



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2024

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN FOR THE SALARY ADJUSTMENT TO THE MINIMUM SALARY FOR THE DEPUTY FINANCE DIRECTOR, HUMAN RESOURCES SPECIALIST CLASSIFICATIONS; SALARY ADJUSTMENT FOR THE HUMAN RESOURCES SPECIALIST TRAINEE; TITLE CHANGE FOR THE ASSISTANT TO THE MAYOR, FLEET MANAGEMENT TECHNICIAN, AND WEB DESIGNER CLASSIFICATIONS; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR FLEET MANAGEMENT SPECIALIST, RISK MANAGEMENT ANALYST AND WEB DESIGNER/DEVELOPER II; SALARY INDEX CHANGES; DELETION OF NON-UTILIZED CLASSIFICATIONS.

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan for the salary adjustment to the minimum salary for the Deputy Finance Director, Human Resources Specialist classifications; salary adjustment for the Human Resources Specialist Trainee; title change for the Assistant to the Mayor, Fleet Management Technician, and Web Designer classifications; creation of the classification and salary range for Fleet Management Specialist, Risk Management Analyst, and Web Designer/Developer II; salary index changes; deletion of non-utilized classifications.

RECOMMENDATION:

That the City Council

1. Approve the salary adjustment to the minimum salary for the Deputy Finance Director, Human Resources Specialist classifications; salary adjustment for the Human Resources Specialist Trainee;
2. Approve the title change for the Assistant to the Mayor, Fleet Management Technician, and Web Designer classifications;
3. Approve the creation of the classification and salary range for the Fleet Management Specialist, Risk Management Analyst, and Web Designer/Developer II;
4. Approve the salary index changes.

5. Approve the deletion of non-utilized classifications.
6. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the salary adjustment to the minimum salary for the Deputy Finance Director and the Human Resources Specialist classifications; salary adjustment for the Human Resources Specialist Trainee; title change for the Assistant to the Mayor, Fleet Management Technician, and Web Designer classifications; creation of the classification and salary range for the Fleet Management Specialist, Risk Management Analyst, and Web Designer/Developer II; salary index changes; and the deletion of non-utilized classifications.

DISCUSSION:

Salary Adjustments:

The Human Resources Department recommends a salary adjustment to the minimum salary for the Deputy Finance Director and Human Resources Specialist classifications; and a salary adjustment for the Human Resources Specialist Trainee as illustrated below. Adjusting the minimum of the salary range will assist the City attraction of applicants and retention of current employees.

Job Code	Classification Title	Current Monthly Salary Range	Proposed Monthly Salary Range
8326	Deputy Finance Director (NC) (BU 07 – Sr. Management)	\$11,875 - \$15,904	\$13,088 - \$15,904
8699	Human Resources Specialist (BU 55 – Para-Professional)	\$3,611 - \$6,076	\$4,333 - \$6,076
8703	Human Resources Specialist Trainee (BU 55 – Para-Professional)	\$3,120 - \$3,439	\$3,743 - \$4,127

Title Changes:

Assistant to the Mayor

A title change is recommended for the Assistant to the Mayor classification to more accurately reflect the purpose of the classification as illustrated below:

Job Code	Current Classification Title	Proposed Classification Title
9635	Assistant to the Mayor (NC) (BU 15 – Professional)	Advisor to the Mayor (NC) (BU 15 – Professional)

Fleet Management Technician

The Fleet Management Technician classification is currently not utilized. This classification is in the SEIU General bargaining unit. The recommendation is to modify and re-purpose this classification and re-title it to Fleet Management Assistant. This classification will become the administrative support classification level in the Fleet Management series and will include other additional duties that are specific to the fleet area. The salary currently associated with the Fleet Management Technician will remain for the updated class, as per the salary survey that was

conducted using the City’s approved market basket. The salary is currently above the market average by 13.85%. One incumbent will be reclassified to the Fleet Management Assistant. The recommended title change was reviewed and approved by SEIU through the meet and confer process. The title change is illustrated below:

Job Code	Current Classification Title	Proposed Classification Title
5350/5351	Fleet Management Technician (BU 20 – General SEIU)	Fleet Management Assistant (BU 20 – General SEIU)

Web Designer

The Marketing & Communications Department submitted a request to update the existing Web Designer classification. The proposal was to modify the existing classification title to Web Designer/Developer I. This classification will become the entry level class in a new Web Designer/Developer classification series. The modification to this classification removes the journey level duties and accurately reflects entry level duties. There will be no modification to the existing salary range/steps for this classification. The Human Resources Department conducted a salary survey utilizing the City’s approved market basket to identify comparable classifications. Based on the salary survey market data, the existing salary range is above market average by 4.60%. One incumbent in the current Web Designer classification will be reclassified to a proposed new Web Designer/Developer II level. The proposed title change for the Web Designer and the salary survey data was reviewed and approved by SEIU through the meet and confer process. The title change is illustrated below:

Job Code	Current Classification Title	Proposed Classification Title
9160/9161	Web Designer (BU 20 – General SEIU)	Web Designer/Developer I (BU 20 – General SEIU)

New Classifications:

Fleet Management Specialist

The General Services Department submitted a request to create an advanced journey level technical classification within the Fleet Management series. The Fleet Management Specialist will perform administrative and technical work in the specification, service and maintenance scheduled and tracking, acquisition of standard fleet equipment and vehicles as well as the disposal of surplus City vehicles. This classification is responsible for regulatory compliance actions and reporting, which includes tracking of Federal and State legislation; regulatory research and analysis; and will perform other related work as required. The Human Resources Department conducted a study utilizing the City’s approved market basket to identify comparable classifications and to establish a benchmark for salary placement. The recommendation is for salary placement to be above the existing Fleet Management Service Writer classification and to overlap the last three salary steps of the Fleet Management Service Writer salary. The recommended maximum salary placement is above market average by 10.61%. One incumbent will be reclassified to this new classification. This classification will be in the SEIU General bargaining unit. The new classification and salary range was reviewed and approved by SEIU through the meet and confer process and is illustrated below:

**New - Fleet Management Specialist
(BU 20 – SEIU General)**

Steps	Tier 1 Monthly	Tier 2/3 Monthly
Step 1	\$6,599	\$6,403
Step 2	\$6,926	\$6,723
Step 3	\$7,272	\$7,060
Step 4	\$7,635	\$7,412
Step 5	\$8,018	\$7,782

Risk Management Analyst

The Finance Department submitted a request to create an advanced journey level classification for the Risk Management series. The Risk Management Analyst will be the advanced journey level classification and will be tasked with administering various Risk Management programs and initiatives. It will be responsible for forming collaborative partnerships with City departments to proactively anticipate risk/safety concerns while being responsive as issues arise. The Human Resources Department conducted a study utilizing the City’s approved market basket to identify comparable classifications and to establish a benchmark for salary placement. The recommendation is to use the average maximum salary from the market survey results. One incumbent will be reclassified to this new classification. The recommended salary range and bargaining unit placement is illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Risk Management Analyst (BU 15 – Professional)	\$5,910 - \$7,920

Web Designer/Developer II

The Marketing & Communications Department submitted a request to expand the existing Web Designer classification from a single classification into a classification series. The proposal was to create a Web Designer/Developer II classification that would become the journey level classification in the series. The Human Resources Department conducted a study utilizing the City’s approved market basket to identify comparable classifications to establish salary placement. The recommendation is to use the average maximum salary from the market salary survey results. One incumbent currently classified as a Web Designer will be reclassified to this new classification level. This classification will be in the SEIU General bargaining unit. The new classification and salary range was reviewed and approved by SEIU through the meet and confer process and is illustrated below:

**New – Web Designer/Developer II
(BU 20 – SEIU General)**

Steps	Tier 1 Monthly	Tier 2/3 Monthly
Step 1	\$5,411	\$5,253
Step 2	\$5,681	\$5,516
Step 3	\$5,965	\$5,792
Step 4	\$6,264	\$6,081
Step 5	\$6,577	\$6,385
Step 6	\$6,906	\$6,705
Step 7	\$7,251	\$7,040

Salary Index Changes:

The following classifications are classified positions, but currently list a non-classified salary range index. The appropriate salary index will be created for these classifications and the non-classified salary index designation will be removed.

Job Code	SALARY RANGE INDEX ADJUSTMENTS
8319	Assistant Controller (BU 10 – Management)
6841	Surveyor (BU 15 – Professional)
7867	Urban Forester Manager (BU 10 – Management)

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

Job Code	DELETE NON-UTILIZED CLASSIFICATIONS
0210/0211	Messenger (BU 20 – General SEIU)
0220/0221	Senior Messenger (BU 20 – General SEIU)
1770/1771	Senior Printing Services Operator (BU 20 – General SEIU)
3270/3271	Street Painter (BU 20 – General SEIU)
4310	Utilities Chief Water System Operator (BU 45 – IBEW Field Supervisory)

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 2024-2025 financial impact for the items listed (8 FTE), is \$89,604.00; the financial impact has been included in the FY 2024-2025 under the respective department.

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/
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 Fleet Management Assistant, Fleet Management Specialist, Risk Management Analyst, Web Designer/Developer I, Web Designer/Developer II