



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 22, 2021

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE REINSTATEMENT OF THE PUBLIC SAFETY COMMUNICATIONS MANAGER CLASSIFICATION AND SALARY RANGE; TITLE CHANGE OF THE EXISTING WASTEWATER ELECTRICAL SUPERVISOR CLASSIFICATION; CREATION OF THE CLASSIFICATIONS AND SALARY RANGES FOR THE SPECIAL TRANSIT MANAGER AND ENVIRONMENTAL SERVICES MANAGER; SALARY RANGE ADJUSTMENTS TO THE UTILITIES ELECTRIC SUPERINTENDENT, UTILITIES GENERATION PLANT MANAGER, SUPERVISING CRIME ANALYST, ASSISTANT TO THE MAYOR AND ADMINISTRATIVE ASSISTANT TO THE MAYOR CLASSIFICATIONS

## **ISSUE:**

Approve a revision to the Master Fringe Benefits and Salary Plan for the reinstatement of the Public Safety Communications Manager classification and creation of salary range; title change of the existing Wastewater Electrical Supervisor classification; creation of the classifications and salary ranges for the Special Transit Manager and Environmental Services Manager; salary range adjustments to the Utilities Electric Superintendent, Utilities Generation Plant Manager, Supervising Crime Analyst, Assistant to the Mayor and Administrative Assistant to the Mayor classifications.

## **RECOMMENDATION:**

That the City Council

1. Approve the reinstatement of the Public Safety Communications Manager classification and creation of salary range;
2. Approve the title change of the existing Wastewater Electrical Supervisor classification;
3. Approve the creation of the classifications and salary ranges for the Special Transit Manager and Environmental Services Manager;
4. Approve adjustment to the salary range to the existing Utilities Electric Superintendent, Utilities Generation Plant Manager, Supervising Crime Analyst, Assistant to the Mayor and the Administrative Assistant to the Mayor classifications.

5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the reinstatement of the Public Safety Communications Manager classification and salary range; title change to the existing Wastewater Electrical Supervisor classification; creation of the classifications and salary ranges for the Special Transit Manager and Environmental Services Manager; adjustment to the salary ranges for the existing Utilities Electric Superintendent, Utilities Generation Plant Manager, Supervising Crime Analyst, Assistant to the Mayor and the Administrative Assistant to the Mayor classifications.

## **DISCUSSION:**

Classification reinstatement, classification title change, new classifications and salary ranges, and salary range adjustments.

### **Classification Reinstatement - Public Safety Communications Manager**

The Human Resources Department received a request from the Riverside Police Department to reinstate the Public Safety Communications Manager classification as a result of a reorganization in the Communications division. This classification was deleted from our active classifications through Council action on August 23, 2016. The Public Safety Communications Manager plans, organizes, coordinates, and directs the activities of the 24-hour Public Safety Dispatch Center; maintains the Computer Aided Dispatch (CAD) and the 9-1-1 Emergency telephone systems for both Fire and Police operations.

The Human Resources Department conducted an external salary survey using the approved City Labor Market Basket as well as an internal review of comparable level classifications within the City to determine salary range recommendations. Based on external and internal salary review, it is recommended that this position be aligned internally with the Maintenance Services Manager salary; therefore, the recommended monthly salary placement would be \$7,409 to \$9,929. As shown in the market salary data (Exhibit B), placing the salary in this range would place the City of Riverside above the market average salary and above the market median salary; however, the proposed range provides for adequate differential (more than 10%) from the max salary of the Police Communications Systems Analyst (\$6,835 to \$8,723), which is the highest reporting level to the Communications Manager and allows for compliance with current HR policy to maintain at least a 10% salary differential between a subordinate and direct manager (Fringe Benefit and Salary Plan-Section 5 (I) 1).

The proposed reinstatement is illustrated below:

Job Code	Classification Title and Bargaining Unit	Proposed Monthly Salary Range
2520	Public Safety Communications Manager (BU 10)	\$7,409 - \$9,929

Classification Title Change:

The Human Resources Department received a formal request to update the title of the existing Wastewater Electrical Supervisor classification to Wastewater Electrical and Instrumentation Supervisor. The Human Resources Department concurs with the title change request. The title change will reflect alignment with the subordinate classifications and clarifies oversight of the reporting classifications within the Wastewater Electrical and Instrumentation series. The proposed title change is illustrated below:

Current Classification Title	Proposed Classification Title
Wastewater Electrical Supervisor (Job Code 4470)	Wastewater Electrical and Instrumentation Supervisor (Job Code 4470)

New Classifications:

The Human Resources Department received formal requests from the Parks, Recreation and Community Services Department for the creation of a Special Transit Manager classification and from the Public Works Department for the creation of an Environmental Services Manager. The Human Resources Department conducted an external salary survey using the approved City Labor Market Basket (see Exhibit C and D) as well as an internal review of comparable level classifications within the City to determine salary range recommendations for these classifications.

The Special Transit Manager will, under general direction, manage the overall operational activities of the Special Transportation Division of the Parks, Recreation and Community Services Department which provides para-transit services to senior and disabled residents.

It is recommended that this position be aligned internally with the Recreation Superintendent salary; therefore, the recommended monthly salary placement would be \$7,780 to \$10,432. There is currently one incumbent who is performing the duties of this position and the incumbent will be reclassified to the new Special Transit Manager classification. The proposed classification and salary range is illustrated below:

New Classification Title and Bargaining Unit	Proposed Monthly Salary Range
Special Transit Manager (BU 10)	\$7,780 - \$10,432

The Environmental Services Manager will, under general direction, plan, organize and direct compliance activities and programs related to water, wastewater, stormwater (urban runoff), air quality, and environmental permitting; and do related work as required.

It is recommended that this position be aligned internally with the Construction Contracts Administrator salary; therefore, the recommended monthly salary placement would be \$9,495 to \$11,714. The recommended salary places the City slightly above market average for this

classification. There is currently one incumbent who is performing the duties of this position, and the incumbent will be reclassified to the new Environmental Services Manager classification. The proposed classification and salary range is illustrated below:

New Classification Title and Bargaining Unit	Proposed Monthly Salary Range
Environmental Services Manager (BU 10)	\$9,495 - \$11,714

*Salary Range Adjustments:*

The Fringe Benefits and Salary Plan requires a minimum 10% differential to exist between a supervisor and the top step of the closest subordinate classification (Section 5 (l) 1). The Human Resources Department recommends adjustment to the salary range for the existing Utilities Electric Superintendent, Utilities Generation Plant Manager, and the Supervising Crime Analyst classifications to provide for adequate differential. The recommended salary adjustments are illustrated below:

Classification Title & Job Code	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Utilities Electric Superintendent (4720)	\$10,584 - \$14,115	\$10,869 - \$14,495	2.69%
Utilities Generation Plant Manager (7411)	\$10,936 - \$13,292	\$10,980 - \$13,345	0.4%
Supervising Crime Analyst (9139)	\$6,240 - \$7,592	\$6,602 - \$8,032	5.80%

The Human Resources Department received a formal salary study request submitted by the Mayor's Office and approved by the City Manager's Office for evaluation, analysis and recommendation related to compensation compared to the market for the Assistant to the Mayor and the Administrative Assistant to the Mayor classifications. The Human Resources Department utilized the approved City of Riverside Market Basket Agencies for the study. Included as part of the study was a review of the current salary, job title, and job descriptions (examples of duties; knowledge, skills, and abilities (KSA's); and an evaluation of the experience and educational requirements).

*Assistant to the Mayor*

The Human Resources Department recommends that the median compensation be used to establish the new salary range for this classification. Based on the market comparators, this classification can be aligned internally with the Administrative Analyst salary range. The Administrative Analyst is similar in level and complexity of duties to the Assistant to the Mayor. The new salary range would be \$5,121 - \$6,862 which would allow the compensation for the Assistant to the Mayor to encompass the median compensation amount (see Exhibit E). This

would bring the compensation within market median and provide a 9.34% increase to the maximum monthly salary.

#### Administrative Assistant to the Mayor

The Human Resources Department recommends aligning the salary for the Administrative Assistant to the Mayor with the existing Executive Assistant classification. The Administrative Assistant to the Mayor performs similar administrative support duties as compared internally to the Executive Assistant classification. The minimum educational and experience requirements will be updated on the job description to align with the Executive Assistant classification. The salary range for the Executive Assistant is currently \$4,657 - \$6,240. This will bring the maximum salary for the Administrative Assistant to the Mayor just below market median and market average salary with a 12.78% increase to the maximum salary amount as compared to the current maximum salary (see Exhibit F).

Illustrated below is a summary of the salary adjustments for the Mayor's Office:

Classification Title & Job Code	Current Monthly Salary Range	Proposed Monthly Salary Range	% Increase to Max Salary
Assistant to the Mayor NC (9635)	\$4,682 - \$6,276	\$5,121 - \$6,862	9.34%
Administrative Assistant to the Mayor NC (9881)	\$4,549 - \$5,533	\$4,657 - \$6,240	12.78%

#### **FISCAL IMPACT:**

There is no fiscal impact for the title change to the existing Wastewater Electrical Supervisor classification.

The proposed new classification of Special Transit Manager represents a cost increase of \$1,554 - \$2,089 monthly with the reclassification of the existing incumbent.

The proposed new classification of Environmental Services Manager represents a cost increase of \$1,454 - \$1,936 monthly with the reclassification of the existing incumbent.

The proposed salary adjustment for the Utilities Electric Superintendent represents a cost increase of \$285 - \$380 monthly in base salary costs to the min/max salary range.

The proposed salary adjustment for the Utilities Generation Plant Manager represents a cost increase of \$44.00 - \$53.00 monthly in base salary costs to the min/max salary range.

The proposed salary adjustment for the Supervising Crime Analyst represents a cost increase of \$362 - \$440 monthly in base salary costs to the min/max salary range.

The proposed salary adjustment for the Assistant to the Mayor represents a cost increase of \$439 - \$586 monthly in base salary costs to the min/max salary range.

The proposed salary adjustment for the Administrative Assistant to the Mayor represents a cost increase of \$108 - \$707 monthly in base salary costs to the min/max salary range.

Prepared by: Rene Goldman, 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: Kristi J. Smith, Interim City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Job Code Table
2. Market Basket Salary Survey Data
  - a. Exhibit B – Public Safety Communications Manager
  - b. Exhibit C – Special Transit Manager
  - c. Exhibit D – Environmental Services Manager
  - d. Exhibit E – Assistant to the Mayor
  - e. Exhibit F – Administrative Assistant to the Mayor

**PUBLIC SAFETY COMMUNICAITONS MANAGER**  
**Market Basket Salary Survey Data**

<b>Agency</b>	<b>Classification</b>	<b>Min Monthly</b>	<b>Max Monthly</b>
City of Murrieta	Public Safety Communications Manager	\$9,293	\$11,296
City of Anaheim	Police Communications Manager	\$7,535	\$10,361
County of Riverside	Sheriff's Communications Manager	\$6,302	\$10,160
<b>City of Riverside</b>	<b>Public Safety Communications Manager</b>	<b>\$7,409</b>	<b>\$9,929</b>
City of Costa Mesa	Senior Communications Supervisor	\$7,190	\$9,634
City of Redlands	Police Operations Manager	\$7,919	\$9,626
City of Oceanside	Public Safety Communications Manager	\$7,110	\$9,526
City of Huntington Beach	Police Communications Manager	\$7,511	\$9,301
City of Glendale	Police Communications Administrator	\$6,330	\$9,207
City of Escondido	Public Safety Communications Manager	\$6,721	\$9,074
City of Ontario	Police Communications Manager	\$7,455	\$9,057
City of Long Beach	Communications Center Coordinator	\$6,329	\$8,611
City of Pasadena	No equivalent classification		
City of Burbank	No equivalent classification		
City of Fullerton	No equivalent classification		
City of Corona	No equivalent classification		

- Average Compensation of Max Salary: \$9,623
- Comparison Against Average Compensation: +3.08%
- Median Compensation: \$9,526
- Comparison Against Median Compensation: +4.06%
- % of Maximum Rate: 88%

Exhibit C

**SPECIAL TRANSIT MANAGER  
Market Basket Salary Survey Data**

<b>Agency</b>	<b>Classification</b>	<b>Min Monthly</b>	<b>Max Monthly</b>
City of Glendale	Transit Manager	\$8,568	\$12,463
City of Pasadena	Transportation Services Manager	\$9,532	\$11,915
City of Burbank	Transportation Services Manager	\$8,845	\$11,631
<b>City of Riverside</b>	<b>Special Transit Manager (proposed)</b>	<b>\$7,780</b>	<b>\$10,432</b>
City of Corona	Transportation Planning Supervisor	\$7,219	\$8,813
County of Riverside	No equivalent position		
City of Anaheim	No equivalent position		
City of Escondido	No equivalent position		
City of Costa Mesa	No equivalent position		
City of Fullerton	No equivalent position		
City of Huntington Beach	No equivalent position		
City of Long Beach	No equivalent position		
City of Murrieta	No equivalent position		
City of Oceanside	No equivalent position		
City of Ontario	No equivalent position		
City of Redlands	No equivalent position		

- Average Compensation of Max Salary = \$11,206
- COR Comparison against Average Compensation = -7.42%
- Median Compensation = \$11,773
- COR Comparison against Median Compensation = -12.85%
- % of Maximum Rate = 84%
- Salary recommendation - \$7,780 - \$10,432



Exhibit D

**ENVIRONMENTAL SERVICES MANAGER**  
**Market Basket Salary Survey Data**

<b>Agency</b>	<b>Classification</b>	<b>Min Monthly</b>	<b>Max Monthly</b>
City of Glendale	Environmental Program Administrator	\$10,003	\$14,551
City of Anaheim	Environmental Services Manager	\$9,159	\$12,594
<b>City of Riverside</b>	<b>Environmental Services Manager (proposed)</b>	<b>\$9,495</b>	<b>\$11,714</b>
City of Huntington Beach	Environmental Services Manager	\$8,292	\$10,272
City of Escondido	Environmental Programs Manager/Utilities	\$7,340	\$9,909
City of Oceanside	Environmental Officer	\$7,143	\$9,571
City of Murrieta	No Equivalent Classification		
County of Riverside	No Equivalent Classification		
City of Costa Mesa	No Equivalent Classification		
City of Redlands	No Equivalent Classification		
City of Ontario	No Equivalent Classification		
City of Long Beach	No Equivalent Classification		
City of Pasadena	No Equivalent Classification		
City of Burbank	No Equivalent Classification		
City of Fullerton	No Equivalent Classification		
City of Corona	No Equivalent Classification		

- Average Compensation of Max Salary = \$11,379
- COR Comparison against Average Compensation = 2.86%
- Median Compensation = \$10,272
- COR Comparison against Median Compensation = 12.31%
- % of Maximum Rate = 81%
- Salary recommendation - \$9,494 - \$11,714

Exhibit E

**ASSISTANT TO THE MAYOR COMPENSATION COMPARISON**  
**Market Basket Salary Survey Data**

<b>Survey Agency</b>	<b>Job Classification</b>	<b>Min Monthly</b>	<b>Max Monthly</b>
County of Riverside	Supervisor's Legislative Assistant	\$5,212	\$10,311
City of Anaheim	Mayor's Assistant (currently position is part time)	\$5,519	\$6,708
City of Pasadena	City Council District Liaison	\$5,281	\$6,601
<b>City of Riverside</b>	<b>Assistant to the Mayor</b>	<b>\$4,682</b>	<b>\$6,276</b>
City of Glendale	No equivalent position		
City of Escondido	No equivalent position		
City of Burbank	No equivalent position		
City of Corona	No equivalent position		
City of Costa Mesa	No equivalent position		
City of Fullerton	No equivalent position		
City of Huntington Beach	No equivalent position		
City of Long Beach	No equivalent position		
City of Murrieta	No equivalent position		
City of Oceanside	No equivalent position		
City of Ontario	No equivalent position		
City of Redlands	No equivalent position		

- Average Compensation of Max Salary = \$7,873
- COR Comparison against Average Compensation = -25.45%
- Median Compensation = \$6,708
- COR Comparison against Median Compensation = -6.88%
- % of Maximum Rate = 61%
- New salary recommendation - \$5,121 - \$6,862

**ADMINISTRATIVE ASSISTANT TO THE MAYOR COMPARISON**  
**Market Basket Salary Survey Data**

<b>Agency</b>	<b>Classification</b>	<b>Min Monthly</b>	<b>Max Monthly</b>
City of Ontario	Administrative Assistant to City Council	\$6,200	\$7,531
City of Pasadena	Executive Assistant to the Mayor	\$5,787	\$7,234
City of Murrieta	Senior Executive Assistant	\$5,768	\$7,011
City of Escondido	Executive Assistant - City Manager (Mayor, City Council)	\$5,686	\$6,911
County of Riverside	Supervisors Board Assistant	\$2,253	\$6,864
City of Huntington Beach	Administrative Assistant	\$5,037	\$6,240
City of Burbank	Executive Assistant	\$4,506	\$5,926
City of Costa Mesa	Executive Secretary	\$4,347	\$5,825
<b>City of Riverside</b>	<b>Administrative Assistant to the Mayor</b>	<b>\$4,549</b>	<b>\$5,533</b>
City of Glendale	Assistant to the Council	\$3,452	\$5,297
City of Anaheim	Senior Secretary	\$4,082	\$5,209
City of Fullerton	Administrative Aide/City Council	\$3,695	\$4,716
City of Corona	Management Services Assistant I	\$3,555	\$4,340
City of Long Beach	No equivalent position		
City of Oceanside	No equivalent position		
City of Redlands	No equivalent position		

- Average Compensation of Max Salary = \$6,092
- COR Comparison against Average Compensation = -10.10%
- Median Compensation = \$6,083
- COR Comparison against Median Compensation = -9.94%
- % of Maximum Rate = 73%
- New salary recommendation - \$4,657 - \$6,240