



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 18, 2020

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE TITLE CHANGE OF THE EXISTING GENERAL SERVICES OPERATIONS SUPERINTENDENT CLASSIFICATION; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE CURATORIAL SERVICES MANAGER; SALARY RANGE ADJUSTMENT TO THE UTILITIES SENIOR ELECTRICAL ENGINEER CLASSIFICATION; DELETION OF NON-UTILIZED JOB CLASSIFICATIONS; AND MODIFICATION OF THE FRINGE BENEFITS AND SALARY PLAN, PART II, SECTION 5 (A) SALARY DIFFERENTIALS TO INCLUDE LOCKSMITH DUTIES.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the title change of the existing General Services Operations Superintendent classification; creation of the classification and salary range for the Curatorial Services Manager; salary range adjustment to the existing Utilities Senior Electrical Engineer classification; deletion of non-utilized job classifications; and modification of the Fringe Benefits and Salary Plan, Part II, Section 5 (a), Salary Differentials, to include Locksmith duties.

RECOMMENDATIONS:

That the City Council

1. Approve the title change of the existing General Services Operations Superintendent classification;
2. Approve the creation of the classification and salary range for the Curatorial Services Manager;
3. Approve adjustment to the salary range to the existing Utilities Senior Electrical Engineer.
4. Approve the deletion of non-utilized job classifications;
5. Approve the modification of the Fringe Benefits and Salary Plan, Part II, Section 5 (a), Salary Differentials, to include Locksmith duties;

6. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the title change to the existing General Services Operations Superintendent classification; creation of the classification and salary range for the Manager of Curatorial Services; adjustment to the salary range for the existing Utilities Senior Electrical Engineer; deletion of non-utilized job classifications; and modify the Fringe Benefits and Salary Plan, Part II, Section 5 (a), Salary Differentials, to include Locksmith duties.

DISCUSSION:

Title Change, New Classification and Salary Range, and Salary Range Adjustment

General Services Operations Superintendent

The Human Resources Department received a formal request from the General Services Department to conduct a classification and compensation study on two major functional areas within the Department. As part of a reorganization, the General Services Department proposed that two positions which are the General Services Operations Superintendent and Fleet Operations Manager be merged into a single classification receiving general direction from the General Services Director and/or Deputy General Services Director which could be used in a broader capacity. The two functional areas would be displayed in one classification by area of assignment and the associated duties. The purpose of the study was to validate whether the Superintendent or Manager job title was appropriate based on the essential functions, qualifications, internal salary relationships, and to conduct a market survey to determine the appropriate pay grade. The study was conducted by Creative Management Solutions. The study showed that the scope of responsibility, nature and level of supervision exercised by the two positions are similar. Both require significant planning, budgeting goal setting that are most commonly associated internally with the Manager level and not the Superintendent level. Therefore, it is recommended that the proposed single classification be properly classified at the Manager level, and that the title be updated to an appropriate manager title based on the City's approved market basket.

The salary range assigned to the current General Services Operations Superintendent classification is appropriate based on the market comparators. As a result of the study, it is recommended that the Fleet Operations Manager* classification be deleted since these duties will be merged into the proposed single classification of Maintenance Services Manager. There is currently one incumbent classified as Fleet Operations Manager. The incumbent will be reclassified to the new Maintenance Services Manager classification. The new Maintenance Services Manager classification has a maximum salary that is 7.89% above the maximum salary of the Fleet Operations Manager classification. The proposed changes are illustrated below:

Current Classification Title	Current Monthly Salary Range	Proposed Classification Title	Proposed Monthly Salary Range	% Increase to Max Salary
General Services Operations Superintendent BU 10 (5395)	\$7,409 - \$9,929	Maintenance Services Manager BU 10 (5395)	\$7,409 - \$9,929	None
Fleet Operations Manager* (delete) BU 10 (5391)	\$6,871 - \$9,203	Duties merged into new classification listed above		7.89%*

**The Fleet Operations Manager classification will be deleted and the duties merged into the Maintenance Services Manager. Per the reclassification policy (II-2) the incumbent is eligible for a minimum 5% salary increase; this will result in a 7.89% increase from the existing maximum salary of the Fleet Operations Manager classification.*

Curatorial Services Manager

The Human Resources Department received a formal request to create a new classification for the Museum of Riverside. CPS HR Consulting completed the classification study. The new classification, Curatorial Services Manager, will perform a variety of technical and advanced professional level duties in the stewardship and interpretation of museum collections; plan, research, and develop museum exhibitions and educational programs; perform grant-writing, budget preparation, and management of special projects; and to supervise curatorial staff. Due to the specialized nature of this classification, there were insufficient comparable matches in the market. It is recommended that the job detail drafted by the Museum be finalized as the official job classification. CPS HR Consulting agreed that the salary range be aligned with internal classifications with comparable level of duties and scope of responsibility. The proposed classification and salary range is illustrated below:

New Classification Title and Bargaining Unit	Proposed Monthly Salary Range
Curatorial Services Manager (BU 10)	\$6,101 - \$10,632

Salary Range Adjustments:

Utilities Senior Electrical Engineer

The Human Resources Department recommends adjustment to the salary range for the Utilities Senior Electrical Engineer to align this classification with other comparable classifications for internal parity purposes. This classification compares internally to the Senior Engineer, Utilities Senior Water Engineer, and Senior Traffic Engineer classifications which are all equivalently leveled. The recommended adjustment is illustrated below:

Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Utilities Senior Electrical Engineer (7180)	\$9,226 - \$11,210	\$9,285 - \$11,285	0.67%

Deletion of Non-Utilized Job Classifications:

The following classifications are no longer utilized and are recommended for deletion:

Job Code	Classification Title	Bargaining Unit
5391	Fleet Operations Manager	10 - Management
2211	Police Officer Lateral/Trainee	30 – Special Classes (temporary)
1080	Environmental Programs Manager	10- Management

The Fleet Operations Manager will no longer be needed per the information provided above related to the merging and re-titling of the General Services Operations Superintendent. The Police Officer Later/Trainee is not used by the Police department as a separate Police Trainee class exists and any lateral officers are hired in permanent position under the regular Police Officer class. The Environmental Programs Manager was created but never utilized by the City Manager's Officer in 2011; the classification is outdated in terms of title, duties and salary and therefore not current or valuable for the organization.

Fringe Benefits and Salary Plan, Part II, Section 5 (a), Salary Differentials, to include Locksmith duties:

After internal review of existing practices, the Human Resources Department in collaboration with the Parks, Recreation and Community Services Department and the Service Employees International Union Local 721, agreed to memorialize the additional compensation for performing locksmith duties. The City does not have a specific Locksmith classification and associated duties have been performed as needed by an employee in the Parks, Recreation and Community Services Department. Based on research conducted by the Human Resources Department with the City's market basket, it is not industry standard to have a stand-alone Locksmith classification and providing additional compensation for these duties would be most appropriate. The Fringe Benefits and Salary Plan, Part II, Section 5 (a), Salary Differentials, will be modified to include a one salary step (5%) adjustment for performance of Locksmith duties. The provision shall be added as item (17) to read: General Unit employees performing field maintenance duties who are regularly assigned to perform duties as the authorized locksmith/master key holder.

FISCAL IMPACT:

There is no fiscal impact for the title change to the existing General Services Operations Superintendent classification.

The proposed merge of the duties of the Fleet Operations Manager to the new Maintenance Services Manager represents a cost increase of \$845 monthly/\$10,140 annually in base salary costs as compared to the FY 2020/21 budgeted salary cost.

There is no current fiscal impact for the proposed new classification of Curatorial Services Manager.

The proposed salary adjustment for the Senior Electrical Engineer represents a cost increase of \$75 monthly/\$900 annually in base salary costs to the min/max salary range.

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