



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 TO
CREATE THE CLASSIFICATION AND SALARY FOR PERFORMANCE
ANALYST, SENIOR PERFORMANCE ANALYST, AND ORGANIZATIONAL
PERFORMANCE AND AUDIT MANAGER.**

ISSUE:

Approve revisions to the Citywide Fringe Benefits and Salary Plan to create the classification and salary ranges for Performance Analyst, Senior Performance Analyst, and Organizational Performance and Audit Manager in the Office of Organizational Performance and Audit.

RECOMMENDATION:

That the City Council:

1. Approve the creation of the classifications of Performance Analyst, Senior Performance Analyst, and Organizational Performance and Audit Manager; and
2. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan as outlined in Exhibit A attached thereto.

BACKGROUND:

The Human Resources Department received a Classification Study Request, submitted by the City Manager's Office, to determine the appropriate classification and salary for the positions in the Office of Organizational Performance and Audit (OOPA).

Formerly Internal Audit, OOPA is a newly created office under the purview of the City Manager's Office. OOPA is responsible for working collaboratively with the Innovation & Technology Department's Innovation Division and City departments to introduce new and creative business process solutions and cutting-edge technology to deliver City services in a more cost-effective and efficient manner and for rethinking end-to-end processes and related technology to increase efficiency, reduce costs and enhance customer service. The study was submitted to compare the tasks and current salary range against comparable agencies; and to determine the appropriate positions and salary range to be at market with comparable agencies.

There are currently two incumbents in the Internal Audit Office: Vincent J. Price, Senior Internal Auditor and Cheryl Johannes, Internal Audit Manager.

The results of the Classification and Compensation study were presented to the City Manager's Office for comment to ensure that the above recommendations were consistent with the needs, goals and objectives of the City Manager's Office.

DISCUSSION:

Based on the City's market basket analysis, there were an insufficient number of matches to positions that perform the scope of work and services provided by OOPA. Most positions focused singularly on internal audit either of financial statements, systems or processes. Furthermore, eleven (11) the market basket agencies did not have comparable audit functions and/or outsourced these functions.

In order to establish a more representative sample size, staff sampled agencies outside of the market basket which had similar scope of work and services provided. Agencies were sampled with "Innovation Teams", similarly sized, and with similar reporting structure to either the City Manager, City Administrator, or comparable Office. Staff also reviewed the minimum qualifications for comparable positions to further ensure proper matching.

Staff found the expanded scope of duties and responsibilities of OOPA does not lend itself to the use of existing City classifications. The positions require specialized experience in evaluating organizational performance, operational effectiveness, process improvement, grant administration and project management. Incumbents may be required to have certifications in Total Quality Management, Lean Six Sigma, and/or certification as a Project Management Professional. Therefore it is recommended that a new Performance Analyst Series be created for OOPA comprised of Performance Analyst, Senior Performance Analyst, and Organizational Performance and Audit Manager. This will allow for recruitment of highly qualified candidates with experience in the above areas.

As noted above, there were insufficient matches in the City's Market Basket. Therefore, Staff recommends using internal classifications to benchmark the appropriate salary for the new positions. Adoption of the proposed salary range will maintain internal parity with similar City classifications based on scope of work and minimum requirements.

Current Classification	Current Monthly Salary Range/Merit Range	New Classification Title and Bargaining Unit	Comparable Existing Classification Title	Proposed Monthly Salary Range
Internal Auditor	\$5,325 - \$7,135/ No merit range	Performance Analyst (15)	Project Coordinator	\$5,595 - \$7,498/
Senior Internal Auditor	\$7,008 - \$9,391/ \$9,391 - \$10,799	Senior Performance Analyst (10)	Project Manager	\$5,595 – \$9,751/
Internal Audit Manager	\$8,590 - \$11,513/ \$11,513-\$13,239	Organizational Performance and Audit Manager (07)	Budget and Revenue Manager	\$9,329 – \$11,904/

FISCAL IMPACT:

There is no fiscal impact associated with this action. Incumbents in the Office of Organizational Performance and Audit are currently within the merit range. Upon adoption of this action, the incumbents' current salary would fall outside of the proposed maximum of the range. Therefore, the incumbents are not eligible for automatic pay increase. Upon adoption, a merit range may be incorporated in the salary range for the Performance Management Series and the incumbents would be eligible for special merit increases under the provisions of the Salary Administration Plan (II-3).

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 G. Geuss, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
Exhibit A – Redline Fringe Benefits and Salary Plan