



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 8, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO REFLECT THE SALARY ADJUSTMENT TO THE EXISTING UTILITIES ELECTRIC SUPERINTENDENT, UTILITIES DISPATCH SUPERINTENDENT, UTILITIES ELECTRIC FIELD MANAGER, UTILITIES ELECTRIC OPERATIONS MANAGER, UTILITIES GENERATION PLANT MANAGER, WASTEWATER OPERATIONS MANAGER CLASSIFICATIONS; BARGAINING UNIT REASSIGNMENT AND SALARY ADJUSTMENT FOR THE CODE ENFORCEMENT MANAGER AND REAL PROPERTY SERVICES MANAGER CLASSIFICATIONS; TITLE CHANGE TO THE EXISTING UTILITIES ASSISTANT GENERAL MANAGER /WATER DELIVERY CLASSIFICATION; DELETION OF NON-UTILIZED CLASSIFICATIONS.

## **ISSUE:**

Approve salary adjustments to the existing Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, Wastewater Operations Manager classifications; bargaining unit reassignment and salary adjustment for the Code Enforcement Manager and Real Property Services Manager classifications; title change to the existing Utilities Assistant General Manager/Water Delivery classification; deletion of non-utilized classifications.

## **RECOMMENDATION:**

That the City Council

1. Approve the salary adjustment for the existing Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, and Wastewater Operations Manager classifications;
2. Approve the bargaining unit reassignment and salary adjustments for the Real Property Services Manager and Code Enforcement Manager classifications;
3. Approve the title change to the existing Utilities Assistant General Manager/Water Delivery classification;

4. Approve the deletion of non-utilized classifications;
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustments to the existing Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, Wastewater Operations Manager classifications; bargaining unit reassignment and salary adjustment for the Code Enforcement Manager and Real Property Services Manager classifications; title change to the existing Utilities Assistant General Manager/Water Delivery classification; deletion of the Diversity, Equity, And Inclusion Officer classification.

## **DISCUSSION:**

### *Salary Adjustments:*

#### Utilities Management Classifications:

The Human Resources Department recommends salary adjustments be applied to the classifications listed below to create the minimum required ten (10) percent differential. The salary range for the subordinate IBEW classifications were adjusted by 3.5% on 07/01/2024 which caused a compaction issue with the management classifications which adjusted by 3%. 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 adjustments are illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Monthly Salary</b>	<b>Proposed Monthly Salary</b>	<b>% Adj</b>
4720	Utilities Electric Superintendent (BU 10 - Management)	\$12,167 - \$16,228	\$12,223 - \$16,303	0.46%
4876	Utilities Dispatch Superintendent (BU 10 – Management)	\$12,000 - \$15,321	\$12,056 - \$15,393	0.47%
4711	Utilities Electric Field Manager (BU 10 - Management)	\$14,686 - \$17,850	\$14,754 - \$17,932	0.46%
5120	Utilities Electric Operations Manager (BU 10 – Management)	\$14,686 - \$17,850	\$14,754 - \$17,932	0.46%
7411	Utilities Generation Plant Manager (BU 10 - Management)	\$12,292 - \$14,939	\$12,351 - \$15,011	0.48%
4150	Wastewater Operations Manager (BU 10 - Management)	\$11,565 - \$14,058	\$11,619 - \$14,124	0.47%

### *Bargaining Unit Reassignment and Salary Adjustments:*

To ensure consistency and internal alignment with comparable classifications within the Community and Economic Development Department, the Code Enforcement Manager and Real

Property Services Manager classifications will be reassigned from the Management unit to the Senior Management unit and the salary range will be adjusted to align with the Economic Development Manager as illustrated below:

<b>Job Code</b>	<b>Classification Title</b>	<b>Current Bargaining Unit and Salary Range</b>	<b>Proposed Bargaining Unit and Salary Range</b>
7540	Code Enforcement Manager	BU 10 – Management \$12,322 - \$13,392	BU 07 – Sr. Management \$11,226 - \$14,331
8831	Real Property Services Manager	BU 10 – Management \$10,036 - \$12,196	BU 07 – Sr. Management \$11,226 - \$14,331

*Title Change:*

Utilities Assistant General Manager/Water Delivery

The Human Resources Department recommends a title change to the Utilities Assistant General Manager/Water Delivery to align the titling structure with other Utilities Assistant General Manager classifications within the Public Utilities Department as illustrated below:

<b>Job Code</b>	<b>Current Classification Title</b>	<b>Proposed Classification Title</b>
7436	Utilities Assistant General Manager/Water Delivery (BU 07 – Senior Management)	Utilities Assistant General Manager-Water (BU 07 – Senior Management)

*Deletion of Non-Utilized Classification:*

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

<b>Job Code</b>	<b>DELETE NON-UTILIZED CLASSIFICATION</b>
8134	Arts & Culture Project Assistant (BU 55 – Para-Professional)
8137	Arts & Culture Project Coordinator (BU 15 – Professional)
9675	Diversity, Equity, and Inclusion Officer (BU 07 – Senior Management)
8680	Utilities Energy Risk Manager (BU 07 – Senior Management)
7255	Utilities Power Marketer (BU 15 – Professional)

## **STRATEGIC PLAN ALIGNMENT:**

Adopting the Resolution to amend the Master Fringe Benefits and Salary Plan to adopt 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:**

The total estimated fiscal impact for Fiscal Year 2024/25 from the recommended salary adjustments totals is \$34,236, affecting 11 FTEs, as previously listed. Sufficient funding exists in the FY 2024/25 budget that was adopted by City Council in June 2024, under the respective department that holds those positions.

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:	Jack Liu, Interim City Attorney

### **Attachments:**

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