



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 5, 2019

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY ADJUSTMENT TO THE EXISTING BUILDING AND HOUSING INSPECTION SUPERVISOR AND SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR CLASSIFICATIONS; SALARY LEVEL ADJUSTMENT AND CHANGE OF BARGAINING UNIT DESIGNATION TO THE EXISTING CITY TRAFFIC ENGINEER CLASSIFICATION; TITLE CHANGE FOR THE BUILDING AND HOUSING INSPECTION SUPERVISOR, CURATOR OF COLLECTIONS, HELICOPTER MECHANIC SERIES AND MINI-BUS DRIVER/SCHEDULER CLASSIFICATIONS.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan adjusting the salary range for the existing Building and Housing Inspection Supervisor and the Senior Environmental Compliance Inspector; approve salary level adjustment and change of bargaining unit designation of the City Traffic Engineer classification; approve title change for the Building and Housing Inspection Supervisor, Curator of Collections, Helicopter Mechanic series, and Mini-Bus Driver/Scheduler classifications.

RECOMMENDATION:

That the City Council

1. Approve adjustment to the salary range of the existing Building and Housing Inspection Supervisor classification;
2. Approve adjustment to the salary range of the existing Senior Environmental Compliance Inspector classification;
3. Approve adjustment to the salary level and change of bargaining unit designation of the existing City Traffic Engineer classification;
4. Approve the title change for the Building and Housing Inspection Supervisor, Curator of Collections, Helicopter Mechanic series, and Mini-Bus Driver/Scheduler classifications;

5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments; bargaining unit designation change; and retitle of the Building and Housing Inspection Supervisor, Curator of Collections, and Helicopter Mechanic series, and Mini-Bus Driver/Scheduler classifications.

BACKGROUND:

Salary Adjustments and Change in Bargaining Unit Designation

The Human Resources department, along with the Community and Economic Development and Public Works departments, reviewed the salary of the Building and Housing Inspection Supervisor classification and the Senior Environmental Compliance Inspector respectively and found that there is an insufficient salary differential between these classifications and the subordinate classifications.

Additionally, the Human Resources department received a formal request from the Public Works department to conduct a reclassification study to determine the appropriate level or classification for the City Traffic Engineer position. After conducting the study, it was determined that the functional level of the City Traffic Engineer is equivalent to the Engineering Manager classification and recommends the salaries be aligned, which will result in a salary adjustment to the City Traffic Engineer and change in bargaining unit to the senior management group.

Title Changes

The Human Resources department received requests to update job description duties which included classification title changes for the Building and Housing Inspection Supervisor, Curator of Collections, Helicopter Mechanic Series, and Mini-Bus Driver/Scheduler Classifications. The updated recommended titles are in alignment with industry title standards and better reflect the nature of the job.

DISCUSSION:

Salary Adjustment and Title Change for Building and Housing Inspection Supervisor

The City of Riverside Fringe Benefits and Salary Plan - Part II, Salary Plan, Section 5, Salary Differentials, I. Miscellaneous (1) – states that the top step of the salary range of any Sr. Management/Management/Professional classification shall be a minimum of two steps (approximately ten percent) above the top step of the closest subordinate classification, with the exception of those classifications supervising specialized classifications that are highly compensated due to labor market conditions. Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the management employee. Under this provision, the Human Resources Department recommends the adjustment of the Building and Housing Inspection Supervisor classification that will provide for the 10% differential from the closest subordinate classification, which results in a 8.89% salary increase from the current maximum salary. The closest subordinate class is the Senior Building Inspector as illustrated below:

	Building and Housing Inspection Supervisor	% Differential	Senior Building Inspector (Tier 1)	% Change from current salary
Current Max Monthly	\$8,262	1.02%	\$8,179	
Proposed Max Monthly	\$8,997	10.00%	\$8,179	
				8.89%

New Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Building Inspection Supervisor	\$6,800 - \$8,262	\$7,404 - \$8,997	8.89%

Furthermore, the Human Resources department recommends removing the reference to "Housing" in the title and retitling the Building and Housing Inspection Supervisor classification to Building Inspection Supervisor to better reflect the scope and responsibilities of the position. This classification has not been updated since 2004; therefore the duties related to housing and property maintenance inspections are duties handled by the Code Enforcement Division and are no longer duties completed within the Building & Safety Division.

Salary Adjustment for Senior Environmental Compliance Inspector

The Human Resources department reviewed the salary differential between the Senior Environmental Compliance Inspector, which is in the para-professional bargaining unit, and the subordinate classification of Environmental Compliance Inspector II (tier 1), which is in the SEIU bargaining unit. The Senior Environmental Compliance Inspector is the next level in the career progression for the Environmental Compliance Inspector II. Although, the Senior level does not have direct supervision over the Inspector II position, for salary progression purposes upon promotion from one level to the next, there should be at least a 5% differential between the two maximum salaries. Currently, there is a deficit differential of -0.28%. After a review of the salary history and differentials between these two classifications, it is recommended that a 7.30% salary adjustment be made to the salary range of the Senior Environmental Compliance Inspector to establish a 7% differential between the two classification maximum salaries. The salary adjustment is based on internal parity and to maintain enough differential between the Environmental Compliance Inspector II and the Senior Environmental Compliance Inspector while maintaining at least a 10% differential with the supervisor level. The recommended adjustment is illustrated below:

	Senior Environmental Compliance Inspector	% Differential	Environmental Compliance Inspector II (Tier 1)	% Change from current salary
Current Max Monthly	\$7,094	-0.28%	\$7,114	
Proposed Max Monthly	\$7,612	7%	\$7,114	
				7.30%

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Senior Environmental Compliance Inspector	\$5,833 - \$7,094	\$6,259 - \$7,612	7.30%

Salary Level Adjustment and Change of Bargaining Unit Designation for City Traffic Engineer

A study conducted with the City Traffic Engineer revealed that, in addition to the professional engineering functions, this classification performs managerial level functions equivalent to those of the Engineering Manager classification. The City Traffic Engineer also serves as a division or section head. Since the functional level of the City Traffic Engineer is equivalent to the Engineering Manager, it is recommended that the City Traffic Engineer salary range be aligned with the Engineering Manager salary range for internal parity purposes. This recommendation will result in the City Traffic Engineer classification receiving a salary adjustment of 10.21% from the current maximum salary and a change in bargaining unit designation. The City Traffic Engineer position is currently under the management bargaining unit (10) and based on the internal alignment to the Engineer Manager position, it would need to change to the senior management bargaining unit.

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Salary	New Bargaining Unit
City Traffic Engineer	MGTS/M90E \$8,885 - \$13,127	NCLP/A80B \$11,903 - \$14,468	10.21%	Senior Management (07)

Title Change for Curator of Collections Classification

The Museum Department requested that updates be made to the title and job description for the Curator of Collections classification to more accurately reflect current job requirements and job title within the museum profession. It is recommended that the title be changed from Curator of Collections to Collections Registrar.

Title Change for Helicopter Mechanic Classifications

The Police Department requested that updates be made to the title and job description for the Helicopter Mechanic and Senior Helicopter Mechanic to more accurately reflect current job requirements and job title. In addition to helicopter aircraft, the Riverside Police Department has recently acquired a fixed-wing aircraft (airplane). Utilization of the word "Aircraft" in the title would be a non-specific approach to the title as it relates to the type of equipment maintained. A comparison of the City's labor market basket agencies revealed that the County of Riverside utilizes this non-specific title; as they also maintain both fixed-wing and helicopter aircraft. Therefore, it is recommended that the classification series' titles change from Helicopter Mechanic and Senior Helicopter Mechanic to Aircraft Mechanic and Senior Aircraft Mechanic.

Title Change for Mini-Bus Driver/Scheduler Classification

The Parks, Recreation and Community Services Department requested that updates be made to the job description for the Mini-Bus Driver/Scheduler classification. Updates to this classification were proposed to SEIU. SEIU requested to meet and confer with regard to the proposed updates. The Mini-Bus Driver/Scheduler performs other duties related to dispatching. SEIU requested that the title be changed to reflect the performance of the dispatching function. It is recommended that the title be changed from Mini-Bus Driver/Scheduler to Mini-Bus Driver/Dispatcher-Scheduler to reflect the dispatching component within this classification.

FISCAL IMPACT:

The proposed salary adjustment for the Building and Housing Inspection Supervisor represents a cost increase of \$46,275 over a five-year period from FY 2018-19 through FY 2022-23. This amount is based on filling one vacancy at mid-range salary, benefits and CalPERS tier 1. This cost will be absorbed within the Community and Economic Development Department personnel budget.

The proposed salary adjustment for the Senior Environmental Compliance Inspector represents a cost increase of \$65,882 over a five-year period from FY 2018-19 through FY 2022-23. This amount is based on two incumbents, salary, benefits and CalPERS tier 1. This cost will be absorbed within the Public Works Department personnel budget.

The proposed salary adjustment for the City Traffic Engineer represents a cost increase of \$85,372 over a five-year period from FY 2018-19 through FY 2022-23. This amount is based on filling one vacancy at mid-range salary, benefits and CalPERS tier 1. This cost will be absorbed within the Public Works Department personnel budget.

Prepared by:	Stephanie Holloman, Human Resources Director
Certified as to availability of funds:	Edward Enriquez, 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