



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: OCTOBER 24, 2023**

**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 RANGE FOR THE RECORDS MANAGER; SALARY ADJUSTMENT TO THE EXISTING RECREATION SUPERVISOR, UTILITIES ELECTRIC SUPERINTENDENT, UTILITIES DISPATCH SUPERINTENDENT, UTILITIES ELECTRIC FIELD MANAGER, UTILITIES ELECTRIC OPERATIONS MANAGER, UTILITIES GENERATION PLANT MANAGER, WASTEWATER OPERATIONS MANAGER CLASSIFICATIONS; TITLE CHANGE TO THE EXISTING CHIEF FINANCIAL OFFICER/CITY TREASURER, ASSISTANT CHIEF FINANCIAL OFFICER CLASSIFICATIONS; REINSTATEMENT OF THE ASSISTANT CITY MANAGER/CFO CLASSIFICATION AND SALARY RANGE; BARGAINING UNIT REASSIGNMENT FOR THE ORGANIZATIONAL DEVELOPMENT AND TRAINING MANAGER CLASSIFICATION; AND DELETION OF NON-UTILIZED UTIL DISPATCH SUPERINTENDENT JOB CLASSIFICATION**

**ISSUE:**

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the creation of the new classification and salary range for the Records Manager; salary adjustment to the existing Recreation Supervisor, Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, and Wastewater Operations Manager classifications; title change to the existing Chief Financial Officer/City Treasurer and the Assistant Chief Financial Officer classifications; and reinstatement of the Assistant City Manager/CFO classification and salary range; bargaining unit reassignment for the Organizational Development and Training Manager classification; and deletion of non-utilized Util Dispatch Superintendent job classification.

**RECOMMENDATION:**

That the City Council

1. Approve the creation of the new classification and salary range for the Records Manager;
2. Approve the salary adjustment for the existing Recreation Supervisor, Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, and Wastewater Operations Manager classifications;

3. Approve the title change to the existing Chief Financial Officer/City Treasurer and Assistant Chief Financial Officer classifications;
4. Approve the reinstatement of the Assistant City Manager/CFO classification and salary range;
5. Approve the bargaining unit reassignment for the Organizational Development and Training Manager classification;
6. Approve the deletion of non-utilized Util Dispatch Superintendent job classification;
7. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the new classification and salary range for the Records Manager; to reflect the salary adjustment for the existing Recreation Supervisor, Utilities Electric Superintendent, Utilities Dispatch Superintendent, Utilities Electric Field Manager, Utilities Electric Operations Manager, Utilities Generation Plant Manager, and Wastewater Operations Manager classifications; to reflect the title change to the existing Chief Financial Officer/City Treasurer and the Assistant Chief Financial Officer classifications; to reflect the reinstatement of the Assistant City Manager/CFO classification and salary range; reflect the bargaining unit reassignment for the Organizational Development and Training Manager classification; and reflect the deletion of the non-utilized Util Dispatch Superintendent job classification.

## **DISCUSSION:**

### *New Classification:*

#### **Creation of the Records Manager classification for the City Clerk's Office:**

The City Clerk's Office submitted a request to the Human Resources Department to conduct a classification and compensation study to create a new classification for a Records Manager. A Performance Assessment of the City Clerk's Office was conducted by Arroyo Associates, Inc. which recommended that the City Clerk's Office have a records management coordinator or comparable classification that will establish a records management program for the City and will manage the storage and retention of records and documents. As a result of the Performance Assessment, the City Clerk's Office requested the creation of a new Records Manager classification. The Records Manager will develop, plan, organize and manage the city-wide records management program, track and file paper and electronic documents, records, and other information; track and file contracts and agreements; prepare, transmit, and track documents for recording; organize vital and permanent documents; file and index current documents; research active and inactive records for the public or staff; image vital and permanent records for research and storage purposes; manage fulfilling requests for records under the California Public Records Act; and will work with City departments to ensure compliance with records retention policies and retrieval protocols.

The Human Resources Department conducted a classification and compensation study for a Records Manager. 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, it is recommended that the average

compensation of the minimum and maximum salary from the salary survey data be used to establish salary range placement. It is important to indicate that the creation of the new classification and corresponding salary range does not establish a budgeted FTE for this classification; the City Clerk's Office will need to go through the budgetary process to request the funding for this position separately.

The proposed salary range is illustrated below for the Records Manager:

Job Code	New Classification Title	Proposed Monthly Salary
New	Records Manager (BU-10 Management)	\$6,370 – \$8,577

*Salary Adjustments:*

Recreation Supervisor

The Parks, Recreation & Community Services Department submitted a request to the Human Resources Department to conduct a compensation study for the Recreation Supervisor classification. The City's approved Labor Market Basket was used for this compensation study to locate comparable classifications within the approved labor market basket. Based on the results of the market survey, the City of Riverside is below market average for this classification by -4.55%. It is recommended that the salary range for the Recreation Supervisor classification be adjusted by 5% to bring the salary up to the average compensation of the market maximum salary.

The proposed salary range is illustrated below for the Recreation Supervisor:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adjustment
6480	Recreation Supervisor	\$5,862 - \$7,481	\$6,155 – \$7,855	5.0%

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 July 1, 2023, 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:

Job Code	Classification Title	Current Monthly Salary	Proposed Monthly Salary	% Adjustment
4720	Utilities Electric Superintendent (BU 10)	\$11,754 - \$15,677	\$11,813 - \$15,755	0.50%
4876	Utilities Dispatch Superintendent (BU 10)	\$11,592 - \$14,801	\$11,650 - \$14,875	0.50%
4711	Utilities Electric Field Manager BU 10	\$14,187 - \$17,244	\$14,258 - \$17,330	0.50%
5120	Utilities Electric Operations Manager (BU)	\$14,187 - \$17,244	\$14,258 - \$17,330	0.50%
7411	Utilities Generation Plant Manager (BU 10)	\$11,875 - \$14,432	\$11,934 - \$14,504	0.50%
4150	Wastewater Operations Manager (BU 10)	\$11,172 - \$13,581	\$11,228 - \$13,649	0.50%

*Title Changes and Classification Reinstatement:*

Chief Financial Officer/City Treasurer, Assistant Chief Financial Officer, Assistant City Manager

The Human Resources Department recommends title changes to the Chief Financial Officer/City Treasurer and the Assistant Chief Financial Officer classification to align the Finance Department titling structure with current titling structure for the Director and Deputy Director levels within the department. Additionally, it is recommended that the Assistant City Manager/CFO classification be reinstated. The proposed salary for the reinstated Assistant City Manager/CFO classification is the same as the salary currently assigned to the Assistant City Manager classification, therefore there will be no financial impact to the current incumbent. The proposed title changes and classification reinstatement are as follows:

Job Code	Current Classification Title	Proposed Classification Title
8330	Chief Financial Officer/City Treasurer (BU 01 – Executive)	Finance Director (BU 01- Executive)
8326	Assistant Chief Financial Officer (BU 07 – Senior Management)	Deputy Finance Director (BU 07 – Senior Management)

Job Code	Reinstatement of Classification Title	Proposed Monthly Salary
8340	Assistant City Manager/CFO (BU 01 – Executive)	\$15,045 - \$23,744

*Bargaining Unit Reassignment:*

To ensure consistency and alignment with comparable classifications, the Organizational Development and Training Manager classification will be reassigned from the Professional unit to the Management unit.

Job Code	Classification Title	Current Unit	Proposed Unit
8715	Organizational Development and Training Manager	BU 15 - Professional	BU 10 - Management

*Deletion of Non-Utilized Job Code:*

Currently, the classification plan contains two separate job codes for the Utilities Dispatch Superintendent classification. The City no longer utilizes job code 4877 which is designated under the Sr. Management bargaining unit (BU 07). The City will keep job code 4876, which is the job code for the classification designated under the Management unit (BU 10).

Job Code	DELETE NON-UTILIZED JOB CODE
4877	Utilities Dispatch Superintendent (BU 07 – Sr. Management)

**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.

This action aligns with each of the five Cross-Cutting Threads as follows:

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 for Fiscal Year 2023/24 from the recommended salary adjustments totals \$31,392, affecting 15 FTE positions within the Recreation Supervisor and six Utilities classifications, as previously listed. Sufficient funding exists in the FY 2023/24 budget that was adopted by City Council in June 2023, under the respective departments that hold those positions.

The new classification of Records Manager, along with its corresponding salary range, does not include a budgeted Full-Time Equivalent (FTE) or funding. The City Clerk's Office will need to request the addition of the FTE and corresponding funding for this position during the next annual budget development process. With the recommended salary range for the position and a 3% salary increase scheduled for July 1, 2024, as per the FBSP, the fiscal impact for FY 2024/25 will range between \$78,733 and \$106,012, if Council approves adding the FTE to the annual budget.

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/Chief Financial Officer/City Treasurer  
Approved as to form: Phaedra A. Norton, City Attorney

**Attachments:**

1. Resolution Amending the Fringe Benefits and Salary Plan
2. Job Code Table
3. Salary Survey Data for Records Manager and Recreation Supervisor
4. Fringe Benefits and Salary Plan