



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 10, 2018

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY ADJUSTMENTS TO EXISTING BUSINESS TAX REPRESENTATIVE I, BUSINESS TAX REPRESENTATIVE II, SENIOR BUSINESS TAX REPRESENTATIVE, BUSINESS TAX INSPECTOR AND RISK SPECIALIST CLASSIFICATIONS

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan adjusting the salary range for the existing Business Tax Representative I, Business Tax Representative II, Senior Business Tax Representative, Business Tax Inspector and Risk Management Specialist classifications.

RECOMMENDATION:

That the City Council

1. Approve adjustment to the salary range of existing Business Tax Representative I, Business Tax Representative II, Senior Business Tax Representative, Business Tax Inspector and Risk Management Specialist;
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the recommended salary adjustments to the Business Tax series and Risk Management Specialist classification.

BACKGROUND:

The Human Resources Department received formal requests to conduct classification and compensation studies for the following classifications: Business Tax Representative I and II, Senior Business Tax Representative, Business Tax Inspector and Risk Management Specialist 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.

DISCUSSION:*Business Tax Series*

The Business Tax group coordinates and participates in the administration and collection of business tax, transient occupancy tax and other business related activities within the City. The Business Tax Representative I, II, Senior and Inspector classifications are represented (SEIU) positions within the Business Tax series. The compensation survey was conducted using the Business Tax Representative II as the benchmark classification and shows that the position is below the market average. The survey data collected revealed that the Business Tax Representative II is below market average by 5%. Therefore, it is recommended that all positions in the series be adjusted by 5% for all levels to maintain current salary differentials between each level (Attachment). Adjustment to the salary will assist with future job recruitment and retention.

- Maximum Salary for Riverside = **\$4,016/month**
- Average Compensation of Max Salary = **\$4,217/month**
- Riverside Comparison against Average Compensation = **-5.00% (benchmark)**

Below are the new proposed salary adjustments for the Business Tax series:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase
Business Tax Representative I	\$2,347 - \$3,476	\$2,470 - \$3,650	5.00%
Business Tax Representative I (Tier 2/3)	\$2,213 - \$3,276	\$2,328 - \$3,440	5.00%
Business Tax Representative II (benchmark)	\$2,997 - \$4,016	\$3,147 - \$4,217	5.00%
Business Tax Representative II (Tier 2/3)	\$2,825 - \$3,786	\$2,966 - \$3,975	5.00%
Senior Business Tax Representative	\$3,302 - \$4,428	\$3,469 - \$4,649	5.00%
Senior Business Tax Representative (Tier 2/3)	\$3,113 - \$4,175	\$3,271 - \$4,384	5.00%
Business Tax Inspector	\$4,428 - \$5,382	\$4,649 - \$5,651	5.00%
Business Tax Inspector (Tier 2/3)	\$4,175 - \$5,072	\$4,384 - \$5,326	5.00%

Risk Management Specialist

The Risk Management Specialist is a non-represented para-professional position that performs administrative and para-professional level duties in the area of Risk Management; assists in the implementation of programs and duties associated with the City's safety programs; evaluates and coordinates property and liability claims in accordance with City policy and assists in coordinating various risk management and purchasing contracts.

The compensation study conducted revealed that the Risk Management Specialist position is below market average by 8.38% placing the City of Riverside at the bottom of the salary comparison. The recommendation is to adjust the current salary to market average. Adoption of the proposed salary adjustment will assist the Finance Department in future job recruitment and retention of staff which provide support to the City's Risk Management programs that protect City assets and minimize City exposure to general liability risks.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Risk Management Specialist	\$3,604 - \$4,831	\$3,906 - \$5,236	8.38%

FISCAL IMPACT:

The proposed salary adjustment for the Business Tax Representative I, II, Senior, Inspector and Risk Specialist represents an annual cost increase of \$7,177 for fiscal year 2017-18 and \$31,102 for fiscal year 2018-19. This amount is based on ten (10) existing positions, salary, benefits and CalPERS tier. This cost will be absorbed within the Finance Department's 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
 - a. Exhibit A – Job Code Table
2. Business Tax Representative II Survey Data
3. Risk Management Specialist Survey Data