



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 19, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO APPROVE THE CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR THE SUPERVISING LAND SURVEYOR; SALARY ADJUSTMENTS/TITLE CHANGE TO THE SURVEYOR; SALARY ADJUSTMENT TO THE WASTEWATER OPERATIONS MANAGER; AND DELETION OF NON-UTILIZED CLASSIFICATIONS.

## **ISSUE:**

Approve an amendment to the Citywide Fringe Benefits and Salary Plan for the creation of the classification and salary range for the Supervising Land Surveyor; salary adjustments/title change to the Surveyor; salary adjustment to the Wastewater Operations Manager and deletion of non-utilized classifications.

## **RECOMMENDATION:**

That the City Council

1. Approve the creation of the classification and salary range for the Supervising Land Surveyor classification;
2. Approve the title change and salary adjustment for the Surveyor classification;
3. Approve the salary adjustment for the Wastewater Operations Manager classification;
4. Approve the deletion of non-utilized classifications
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to create the classification and salary range for the Supervising Land Surveyor; salary adjustments/title change to the Surveyor; salary adjustment to the Wastewater Operations Manager and deletion of non-utilized classifications.

## **DISCUSSION**

*New Supervising Land Surveyor and Surveyor Classifications*

The Human Resources Department received a classification study request from the Public Works Department to potentially reclassify an existing employee to a new supervisory level classification in the Land Surveyor series. Based on the internal review of the incumbent's responsibilities the Human Resources department agrees with the creation of a new supervisory level. The Supervising Land Surveyor will supervise and participate in the land survey related services and activities of the Public Works Department; be responsible for ensuring efficiency in land survey operations and managing complex projects; as well as evaluate and provide direction to support staff. The recommendation is to place this position in the Supervisory bargaining unit. The City's approved Labor Market Basket was used for this classification and compensation study to locate comparable classifications within the approved labor market basket. Based on the results of the market survey and review of internal data and similar classification duties, it is recommended that this new classification's salary be aligned with the existing Associate Engineer classification. The proposed salary range for the Supervising Land Surveyor is illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Proposed Monthly Salary Range</b>
New	Supervising Land Surveyor (BU 50 - Supervisory)	\$8,617 - \$11,547

In completing the Supervising Land Surveyor salary survey and reviewing internal City salary data, it was determined that the creation of this new classification would create a compaction issue with the Surveyor classification, which is the level that would supervise the new classification. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that the top step of the salary range of any Sr. Management/Management/Professional/Supervisory 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 which are highly compensated due to labor market conditions. In addition to addressing the compaction issue, Human Resources recommends an additional salary adjustment and updated title for the Surveyor classification. Based on an internal review of comparable duties, the Surveyor series was found to be comparable to the Senior Traffic Engineer and by taking external salary survey findings and internal parity into consideration, the Human Resources Department recommends a salary adjustment be applied to the Surveyor classification to align it with the Senior Traffic Engineer classification.

The recommended salary adjustment for the Surveyor classification is illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Proposed Classification Title</b>	<b>Current Monthly Salary</b>	<b>Proposed Monthly Salary</b>	<b>% Adj</b>
6841	Surveyor (BU 15 – Professional)	City Surveyor (BU 15 - Professional)	\$9,666 - \$11,748	\$10,968 - \$13,331	13.47%

**Wastewater Operations Manager:**

Due to the recent salary adjustments granted to the newly created IBEW Wastewater Unit, the Wastewater Operation Manager classification requires a salary adjustment to avoid compaction with the subordinate classification of SCADA Systems Supervisor. The City of Riverside Fringe Benefits and Salary Plan, Part II, Section 5, Salary Differentials, I. Miscellaneous (1), states that

the top step of the salary range of any Sr. Management/Management/Professional/Supervisory 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 which are highly compensated due to labor market conditions. The recommended salary adjustment for the Wastewater Operations Manager classification is illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
4150	Wastewater Operations Manager (BU 10 – Management)	\$11,619 - \$14,124	\$11,988 - \$14,691	4%

*Deletion of Non-utilized Classifications:*

As a result of the meet and confer with SEIU, the Senior Wastewater Plant and Electric Instrument Technician classification was moved out of the SEIU Union and into the new IBEW Wastewater Union; therefore, the Tier 2/3 corresponding job code for this classification is no longer necessary. In addition, the Transportation and Trails Coordinator is no longer being utilized by the Parks, Recreation & Community Services Department as the department has shifted to utilizing the Project Manager series to perform any trail related projects.

Job Code	DELETE NON-UTILIZED CLASSIFICATION
5241	Senior Wastewater Plant and Electric Instrument Technician (T) (BU 20 – SEIU – General Unit)
7855	Transportation and Trails Coordinator (BU 15 – Professional)

**FISCAL IMPACT:**

The total fiscal impact for the salary adjustments listed (2.00 FTE in General Fund and 4.00 FTE in Sewer Fund) for the eleven-month period for the remainder of FY 2025/26 is \$26,120 for the General Fund and \$29,585 for the Sewer Fund. This will be absorbed by the departments in their current budget. Future costs will be included in the upcoming FY 2026-28 Biennial Budget under the respective departments that are impacted and will be included in the budget brought forward to City Council for adoption.

Prepared by: Rene Goldman, Human Resources Director  
 Certified as to  
 Availability of funds: Kristie Thomas, Finance Director/Assistant CFO  
 Approved by: Edward Enriquez, Assistant City Manager/CFO, City Treasurer  
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

**Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Job Code Table
  - b. Exhibit B – Salary Survey Data – Supervising Land Surveyor, Surveyor