



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 4, 2025

FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL

SUBJECT: REVISIONS TO THE MASTER FRINGE BENEFITS AND SALARY PLAN TO REFLECT THE 2025 STATE MANDATED INCREASE TO THE MINIMUM SALARY FOR EXEMPT CLASSIFICATIONS; BARGAINING UNIT CHANGES FOR TRAINEE CLASSIFICATIONS; CREATION OF THE CLASSIFICATION AND SALARY RANGE FOR PRINCIPAL WEB DESIGNER/DEVELOPER; SALARY ADJUSTMENT TO THE INVENTORY CONTROL SPECIALIST II CLASSIFICATION; BARGAINING UNIT CHANGE FOR THE FIRE MARSHAL CLASSIFICATION; DELETION OF NON-UTILIZED CLASSIFICATIONS – SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve a revision to the Citywide Fringe Benefits and Salary Plan to reflect the 2025 State mandated increase to the minimum salary for exempt classifications; bargaining unit changes for Trainee classifications; creation of the classification and salary range for Principal Web Designer/Developer; salary adjustment to the Inventory Control Specialist II classification; bargaining unit change for the Fire Marshal classification; deletion of non-utilized classifications.

RECOMMENDATION:

That the City Council

1. Approve the 2025 State Mandated increases to the minimum salary for exempt classifications effective December 20, 2024;
2. Approve the bargaining unit changes for Trainee classifications effective December 20, 2024;
3. Approve the creation of the classification and salary range for Principal Web Designer/Developer;
4. Approve the salary adjustment to the Inventory Control Specialist II classification;
5. Approve the bargaining unit change for the Fire Marshal classification;
6. Approve the deletion of non-utilized classifications;

7. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to add 1.0 FTEs Fire Marshal in the Fire Department funded by the Measure Z Fund;
8. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$104,061 in the Measure Z Fund, Fire Department, Personnel expenditure accounts from available fund balance; and
9. Adopt the attached Resolution amending the Master Fringe Benefits and Salary Plan to reflect the 2025 State Mandated increase to the minimum salary for exempt classifications; bargaining unit changes for Trainee classifications; creation of the classification and salary range for the Principal Web Designer/Developer; salary adjustment to the Inventory Control Specialist II classification; bargaining unit change for the Fire Marshal classification; and the deletion of non-utilized classifications.

DISCUSSION:

Minimum Wage Adjustment-Exempt Classifications and Bargaining Unit Changes:

Effective January 1, 2025, the State of California increased the minimum wage rate which is used to determine the salary threshold for administrative, executive, and professional exemptions. The threshold is set at two times the statewide minimum wage for full-time employees, therefore there was an adjustment to the annual minimum compensation for some exempt classifications. In accordance with the law, salaries of affected City classifications must be adjusted accordingly. To comply with the effective date, the City will implement these adjustments retroactively effective on December 20, 2024. Additionally, it is recommended that the bargaining unit for some of the Trainee classifications be adjusted appropriately from exempt status to non-exempt status. The recommended salary adjustments and bargaining unit changes are illustrated below:

Salary Adjustments and Bargaining Unit Changes:

Job Code	Classification Title	Current Salary Range and Bargaining Unit	Proposed Salary Range and Bargaining Unit
9530	Administrative Analyst	\$68,448 - \$91,728 (BU 15 – Professional)	\$68,640 - \$91,728 (BU 15 – Professional)**
9536	Administrative Analyst Trainee	\$59,136 - \$65,196 (BU 15 – Professional)	\$59,294 - \$65,371 (BU 55 – Para-Professional)
9532	Administrative Analyst to the Mayor	\$68,448 - \$91,728 (BU 15 – Professional)	\$68,640 - \$91,728 (BU 15 – Professional)**
9238	Innovation & Technology Analyst I Trainee	\$60,936 - \$67,164 (BU 15 – Professional)	\$72,324 - \$79,737 (BU 55 – Para-Professional)
8440	Management Analyst	\$68,448 - \$91,728 (BU 15 – Professional)	\$68,640 - \$91,728 (BU 15 – Professional)**
8435	Management Analyst Trainee	\$59,136 - \$65,196 (BU 15 – Professional)	\$59,294 - \$65,371 (BU 55 – Para-Professional)

** = No Bargaining Unit change

Bargaining Unit Changes Only:

Job Code	Classification Title	Current Bargaining Unit	Proposed Bargaining Unit
8304	Financial Analyst Trainee	BU 15 - Professional	BU 55 – Para-Professional
8714	Human Resources Analyst Trainee	BU 15 – Professional	BU 55 – Para-Professional
8809	Real Property Agent Trainee	BU 15 - Professional	BU 55 – Para-Professional
8126	Project Coordinator Trainee	BU 15 - Professional	BU 55 – Para-Professional
7242	Utilities Resources Analyst Trainee	BU 15 - Professional	BU 55 – Para-Professional
4187	Wastewater Resources Analyst Trainee	BU 15 - Professional	BU 55 – Para-Professional

New Classification:

Principal Web Designer/Developer

The Marketing & Communications Department submitted a request to create a Web Designer/Developer job classification series. The Web Designer/Developer I and Web Designer/Developer II classifications were approved. As part of this new classification series, the recommendation is to create a supervisory level classification which would be responsible for the oversight of staff involved in web development tasks and projects and to manage the most complex projects associated with web design, development, and maintenance of City websites. The Human Resources Department conducted a salary survey utilizing the City's approved market basket to identify comparable classifications. The survey revealed that there are not sufficient comparable specialized classifications, therefore the recommendation is to align this classification internally with the Innovation & Technology Analyst I classification as illustrated below:

Job Code	Classification Title	Proposed Monthly Salary Range
New	Principal Web Designer/Developer (BU 15 – Professional)	\$6,977 - \$9,176

Salary Adjustment:

Inventory Control Specialist II

In August 2018, SEIU and the City agreed to implement salary adjustments for Public Works Department classifications within the Wastewater Division. As part of this, the Inventory Control Specialist I received an 11.26% increase over a 3-year implementation period. However, the Inventory Control Specialist II (formerly titled Senior Inventory Control Specialist) was not included in the survey, resulting in a reduced salary differential between the two classifications. The current differential stands at 3.63%.

As a result of a recent change to the Inventory Control Specialist II job description to allow for a continuous class promotion between the levels, the existing salary ranges for the two classifications would not allow for a 5% salary increase when an employee promotes from level I to level II when they are at the top of the salary range of the level I position, providing little incentive for advancement within the job series.

To address this issue the City is proposing an 11.70% salary adjustment for the Inventory Control Specialist II to restore a broader salary differential and maintain a clear promotional incentive. The proposed salary adjustment takes into consideration a survey conducted using the approved Labor Market basket for the two levels with findings that show that both Inventory Control Specialist I and II classifications are above market average. The salary survey is attached as an Exhibit. The proposed salary adjustment allows for three (3) additional steps from the top of the level I position. There is no impact to the current salary for the Inventory Control Specialist I. The Human Resources Department notified SEIU of the proposed salary adjustment for the Inventory Control Specialist II and SEIU is in agreement with the proposal.

The recommended adjusted salary steps for the Inventory Control Specialist II classification are illustrated below:

Salary Step	Inventory Control Specialist II Job Code 1150 (Tier 1) Monthly	Inventory Control Specialist II Job Code 1151 (Tier 2/3) Monthly
Step 1	\$5,238	\$5,084
Step 2	\$5,501	\$5,339
Step 3	\$5,772	\$5,601
Step 4	\$6,064	\$5,888
Step 5	\$6,367	\$6,182
Step 6	\$6,685	\$6,492
Step 7	\$7,019	\$6,816

Bargaining Unit Change:

Fire Marshal Classification

The Fire Department requested that the Fire Marshal classification be converted to a non-safety classification and re-assigned from the Fire Management bargaining unit to the regular Management unit. The Human Resources Department and the Fire Department discussed the proposal with the Fire Management Group. The Fire Management Group is in agreement with the unit change. One (1) additional FTE will be added to the Fire Department budget. The proposed bargaining unit change is illustrated below:

Job Code	Classification Title	Current Bargaining Unit	Proposed Bargaining Unit
2140	Fire Marshal	BU 72 – Fire Management	BU 10 - Management

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 CLASSIFICATIONS
0020	Clerical Assistant – Hourly (BU 30 - Special Classes)
9780	Deputy City Manager (BU 01 - Executive)
8316	Internal Audit Manager (BU 07 – Sr. Management)
5770	Library Page (BU 30 - Special Classes)
8151	Marketing Officer (BU 07 – Sr. Management)
3175	Wastewater Collections Systems Scheduler (BU 55 - Para-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:

Total Fiscal Year 2024/25 impact for the salary adjustments reflected (9 FTE), is \$35,280; the financial impact has not been included in the FY 2024/25 budget and will be absorbed by the respective departments. Additionally, the total fiscal impact for the increase in 1.0 FTE Fire Marshal is estimated to be \$312,183 for FY 2025/26. Upon Council approval, an increase of 1.0 FTEs will be recorded in the Measure Z Fund, Fire Department and a supplemental appropriation in the amount of \$104,061 will be recorded in the Measure Z Fund, Fire Department, Personnel and expenditure accounts as determined by the Finance Department for the costs associated with FY 2024/25. Staff will incorporate personnel costs in future budget allocations.

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: Jack Liu, 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 – Inventory Control Specialist I, Inventory Control Specialist II
2. Measure Z Spending Plan