



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 20, 2023

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR SALARY ADJUSTMENTS TO THE BUILDING SERVICES PROJECT MANAGER, MAINTENANCE SERVICES MANAGER, HUMAN RESOURCES CLASSIFICATIONS; SALARY ALIGNMENT ADJUSTMENTS FOR CONFIDENTIAL/PARA-PROFESSIONAL CLASSIFICATIONS; CREATION OF THE NEW CLASSIFICATION OF SAFETY ANALYST AND ORGANIZATIONAL DEVELOPMENT AND TRAINING MANAGER.

## **ISSUES:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan for salary adjustments to the Building Services Project Manager, Maintenance Services Manager and Human Resources classifications; salary alignment adjustments for confidential/para-professional classifications; creation of the new classification of Safety Analyst and Organizational Development and Training Manager.

## **RECOMMENDATIONS:**

That the City Council

1. Approve the salary adjustments to the Building Services Project Manager, Maintenance Services Manager, Human Resources classifications and salary alignment to the listed Confidential/Para-professional classifications;
2. Approve the creation of the new classification and corresponding salary ranges for Safety Analyst and Organizational Development and Training Manager; and
3. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments to the Building Services Project Manager, Maintenance Services Manager, Human Resources classifications and listed Confidential/Para-professional classifications and creation of the new classification and corresponding salary ranges for Safety Analyst and Organizational Development and Training Manager.

## **DISCUSSION:**

### *Salary Adjustments:*

#### **Building Services Project Manager and Maintenance Services Manager classifications:**

The General Services Department submitted a request to the Human Resources Department to conduct a salary study for the Building Services Project Manager classification to determine if the salary for this classification is within current market salary range. The City's approved Labor Market Basket was used for this survey. Based on the results of the market survey, this classification is below market average by 25.65% (see Exhibit B). It is recommended that the salary range be adjusted by 15% to bring the salary closer to market average without significantly impacting budget and cause a significant compaction with the supervising classification. The Building Services Project Manager classification is the subordinate classification to the Maintenance Services Manager classification. To maintain the appropriate salary differential for the Maintenance Services Manager from the subordinate classification per the City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), it is recommended that the Maintenance Services Manager classification be adjusted by 2.01%. The proposed adjustments are illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
6986	Building Services Project Manager (BU 10)	\$6,275 - \$8,407	\$7,216 - \$9,668	15%
5395	Maintenance Services Manager (BU 10)	\$7,779 - \$10,425	\$7,935 - \$10,635	2.01%

#### **Human Resources Department Classifications Compensation review:**

The Human Resources Department submitted a request to the City Manager's Office to conduct a salary study to include 10 Human Resources specific classifications, including Workers' Compensation classifications. Safety classifications were excluded as these classifications were surveyed and adjusted in 2022; however, because the Safety Specialist is aligned to the HR Specialist, it is included in this proposal to continue this internal alignment. The City's approved Labor Market Basket, comprised of 15 agencies, was used for this survey. The salary study was conducted by Creative Management Solutions, one of the City's contracted Classification and Compensation Consultants. Based on the results of the market survey, out of the ten surveyed classifications, seven are showing to be below market average as shown on the table below. The proposed salary range changes below, reflect adjustments to ensure there is a sufficient salary differential between each level as incumbents promote to the higher classification. Furthermore, salaries for the Workers' Compensation division were adjusted to align to the HR classifications as these classifications have comparable level of duties and responsibilities.

<b>Job Code</b>	<b>Classification Title</b>	<b>Monthly Market Average</b>	<b>Current Monthly Max</b>	<b>Percentage vs. Market Median</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
8699	Human Resources Specialist	\$5,727	\$5,531	-3.54%	\$3,404 - \$5,727	3.54%
8710	Human Resources Analyst	\$8,157	\$7,205	-13.21%	\$6,087 - \$8,157	13.21%

8720	Senior Human Resources Analyst	\$8,984	\$8,760	-2.55%	\$7,000 - \$9,380	7.08%
8732	Principal Human Resources Analyst	\$10,316	\$10,425	1.05%	\$8,259 - \$11,068	6.17%
8738	Deputy Human Resources Director	\$14,290	\$12,675	-12.74%	\$11,189 - \$14,290	12.74%
0140	Workers' Compensation Assistant	\$5,674	\$5,314	-6.77%	\$3,404 - \$5,727	7.77%
8620	Claims Administrator	\$7,844	\$7,855	0.14%	\$6,087 - \$8,157	3.84%
8622	Senior Claims Administrator	\$8,729	\$8,660	-0.80%	\$7,000 - \$9,380	8.31%
8625	Workers' Compensation Supervisor	\$11,428	\$10,420	-9.67%	\$8,259 - \$11,068	6.22%
8655	Safety Specialist	N/A	\$5,531	N/A	\$3,404 - \$5,727	3.54%

*Salary Alignment Adjustments for Confidential and Para-Professional Classifications with SEIU:*

The Human Resources Department recommends a salary adjustment for the classifications in the Confidential and Para-Professional Units to be equivalent in salary to the equivalent classification in the SEIU Unit, Tier 1 to maintain internal equity among comparable classifications. The proposed adjustments are illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary Range</b>	<b>Proposed Monthly Salary Range</b>	<b>% Increase to Max Salary</b>
0347	Administrative Assistant (BU 25)	\$3,786 - \$5,073	\$4,015 - \$5,380	6.05%
0086	Senior Office Specialist (BU 25)	\$3,491 - \$4,678	\$3,704 - \$4,964	6.11%
0027	Office Specialist (BU 25)	\$2,730 - \$4,033	\$2,894 - \$4,276	6.03%
0091	Public Information Representative (BU 25)	\$3,491 - \$4,678	\$3,704 - \$4,964	6.11%
0420	Account Clerk II (BU 55)	\$3,515 - \$4,266	\$3,768 - \$4,573	7.20%
0474	Payroll Technician I (BU 55)	\$3,515 - \$4,266	\$3,768 - \$4,573	7.20%
8230	Accountant I (BU 55)	\$5,413 - \$6,580	\$5,741 - \$6,978	6.05%
0465	Accounting Technician (BU 55)	\$4,416 - \$5,366	\$4,734 - \$5,752	7.19%
0475	Payroll Technician II (BU 55)	\$4,416 - \$5,366	\$4,734 - \$5,752	7.19%
0440	Senior Account Clerk (BU 55)	\$3,929 - \$4,775	\$4,209 - \$5,118	7.18%

*New Classifications:*

Creation of the Safety Analyst classification and Organizational Development and Training Manager:

The Human Resources Department utilized an outside consulting firm, Creative Management Solutions, to conduct a review of duties performed by an incumbent within the Human Resources Department, Safety Division, to determine if the level of work performed aligned with the duties

of the current classification. After a review of the duties performed, it is recommended that a new classification level be created to accurately reflect duties performed and align the level of duties performed within the Safety job classification series. The recommendation is to align the new Safety Analyst classification with the existing Human Resources Analyst classification. This classification will also be equivalent in salary with the existing salary range for the Human Resources Analyst classification as illustrated below.

In addition, the HR compensation study included a review of a new classification within the Human Resources Department that will have a broader range of responsibilities and who will have oversight of the City's Workforce Development Program and Training Program citywide. This new position will supervise a Principal Human Resources Analyst and therefore, the salary must be at least 10% from the new proposed maximum salary for the Principal position in accordance with City Policy.

Job Code	New Classification Title	Proposed Monthly Salary
New	Safety Analyst (BU 15-Professional)	\$6,087 - \$8,157
New	Organizational Development and Training Manager (BU 15-Professional)	\$9,020 - \$12,175

*Deletion of an existing Classification:*

The Human Resources Department, as part of an administrative clean-up of the Classification Plan, is recommending the deletion of the Utilities Customer Service Representative (job code 0611) created under the Confidential group. This classification exists under the SEIU-General unit and the Confidential classification was created because of a temporary transfer of an employee into another City department and only the Confidential classification will be deleted. In addition, the Clerical Assistant (job code 0021) classification under the Confidential group will also be deleted as this classification is no longer utilized by the City.

Job Code	Classification Title
0611	Utilities Customer Service Rep II (BU 25)
0021	Clerical Assistant (BU 25)

**STRATEGIC PLAN ALIGNMENT:**

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt the creation of new classifications and salary ranges contributes to **Strategic Priority 5 - High Performing Government** and **Goal 5.1** - Attract, develop, engage and retain a diverse and highly skilled workforce across the entire City organization.

1. **Community Trust** – New classifications allow the city to accurately align with comparable market classifications to attract the appropriate workforce skillset to efficiently maintain City services.
2. **Equity** – Classifications and salary levels are reviewed against comparable classifications within the approved City market basket. These are also reviewed internally to ensure the appropriate internal salary alignment with comparable classifications.

3. **Fiscal Responsibility** – Classifications and salaries are reviewed both internally and within the City's comparable market basket to ensure appropriate salary alignment.
4. **Innovation** – Classifications are reviewed and updated to ensure the City is progressive on new fields of study, changes to specific fields related to certifications, associated technology, educational and experience requirements.
5. **Sustainability & Resiliency** – Classifications are updated, and salary adjustments are adopted to ensure employees can work effectively and efficiently; and at the same time 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 total estimated fiscal impact of the mentioned positions in this report is \$294,930 for FY 2023/24. The associated costs have been incorporated into the budget that is being presented in June 2023 to Council for adoption.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to	
Availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney

### **Attachments:**

1. Resolution
2. Job Code Table - Salary Adjustments, Salary Alignment Adjustments, Non-Classified Designation, New Classification
3. Fringe Benefits and Salary Plan
4. Salary Survey for Building Services Project Manager