Instructor which

provides an 18.17% increase from the current maximum salary. It is further recommended that the Lifeguard/Instructor be used as the benchmark classification to determine the salaries for the Pool Manager and Assistant Aquatics Coordinator positions and establish a 10% supervisory differential between Step I of each class and Step III of the subordinate class.

The resulting adjustments are recommended:

Lifeguard/Instructor (6260)

	Current	Proposed
Step 1	\$11.50	\$13.59
Step 2	\$11.75	\$13.88
Step 3	\$12.00	\$14.18

Pool Manager (6280)

	Current	Proposed
Step 1	\$14.00	\$15.60
Step 2	\$14.50	\$16.14
Step 3	\$15.00	\$16.71

Assistant Aquatics Coordinator (6285)

	Current	Proposed
Step 1	\$16.50	\$18.38
Step 2	\$17.00	\$19.02
Step 3	\$17.50	\$19.69

New Classification – Safety Specialist

A survey of the City's market basket was conducted to identify other agencies that may have a safety-related support position (Attachment). The closest match to the functions of the incumbent was identified with the City of Corona. The City of Corona has a Safety Coordinator classification which reports to a Safety Officer. This Safety Coordinator classification performs functions similar to those performed by the incumbent.

Due to the specialized nature of the duties performed, it is our recommendation to create a Safety Specialist classification in the para-professional unit for the City and reclassify the incumbent to this new classification. This classification will encapsulate these specialized functions and allow RPU and the Human Resources Department to increase staff utilization to promote occupational health and safety programs for the City.

Recommended salary would be to utilize the same maximum monthly salary as the Human Resources Specialist classification, but adjust the minimum monthly salary amount to create a 25% spread between the minimum and maximum salary. The proposed salary creates internal parity with the Human Resources Specialist classification as the duties and scope of responsibility is commensurate with the new Safety Specialist position proposed.

Proposed Classification Title	Proposed Monthly Salary
Safety Specialist	\$3,784 - \$4,831

Change of Bargaining Unit Designation - Fire Community Preparedness Instructor

The Human Resources Department conducted a review of a Position Description Questionnaire previously submitted by the incumbent and a review of the classification study that was conducted previously for the creation of this classification. After conducting this review, the Human Resources Department determined that the incumbent is properly classified. To address the retention issue for this specialized classification, the HR Department is recommending that the Fire Community Preparedness Instructor classification be moved from the Special Classes bargaining unit to the Para-Professional bargaining unit. This classification would become eligible to receive COLA adjustments to the salary to address the retention issue and to ensure the Fire Department's ability to retain and maintain the high level of instructional and educational services delivered to our community through the City's Community Emergency Response Team (CERT) Program. It is also recommended that the current salary be adjusted after the approval of this report to include the 4% COLA granted to the Para-Professional unit effective January 1, 2018.

Classification	Recommendation	Current Monthly Salary Range	Proposed Monthly Salary Range
Fire Community Preparedness Instructor	Change from Special Classes Unit to Para-Professional Unit	\$4170 -\$5069	\$4337 - \$5272

FISCAL IMPACT:

The proposed salary adjustment for the Safety Officer represents an annual cost increase of \$13,869.08 for fiscal year 2018/19 and \$14,480.65 for fiscal year 2019/20. This amount is based on two existing incumbents, salary, benefits and CalPERS tier. This cost will be absorbed within the respective department's budget.

The proposed salary adjustment for the Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator represents an annual cost increase of \$96,609.98 for fiscal year 2018/19 and \$99,798.53 for fiscal year 2019/20. This amount is based on 59 existing incumbents. This cost will be absorbed within the Parks, Recreation & Community Services Department's budget.

Upon approval of the new Safety Specialist classification, the employee will be eligible for a minimum of five percent (5%) increase upon reclassification. The cost of \$8,605.70 for fiscal year 2018/19 and \$11,634.06 for fiscal year 2019/20 and will be absorbed within the Riverside Public Utilities' budget.

The proposed change in bargaining unit for the Fire Community Preparedness Instructor classification represents an additional cost of \$5,746.41 for fiscal year 2018/19 and \$12,808.12 for fiscal year 2019/20 to the Fire Department's budget based on the existing incumbent's salary, change in benefit level, and CalPERS tier. The Fire Department will address these additional costs as they relate to grant funding and their departmental budget.

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
2. Safety Officer Salary Survey Data
3. Lifeguard/Instructor Salary Survey Data
4. Safety Specialist Survey Data