



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 21, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE CREATION OF THE NEW CLASSIFICATIONS AND SALARY RANGES FOR THE ASSISTANT CODE ENFORCEMENT MANAGER, EXECUTIVE ASSISTANT TO THE CITY MANAGER, LABORATORY QUALITY ASSURANCE OFFICER, SUPERVISING INTELLIGENCE ANALYST, AND INTELLIGENCE ANALYST; SALARY ALIGNMENT ADJUSTMENTS TO THE EXISTING ARTS & CULTURAL AFFAIRS MANAGER, CITY PLANNER, ECONOMIC DEVELOPMENT MANAGER, HOUSING AUTHORITY MANAGER, AND POLICE ADMINISTRATIVE SPECIALIST CLASSIFICATIONS; ADMINISTRATIVE CORRECTION TO THE MINIMUM SALARY FOR THE PRINCIPAL PROJECT MANAGER CLASSIFICATION; SALARY ADJUSTMENTS TO THE EXISTING PRINCIPAL ACCOUNTANT, ACCOUNTS PAYABLE SUPERVISOR, PAYROLL SUPERVISOR, BUSINESS TAX COLLECTIONS SUPERVISOR, PAYROLL TECHNCIAN II, PAYROLL TECHNICIAN I, ENVIRONMENTAL SERVICES COORDINATOR, RECREATION LEADER, LIFEGUARD/INSTRUCTOR, POOL MANAGER, AND ASSISTANT AQUATICS COORDINATOR CLASSIFICATIONS; BARGAINING UNIT REASSIGNMENT FOR THE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION; DELETION OF NON-UTILIZED JOB CODE FOR THE URBAN FORESTER MANAGER CLASSIFICATION; REMOVAL OF THE NON-CLASSIFIED SALARY RANGE DESIGNATION TO THE EXISTING URBAN FORESTER MANAGER CLASSIFICATION; DELETION OF NON-UTILIZED CLASSIFICATIONS.

**ISSUE:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classifications and salary ranges for the Assistant Code Enforcement Manager, Executive Assistant to the City Manager, Laboratory Quality Assurance Officer, Supervising Intelligence Analyst, and Intelligence Analyst; salary alignment adjustments to the existing Arts & Cultural Affairs Manager, City Planner, Economic Development Manager, Housing Authority Manager, and Police Administrative Specialist classifications; administrative correction to the minimum salary for the Principal Project Manager classification; salary adjustments to the existing Principal Accountant, Accounts Payable Supervisor, Payroll Supervisor, Business Tax Collections Supervisor, Payroll Technician II, Payroll Technician I, Environmental Services Coordinator, Recreation Leader, Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator classifications; bargaining unit reassignment for the Administrative Services

Manager classification; deletion of non-utilized job code for the Urban Forester Manager classification; removal of the non-classified salary range designation to the existing Urban Forester Manager classification; deletion of non-utilized classifications.

**RECOMMENDATION:**

That the City Council

1. Approve the creation of the new classifications and salary ranges for the Assistant Code Enforcement Manager, Executive Assistant to the City Manager, Laboratory Quality Assurance Officer, Supervising Intelligence Analyst, and Intelligence Analyst;
2. Approve the salary alignment adjustments to the existing Arts & Cultural Affairs Manager, City Planner, Economic Development Manager, Housing Authority Manager, and Police Administrative Specialist classifications;
3. Approve the administrative correction to the minimum salary for the Principal Project Manager classification;
4. Approve the salary adjustments to the existing Principal Accountant, Accounts Payable Supervisor, Payroll Supervisor, Business Tax Collections Supervisor, Payroll Technician II, Payroll Technician I, Environmental Services Coordinator, Recreation Leader, Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator classifications;
5. Approve the bargaining unit reassignment for the Administrative Services Manager classification;
6. Approve the deletion of the non-utilized job code for the Urban Forester Manager classification; removal of the non-classified salary range designation to the existing Urban Forester Manager classification;
7. Approve the deletion of non-utilized classifications.
8. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classifications and salary ranges for the Assistant Code Enforcement Manager, Executive Assistant to the City Manager, Laboratory Quality Assurance Officer, Supervising Intelligence Analyst, and Intelligence Analyst; salary alignment adjustments to the existing Arts & Cultural Affairs Manager, City Planner, Economic Development Manager, Housing Authority Manager, and Police Administrative Specialist classifications; the administrative correction to the minimum salary for the Principal Project Manager classification; the salary adjustments to the Principal Accountant, Accounts Payable Supervisor, Payroll Supervisor, Business Tax Collections Supervisor, Payroll Technician II, Payroll Technician I, Environmental Services Coordinator, Recreation Leader, Lifeguard/Instructor, Pool Manager, and Assistant Aquatics Coordinator classifications; the bargaining unit reassignment for the Administrative Services Manager classification; the deletion of the non-utilized job code for the Urban Forester Manager classification; removal of the non-classified salary range designation to the existing Urban Forester Manager classification; and the deletion of non-utilized classifications.

**DISCUSSION:**

*New Classifications and Salary Ranges:*

Assistant Code Enforcement Manager

The Community & Economic Development Department submitted a request to the Human Resources Department to create a new classification for an Assistant Code Enforcement Manager. The Assistant Code Enforcement Manager will have direct oversight of the Senior Code Enforcement Officers and provide managerial level supervision over Code Enforcement Officers in the field, review of cases, warrants, hearing packets; and assist with day-to-day operations and staff management. The City’s approved Labor Market Basket was used for this study to locate comparable classifications. Since there are not sufficient comparable classifications in the approved labor market basket, the recommendation is to align this new classification internally with comparable classifications. The proposed salary range is illustrated below:

| <b>Job Code</b> | <b>Classification Title</b>                                | <b>Proposed Monthly Salary Range</b> |
|-----------------|--|--------------------------------------|
| New             | Assistant Code Enforcement Manager<br>(BU 15-Professional) | \$8,012 - \$10,738                   |

Executive Assistant to the City Manager

The City Manager’s Office submitted a request to the Human Resources Department to conduct a classification study and determine if the creation of a new classification was appropriate based on the duties performed by existing staff. The review was conducted by Creative Management Solutions, Inc., an external Classification and Compensation Consultant contracted by the City. The City’s approved Labor Market Basket was utilized to identify comparable classifications. Based on the results of the study, the recommendation is to create the Executive Assistant to the City Manager classification. The scope and complexity of the executive level job functions that are performed, supervision exercised, and sensitive interpersonal communications on behalf of the City Manager support the creation of the new classification. The recommendation is that salary placement be 10% above the maximum salary of the existing Executive Assistant classification. The proposed salary range for the new classification is illustrated below:

| <b>Job Code</b> | <b>Classification Title</b>                                     | <b>Proposed Monthly Salary Range</b> |
|-----------------|---|--------------------------------------|
| New             | Executive Assistant to the City Manager<br>(BU 25-Confidential) | \$5,541 - \$7,424                    |

Laboratory Quality Assurance Officer

The Public Works Department, Wastewater Division, submitted a request to conduct a classification study and establish a new classification for a Laboratory Quality Assurance Officer. The Riverside Regional Water Quality Control Plant Laboratory is certified by the California Environmental Laboratory Accreditation Program (ELAP). ELAP has adopted TNI Standards for all California labs (mandatory TNI implementation by January 2024). TNI mandates that the laboratory operates with a Quality Assurance (QA) Manager and a Technical Manager. The Laboratory Quality Assurance Officer will act in the Quality Assurance (QA) role and will be separate from the existing Laboratory Analyst series of classifications. The City’s approved

Labor Market Basket was utilized to locate comparable classifications. Since there are minimal comparable classifications in the market basket, the recommendation is to use the median market maximum salary to establish the maximum salary for this classification. The recommendation for salary placement is illustrated below:

| Job Code | Classification Title  | Proposed Monthly Salary Range |
|----------|---|-------------------------------|
| New      | Laboratory Quality Assurance Officer<br>(BU 55 – Para-Professional) | \$7,416 - \$9,653             |

Supervising Intelligence Analyst and Intelligence Analyst

The Riverside Fire Department, through the Urban Area Security Initiative (UASI) Program grant, will utilize grant funding to enhance Homeland Security projects throughout the Riverside UASI region. The grant funding will pay for up to (6) FTE Intelligence Analyst positions through May 2026. The staffing levels include a Supervising Intelligence Analyst and Intelligence Analyst positions. These classifications will focus on analytic and liaison/outreach activities and perform a wide range of analytical functions including research, analysis and reporting on criminal, terrorism and all hazard-related vulnerabilities, risks, and threats within the Inland Empire. The recommendation is to create two new classifications with salary placement aligned with the Supervising Crime Analyst and Crime Analyst classifications as illustrated below:

| Job Code | Classification Title                                       | Proposed Monthly Salary Range |
|----------|--|-------------------------------|
| New      | Supervising Intelligence Analyst<br>(BU 15 – Professional) | \$7,140 - \$8,687             |
| New      | Intelligence Analyst<br>(BU 15 – Professional)             | \$5,614 - \$7,897             |

*Salary Alignment Adjustments and Administrative Salary Correction:*

The Human Resources Department recommends that the existing Arts & Cultural Manager, City Planner, Economic Development Manager, and Housing Authority Manager classifications be adjusted to maintain current salary alignment and uniformity with equivalent level classifications. The Police Administrative Specialist classification will be aligned with the Administrative Assistant (C) classification. The salary alignment adjustments are illustrated below:

| Job Code | Classification Title                                       | Current Monthly Salary | Proposed Monthly Salary | % Max Salary Adjustment |
|----------|--|------------------------|-------------------------|-------------------------|
| 8136     | Arts & Cultural Affairs Manager<br>(BU 07 - Sr Management) | \$7,941 - \$13,843     | \$10,899 - \$13,914     | 0.51%                   |
| 7966     | City Planner<br>(BU 07- Sr Management)                     | \$10,844 - \$13,843    | \$10,899 - \$13,914     | 0.51%                   |
| 8165     | Housing Authority Manager<br>(BU 07- Sr Management)        | \$10,844 - \$13,843    | \$10,899 - \$13,914     | 0.51%                   |
| 8155     | Economic Development Manager<br>(BU 07- Sr Management)     | \$10,844 - \$13,843    | \$10,899 - \$13,914     | 0.51%                   |
| 2670     | Police Administrative Specialist<br>(BU 25 – Confidential) | \$3,672 - \$4,918      | \$4,135 - \$5,541       | 12.67%                  |

The Principal Project Manager classification minimum salary that was approved during the March 19, 2024 Council Meeting was listed incorrectly. The corrected salary range is listed below:

| Job Code | Classification Title                                 | Current Monthly Salary | Corrected Monthly Salary |
|----------|--|------------------------|--------------------------|
| 8133     | Principal Project Manager<br>(BU 07 - Sr Management) | \$7,981 - \$13,914     | \$10,899 - \$13,914      |

*Salary Adjustments:*

The Finance Department submitted a request to the Human Resources Department to conduct a salary study for various unrepresented Accounting Division classifications. This study was conducted to determine if the salaries for these classifications are within the current market salary range. The City’s approved Labor Market Basket was used for this survey. Based on the results of the market survey, the following salary adjustments are recommended and illustrated below:

| Job Code | Classification Title   | Current Monthly Salary Range | Proposed Monthly Salary Range | % Increase to Max Salary |
|----------|--|------------------------------|-------------------------------|--------------------------|
| 8290     | Principal Accountant<br>(BU 15 – Professional)               | \$8,406 – \$10,228           | \$8,730 - \$10,623            | 3.86%                    |
| 0490     | Accounts Payable Supervisor<br>(BU 50 - Supervisory)         | \$5,891 - \$7,155            | \$6,009 - \$7,298             | 2.00%                    |
| 0876     | Business Tax Collections Supervisor<br>(BU 50 – Supervisory) | \$6,894 - \$8,397            | \$7,224 - \$8,798             | 4.78%                    |
| 0492     | Payroll Supervisor<br>(BU 15 - Professional)                 | \$6,626 - \$8,451            | \$7,218 - \$9,206             | 8.93%                    |
| 0475     | Payroll Technician II<br>(BU 55 – Para-Professional)         | \$4,876 - \$5,925            | \$5,239 - \$6,366             | 7.44%                    |
| 0474     | Payroll Technician I<br>(BU 55 – Para-Professional)          | \$3,881 - \$4,710            | \$4,170 - \$5,060             | 7.44%                    |

The Public Works Department, Wastewater Division submitted a request to the Human Resources Department to utilize the Environmental Services Coordinator classification to serve as the Technical Manager to comply with TNI Standards for California Laboratories. This classification will have oversight of the Laboratory Division. As a result of this organizational change, the existing Laboratory Supervisor classification will no longer be utilized and will be deleted from the classification plan. Additionally, the Environmental Services Coordinator classification will be assigned to the Environmental Compliance function and will administer the City’s Pretreatment Program and related duties. The recommendation is to adjust the salary for the Environmental Services Coordinator classification to create the proper salary differential from the subordinate 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. Subordinate classification shall be defined as any position classification in which there are employees who are supervised by the management employee. The salary adjustment is illustrated below:

| Job Code | Classification Title   | Current Monthly Salary Range | Proposed Monthly Salary Range | % Increase to Max Salary |
|----------|--|------------------------------|-------------------------------|--------------------------|
| 7695     | Environmental Services Coordinator<br>(BU 15 – Professional) | \$8,696 – \$10,575           | \$9,128 - \$11,101            | 4.97%                    |

The Parks, Recreation and Community Services Department submitted a request to the Human Resources Department to conduct a salary study for the Recreation Leader classification. This study was conducted to determine if the salary for this classification is within the current market salary range. The City's approved Labor Market Basket was used for this survey. Based on the results of the market survey, salary adjustments are recommended for the Recreation Leader and the Aquatics series of classifications to maintain the appropriate differential between these classifications. The recommended salary adjustments are illustrated below:

**Recreation Leader - Job Code 6350 BU 30 – Special Classes**

| Step | Current Hourly Rate | Proposed Hourly Rate |
|------|---------------------|----------------------|
| 1    | \$16.00             | \$18.50              |
| 2    | \$16.25             | \$18.75              |
| 3    | \$16.50             | \$19.00              |
| 4    | \$16.75             | \$19.25              |
| 5    | \$17.00             | \$19.50              |
| 6    | \$17.25             | \$19.75              |

**Lifeguard/Instructor - Job Code 6260 BU 30 – Special Classes**

| Step | Current Hourly Rate | Proposed Hourly Rate |
|------|---------------------|----------------------|
| 1    | \$19.40             | \$21.90              |
| 2    | \$19.70             | \$22.20              |
| 3    | \$20.00             | \$22.50              |

**Pool Manager - Job Code 6280 BU 30 – Special Classes**

| Step | Current Hourly Rate | Proposed Hourly Rate |
|------|---------------------|----------------------|
| 1    | \$22.37             | \$25.32              |
| 2    | \$22.97             | \$25.92              |
| 3    | \$23.57             | \$26.52              |

**Assistant Aquatics Coordinator - Job Code 6285 BU 30 – Special Classes**

| Step | Current Hourly Rate | Proposed Hourly Rate |
|------|---------------------|----------------------|
| 1    | \$26.37             | \$29.85              |
| 2    | \$27.07             | \$30.55              |
| 3    | \$27.77             | \$31.25              |

*Bargaining Unit Reassignment:*

To ensure consistency and alignment with comparable classifications, it is recommended that the Administrative Services Manager classification be reassigned from the Senior Management unit to the Management unit. This recommendation is consistent with the definition of a “Management Employee” as defined by the Employer-Employee Relations Resolution (EERR) document, Sec. 3. Definitions. The Administrative Services Manager is comparable with other citywide classifications that are designated as classified ; therefore, the Administrative Services Manager would be appropriately aligned to the Management unit.

| <b>Job Code</b> | <b>Classification Title</b>     | <b>Current Unit</b>   | <b>Proposed Unit</b> |
|-----------------|---------------------------------|-----------------------|----------------------|
| 9571            | Administrative Services Manager | BU 07 – Sr Management | BU 10 - Management   |

*Deletion of Non-Utilized Job Code and Non-Utilized Classifications:*

Currently, the classification plan contains two separate job codes for the Urban Forester Manager classification. The City no longer utilizes job code 7866 which is listed with salary steps. The City will keep job code 7867 and create a regular management salary range and remove the non-classified salary range designation for this classification.

| <b>Job Code</b> | <b>DELETE NON-UTILIZED JOB CODE</b>         |
|-----------------|---|
| 7866            | Urban Forester Manager (BU 10 – Management) |

The following classifications are no longer utilized and therefore will be deleted from the classification plan:

| <b>Job Code</b> | <b>DELETE NON-UTILIZED CLASSIFICATIONS</b>           |
|-----------------|--|
| 8030            | Laboratory Supervisor (BU 50-Supervisory)            |
| 9227            | Systems Manager (BU 07-Sr. Management)               |
| 1780            | Printing Services Supervisor (BU 50-Supervisory)     |
| 6750            | Engineering/Resources Intern (BU 30-Special Classes) |

**STRATEGIC PLAN ALIGNMENT:**

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

1. **Community Trust** – Salary adjustments 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 and new classifications are created 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:**

Total Fiscal Year 2023/24 fiscal impact for the salary adjustments listed (63.75 FTE), is approximately \$43,000 for the remainder of fiscal year 2023/24. Departments will absorb the increased salary costs in their existing personnel budgets.

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

#### Attachments:

1. Resolution Amending the Fringe Benefits and Salary Plan
  - a. Exhibit A – Job Code Table
  - b. Exhibit B – Salary Survey Data for Executive Assistant to the City Manager, Principal Accountant, Accounts Payable Supervisor, Business Tax Collections Supervisor, Payroll Supervisor, Payroll Technician II, Recreation Leader
2. Fringe Benefits and Salary Plan