



City Council Memorandum

City of Arts & Innovation

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

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

**SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR
SALARY ADJUSTMENT TO THE EXISTING AIR CONDITIONING TECHNICIAN,
UTILITIES ELECTRIC SUPERINTENDENT, AND UTILITIES WATER SYSTEMS
OPERATIONS MANAGER CLASSIFICATIONS; TITLE CHANGE FOR THE
MUSEUM AND CULTURAL AFFAIRS DIRECTOR CLASSIFICATION; AND
CHANGE OF BARGAINING UNIT DESIGNATION FOR THE BUSINESS
SYSTEMS SUPPORT ANALYST CLASSIFICATION**

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan adjusting the salary range for the existing Air Conditioning Technician, Utilities Electric Superintendent, and Utilities Water Systems Operations Manager classifications; title change for the Museum and Cultural Affairs Director classification; change of bargaining unit designation for the Business Systems Support Analyst classification

RECOMMENDATION:

That the City Council

1. Approve adjustment to the salary range of existing Air Conditioning Technician classification for the General Services Department;
2. Approve adjustment to the salary range of existing Utilities Electric Superintendent and Utilities Water Systems Operations Manager classifications for Riverside Public Utilities;
3. Approve the title change for the Museum and Cultural Affairs Director classification;
4. Approve a bargaining unit designation change for the classification of Business Systems Support Analyst; and
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments; retitle of the Museum and Cultural Affairs Director classification; and change to the bargaining unit designation for the Business Systems Support Analyst classification

BACKGROUND:

Air Conditioning Technician

The Human Resources (HR) Department received a formal request from the General Services Department to conduct a classification and compensation study for the Air Conditioning Technician classification. The study included salary surveys against comparable agencies that are the City's "market basket," a review of job descriptions (examples of duties; knowledge, skills, and abilities); and an evaluation of educational, experience and special certification requirements.

The Air Conditioning Technician performs skilled journey level tasks in the installation, maintenance and repair of mechanical and electrical systems equipment and fixtures related to the City's various air conditioning and heating systems.

Utilities Electric Superintendent and Utilities Water Systems Operations Manager

Salary adjustments to the Utilities Electric Superintendent and Utilities Water Systems Operations Manager classifications are recommended to address salary compaction issues and create the appropriate differential with the subordinate classifications.

Title Change of Museum and Cultural Affairs Director Classification

The Human Resources Department received Council approval on March 26, 2013 to retitle the Museum Director classification to Museum and Cultural Affairs Director to reflect the Arts and Cultural Affairs component of the job that was added at that time. Due to recent reorganization of the Cultural Affairs functions that now fall under the Community and Economic Development Department, the title must be updated to remove reference of the Cultural Affairs component and retitled to Museum Director.

Change of Bargaining Unit Designation – Business Systems Support Analyst

The Business Systems Support Analyst is the professional level classification in the Business Systems Support series. Incumbents in this class perform complex technical and professional work and have a more significant role than incumbents in the lower level class. Incumbents in this class may have lead responsibility on a project basis over lesser skilled staff. Currently, the Business Systems Support Analyst is classified in the Confidential bargaining unit.

DISCUSSION:

Air Conditioning Technician

The Air Conditioning Technician is a represented (SEIU) position. The compensation analysis conducted shows that the Air Conditioning Technician is below the market average max salary by 6.66%.

Air Conditioning Technician - Monthly Salary		
City of Riverside	\$4,647 - \$5,648	-6.66% Difference
Market Average	\$4,516 - \$6,024	

The Air Conditioning Technician classification is a specialized position which requires journey level experience and possession of a refrigeration recycling certification issued by the State of California Environmental Protection Agency. The HR department also analyzed internal relationships and comparable classifications to determine salary adjustments. Findings showed that the City's Maintenance Electrician is also a specialized position requiring journey level experience and requires possession of licensing as an electrician by the State of California. Given the fact that both positions are specialized and with consideration to internal equity and parity with similar positions, aligning the salary of the Air Conditioning Technician with the Maintenance Electrician is recommended. This adjustment would result in a 5% increase from current salary. Adoption of the proposed salary adjustment will assist the General Services Department in job recruitment and retention.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase
Air Conditioning Technician	\$4,647 - \$5,648	\$4,884 - \$5,931	5%
Air Conditioning Technician (T)	\$4,380 - \$5,324	\$4,602 - \$5,591	5%

Utilities Electric Superintendent and Utilities Water Systems Operations Manager

Per the Human Resources Fringe Benefit and Salary Plan, section 5(l)1, a ten percent salary differential should exist between the top salary of a management classification and the top salary of a subordinate classification. The Utilities Electric Superintendent maximum salary is currently 5.31% above the subordinate classification of Electric Supervisor. A salary adjustment of 4.45% from the current maximum salary will create a 10% differential between the subordinate classification. There are currently four (4) incumbents in the Electric Superintendent classification. Additionally, the Utilities Water Systems Operations Manager maximum salary is currently below the subordinate classification (Util Water Superintendent) maximum salary by -1.69%. A salary adjustment of 11.89% from the current maximum salary will create a 10% differential between the subordinate classification. There are no current incumbents in this classification at this time.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase
Utilities Electric Superintendent	\$9,708 - \$12,394	\$9,708 - \$12,946	4.45%
Utilities Water Systems Operations Manager	\$10,146 - \$11,026	\$10,146 - \$12,337	11.89%

Title Change of Museum and Cultural Affairs Director Classification

In November 2017, the Arts and Cultural Affairs division was moved from the Museum Department to the Community and Economic Development Department. As a result of this change, the Human Resources Department recommends retitling the Museum and Cultural Affairs Director classification to Museum Director to better reflect the scope and responsibilities of the position.

Change of Bargaining Unit Designation – Business Systems Support Analyst

The Business Systems Support Analyst is currently in the Confidential bargaining unit. To ensure consistency with other similar analyst level classifications, it is recommended that this classification be moved to the Professional bargaining unit.

FISCAL IMPACT:

The proposed salary adjustment for the Air Conditioning Technician represents an annual cost increase of \$10,780 for fiscal year 2018/19. This amount is based on three existing incumbents, salary, benefits and CalPERS tier. This cost will be absorbed within the General Services and Parks and Recreation Departmental budgets for fiscal year 2018/19.

The proposed salary adjustment for the Utilities Electric Superintendent represents an annual cost increase of \$33,442 for fiscal year 2018/19. This amount is based on four existing incumbents, salary, benefits and CalPERS tier. This cost will be absorbed within the Riverside Public Utilities' budget for fiscal year 2018/19. There is no cost increase for the salary adjustment to the Utilities Water Systems Operations Manager, as there are no current incumbents.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Adam Raymond, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, 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. Air Conditioning Technician Salary Survey Data