



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 5, 2021

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR SAFETY COORDINATOR; REINSTATEMENT OF THE CLASSIFICATION AND SALARY RANGE OF SAFETY MANAGER; ADJUSTMENT TO THE SALARY RANGES FOR THE SAFETY OFFICER AND UTILITIES SAFETY AND TRAINING MANAGER CLASSIFICATIONS; AND MODIFICATION TO THE SALARY STEP STRUCTURE FOR THE ASSISTANT RECREATION COORDINATOR CLASSIFICATION.

ISSUE:

Approve a revision to the Master Fringe Benefits and Salary Plan for the creation of the classification and salary range for the Safety Coordinator; reinstatement of the classification and salary range of Safety Manager; adjustment to the salary ranges for the Safety Officer and Utilities Safety and Training Manager classifications; and modification to the salary step structure for the Assistant Recreation Coordinator classification.

RECOMMENDATION:

That the City Council

1. Approve the creation of the Safety Coordinator classification;
2. Approve the reinstatement of the classification and salary range for the Safety Manager;
3. Approve the adjustment to the salary ranges for the Safety Officer and Utilities Safety and Training Manager classifications;
4. Approve the modification to the salary step structure for the Assistant Recreation Coordinator classification;
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the creation of the classification and salary range for Safety Coordinator; reinstatement of the classification and salary range of Safety Manager; adjustment to the salary ranges for the Safety Officer and Utilities Safety and Training Manager classifications; and modification to the salary step structure for the Assistant Recreation Coordinator classification.

DISCUSSION:

City-Wide Safety Classification and Compensation Study:

In June 2020, the Human Resources Department met with the Public Utilities and Public Works departments to discuss the Safety series as it relates to safety duties performed by current staff since it impacted all three departments. After the discussion, it was the recommendation of the Human Resources Department to conduct a City-wide job classification and salary study of the Safety classification series by an external consultant, CPS HR Consulting. The study included the Emergency Services Coordinator, Safety Officer, and the Utilities Safety and Training Manager classifications and Safety Specialist (salary survey only) classification. These classifications are assigned to incumbents in the Public Works, Public Utilities and the Human Resources Department. The purpose of the study was to review, analyze and compare duties and responsibilities performed by each incumbent; to identify any comparable or overlapping duties performed; review the classification specifications; recommend updates to the classification specifications and conduct a review of market salary data for comparable classifications.

Summary of Study Recommendations:

Safety Specialist

There are two incumbents classified as Safety Specialist: one in the Human Resources Department and one in Public Utilities. CPS HR Consulting conducted a market salary comparison for this classification. Based on the survey findings, the Safety Specialist classification falls below market; however, at this time, for internal parity purposes an adjustment to the salary range is not recommended, as this classification should remain aligned with the Human Resources Specialist classification.

New Classification-Safety Coordinator-Public Works

There is one incumbent assigned to Public Works who is currently classified as an Emergency Services Coordinator. CPS HR Consulting determined that “the incumbent performs additional duties to ensure the Wastewater Division has necessary safety and training programs in place to comply with the extensive Federal and State regulatory occupational safety and health program compliance; there are 117 employees at the WQCP and there is a need to ensure these duties are completed to reduce the risk and potential liability to the City.

CPS HR’s recommendation is to create a new classification of Safety Coordinator to properly align the current duties performed by the incumbent and reclassify the incumbent into this new classification. This classification is distinguished from the Safety Officer classification by the increased level of difficulty, complexity, scope of work, and policy development and implementation of the Safety Officer. It is recommended that the salary range for the new Safety Coordinator be placed slightly above the market median and above the current maximum of the Emergency Services Coordinator by 4.81% as illustrated below:

New Classification Title	New Proposed Salary Range Min/Max
Safety Coordinator (BU 15-Professional)	\$6,452 - \$7,841

Safety Officer, Public Works and Human Resources:

There are two incumbents classified as Safety Officer, one assigned to the Human Resources Department and the other in the Public Works Department. There are distinct differences in the two assignments in terms of roles, level of responsibilities, scope, and complexity of duties.

CPS HR Consulting determined that “the incumbent assigned to the Public Works Department provides safety-related duties for the Public Works Department’s approximate 330 employees at three worksites: sewer plant (wastewater treatment, potable water, and stormwater; Corporation Yard (street maintenance, traffic control signs, weed spray, and solid waste), and City Hall (engineering programs for public works and parking services).”

Based on the analysis conducted, it is recommended that the incumbent in the Public Works Department remain classified as Safety Officer. The classification specification accurately describes the duties performed.

CPS HR Consulting determined that “the incumbent assigned to the Human Resources Department has responsibility City-wide, encompassing all departments except Fire and Police. The incumbent’s level of involvement and responsibility is far above that of the other Safety Officers which focus on their department’s core functions.” It was therefore recommended that the position should be at a Manager level.

The City of Riverside deleted the Safety Manager classification in 2013 and consolidated the duties into the Safety Officer classification. The recommendation is to reinstate the Safety Manager classification, update the classification specification, and reclassify the incumbent into this classification.

The salary recommendations are that the salary for the Safety Officer be adjusted by 2% to bring the salary up to the labor market median salary. It is recommended that the Safety Manager’s salary be 4.8% above the max salary of the Safety Officer. The salary spread from minimum to a maximum of 34% mirrors the salary spread of the Safety Officer classification.

The recommendation for the salary ranges are illustrated below:

Job Code	Classification Title	New Proposed Salary Range Min/Max
8648	Safety Officer (BU 15-Professional)	\$7,090 - \$9,500
8650	Safety Manager (BU 10-Management)	\$8,174 - \$10,953

Utilities Safety and Training Manager:

There is one incumbent assigned to the Public Utilities Department in the Utilities Safety and Training Manager classification. The purpose of the Utilities Safety and Training Manager classification is to design, coordinate, implement, and participate in the management and administration of safety programming, including ensuring regulatory compliance with federal, state, and local regulations related to safety, injury, and accident prevention; to identify safety improvement opportunities; to develop and track training programs; and to do related work as required.

Based on the analysis conducted, the incumbent is performing duties consistent with most of the job duties for the classification of Utilities Safety and Training Manager. It is recommended that the incumbent remain classified as Utilities Safety and Training Manager and make recommended updates to the classification to clearly identify the managerial duties that this position would be expected to perform at the manager level.

Based on the salary survey completed, this classification is 12.44% above the market basket median salary of \$10,975.51 of the six agencies that had a comparable classification. It is recommended by CPS HR that the maximum salary be adjusted downward to align more closely with the labor market and benchmarked approximately 4.8% below the reinstated Safety Manager classification, which is consistent with the position level and departmental responsibility over safety. The salary will reflect the same min to max salary spread of 34%, which mirrors the Safety Officer and the Safety Manager.

The recommendation for the salary range adjustment is illustrated below:

Job Code	Classification Title	Current Salary Range Min/Max	New Proposed Salary Range Min/Max
8654	Utilities Safety and Training Manager (BU-10 Management)	\$7,990 - \$12,536	\$7,799 - \$10,450

Modification of Salary Step Structure-Assistant Recreation Coordinator

The Assistant Recreation Coordinator classification currently has a 9-step salary progression structure. To address the California minimum wage adjustments over the years, which is currently at \$14.00 per hour, and avoid an overlap with the beginning of the salary range of the Assistant Recreation Coordinator, the Parks, Recreation and Community Services Department has requested to modify the salary step structure for this classification from a 9-step salary progression structure to a 6-step salary progression structure. This proposal is to assist with recruitment and retention efforts and to establish a satisfactory differential from the part-time, temporary Recreation Leader (Special Classes) classification, which is the temporary classification below the Assistant Recreation Coordinator to which most Recreation Leaders promote to via a competitive process.

The proposal is to eliminate salary steps 1 through 3 of the 9-step salary structure so that the new minimum pay step would be the current step 4 salary amount as illustrated below:

Assistant Recreation Coordinator
(Current Salary Step Structure)
Exhibit A

	Tier 1	Tier 2/3
Step 1	\$2,626	\$2,475
Step 2	\$2,758	\$2,600
Step 3	\$2,894	\$2,728
Step 4	\$3,041	\$2,865
Step 5	\$3,190	\$3,007
Step 6	\$3,352	\$3,159
Step 7	\$3,520	\$3,318
Step 8	\$3,695	\$3,483
Step 9	\$3,883	\$3,658

Assistant Recreation Coordinator
(Proposed Salary Step Structure – 6 Steps)
Exhibit B

	Tier 1	Tier 2/3
Step 1	\$3,041	\$2,865
Step 2	\$3,190	\$3,007
Step 3	\$3,352	\$3,159
Step 4	\$3,520	\$3,318
Step 5	\$3,695	\$3,483
Step 6	\$3,883	\$3,658

Currently, there are a total of five (5) employees within the affected steps (Steps 1 to 3) of the Assistant Recreation Coordinator classification. The affected incumbents would be adjusted to the proposed new minimum Step 1 salary (Exhibit B). All other incumbents will remain at their current rate of pay, with an update to their step number to align with the new structure; merit increase eligibility will not be impacted by this change. In addition, the elimination of steps 1-3 will allow new hires to start at a higher salary and progress through the salary range in a quicker fashion. The proposed change will not have an impact on any other salary ranges for positions in the recreation series. The Human Resources department and the Parks, Recreation and Community Services department met with the Service Employees International Union (SEIU) to discuss the proposed changes, and all parties were in agreement.

STRATEGIC PLAN ALIGNMENT:

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to create the new Safety Coordinator classification; to reinstate the Safety Manager classification; adjust the salary

ranges for Safety Officer and the Utilities Safety and Training Manager; and modify the salary step progression to the Assistant Recreation Coordinator classification contributes to the City of Riverside's **Strategic Priority 5 – High Performing Government, Goal 5.5: Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the city organization** and contributes to **Goal 5:1: Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.**

1. **Community Trust** – Necessary adjustments to the Fringe Benefits and Salary Plan for City-wide Safety classifications allows the City to retain a skilled workforce to effectively respond to internal safety issues and concerns, provide information and resources to effectively maintain City services, and resources.
2. **Equity** – Salary ranges and classifications are reviewed as necessary as part of an approved classification and compensation study to ensure they reflect equitable internal and external alignment.
3. **Fiscal Responsibility** – Salary ranges are reviewed to ensure that compensation is reasonably aligned with comparable classifications within the City's approved Market Basket. Modifications to salary step progression allow for salary adjustment to attract and retain a skilled workforce with minimal fiscal impact.
4. **Innovation** – New classifications are created, and existing classifications are reviewed to ensure job duties are aligned within the market related to new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.
5. **Sustainability & Resiliency** – Classifications are created and/or reinstated to retain a diverse range of highly skilled employees who can adapt to the changing needs of the City both internally and externally.

FISCAL IMPACT:

The fiscal impacts for the various classifications are listed below:

- The proposed new classification of Safety Coordinator represents a cost increase of \$296 - \$360 monthly with the reclassification of the existing incumbent.
- The proposed new classification of Safety Manager represents a cost increase of \$848 - \$1,639 monthly with the reclassification of the existing incumbent.
- The proposed salary adjustment for the Safety Officer classification represents a cost increase of \$139 - \$186 monthly in base salary costs to the min/max salary range.
- There is no fiscal impact for the proposed salary adjustment for the Utilities Safety and Training Manager.
- The proposed modification to the salary steps for the Assistant Recreation Coordinator for Tier 1 and Tier 2 salaries represents a difference of \$390 - \$415 from the current minimum to the new minimum salaries.

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: Phaedra A. Norton, City Attorney

Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
 - a. Exhibit A – Job Code Table
 - b. Exhibit B – CPS Salary Study