



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE:** June 9, 2026

FROM: HUMAN RESOURCES DEPARTMENT **WARDS:** ALL

SUBJECT: SALARY ADJUSTMENT AND TITLE CHANGE TO THE WORKERS' COMPENSATION ASSISTANT CLASSIFICATION; SALARY ADJUSTMENT TO CITY CLERK'S OFFICE CLASSIFICATIONS; DELETION OF NON-UTILIZED CLASSIFICATIONS AND REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN INCLUDING MISCELLANEOUS CLEAN-UP OF EXISTING LANGUAGE.

ISSUE:

Approve revisions to the Master Fringe Benefits and Salary Plan (FBSP) to reflect salary adjustment and title change to the Workers' Compensation Assistant classification; salary adjustments to City Clerk's Office classifications; deletion of non-utilized classifications; and miscellaneous language clean-up.

RECOMMENDATION:

That the City Council:

1. Approve the salary adjustment and title change to the Workers' Compensation Assistant classification;
2. Approve the salary adjustments to the Records Manager, Deputy City Clerk, and City Clerk Specialist classifications;
3. Approve the deletion of non-utilized classifications;
4. Approve miscellaneous language clean-up, including removal of Section 25 of the FBSP and Section 5 (m) (3);
5. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect salary adjustment and title change to the Workers' Compensation Assistant classification; salary adjustments to City Clerk's Office classifications; deletion of non-utilized classifications; and miscellaneous language clean-up items.

DISCUSSION:

Salary Adjustments and Title Change:

Workers' Compensation Assistant

The Human Resources Department submitted a request to the City Manager's Office to conduct a classification study and salary study for the Workers' Compensation Assistant classification. The City's approved Labor Market Basket was used for this survey. The salary study was conducted by Public Sector Personnel Consultants (PSPC), one of the City's contracted Classification and Compensation Consultants. Based on the results of the survey, the recommendation is to adjust the

salary range for the Workers Compensation Assistant by the respective market average result. Additionally, the consultant recommends a title change to classification to align the title with other agencies in the market. The recommended salary adjustment and title change is illustrated below:

Job Code	Current Classification Title	Proposed Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
0140	Workers' Compensation Assistant (BU 25– Confidential)	Worker's Compensation Specialist (BU 25– Confidential)	\$3,719 - \$7,198	\$4,992 - \$7,488	4.03%

Salary Adjustments Only:

City Clerk Classifications (Records Manager, City Clerk Specialist, and Deputy City Clerk)

The City Council approved a request to conduct a salary study for all classifications within the City Clerk Office's organizational structure for market alignment. The City's approved Labor Market Basket was used for this survey. The salary study was conducted by the City's Classification and Compensation division within the Human Resources Department. Based on the results of the survey, the recommendation is to adjust the salary range for the Records Manager, City Clerk Specialist, and the Deputy City Clerk by the respective market average result. The recommended salary adjustments are illustrated below:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adj
8200	Records Manager (BU 10 – Management)	\$6,758 - \$9,099	\$7,641 – \$10,288	13.07%
0115	City Clerk Specialist (C) (BU 25 – Confidential)	\$3,594 - \$5,533	\$4,153 - \$6,393	15.55%
0117	Deputy City Clerk (C) (BU 25 - Confidential)	\$4,477 - \$7,849	\$4,701 - \$8,241	5%

Deletion of Non-Utilized Classifications:

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

Job Code	DELETE NON-UTILIZED CLASSIFICATION
0690/0691	Airport Customer Service Representative
8000/8001	Laboratory Assistant
5480/5481	Plant and Equipment Mechanic
5640/5641	Police Fleet Maintenance Coordinator
0139	Workers' Comp Assist Trainee (C)

Miscellaneous Language Clean-up

The City of Riverside is no longer offering a hiring incentive program for the Police Officer and Public Safety Dispatcher classifications as of the beginning of 2026; therefore, necessary revisions to the FBSP reflect the removal of Section 25. Furthermore, language revisions are necessary to Section 5 (m) (3) that provide the Human Resources Director or designee administrative authority to establish or delete Trainee classifications for any existing City classification.

FISCAL IMPACT:

The total annual fiscal impact for the Workers' Compensation Assistant salary adjustment listed is approximately \$8,046.46 from the Workers Compensation Trust Fund. The total annual fiscal impact for the City Clerk's Office classifications listed is approximately \$97,857.52 from the General Fund. These costs will be distributed to various funds as part of the city's cost allocation. Due to the timing of the biennial budget cycle these costs are not currently included in the proposed FY 2026-2028 Biennial Budget. Given the overall value of the increased personnel costs relative to the overall personnel budget they will be absorbed by other personnel savings. Should personnel savings not transpire staff will return and request a budget adjustment.

Prepared by:	Daisy Morehouse, Senior Human Resources Analyst
Approved by:	Rene Goldman, Human Resources Director
Certified as to availability of funds:	Julie Nemes, Interim Finance Director
Approved by:	Edward Enriquez, Assistant City Manager/CFO/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 for Workers' Compensation Assistant and City Clerk's Office classifications