



# AGENDA REPORT

Human Resources

<b>DATE:</b>	March 15, 2022
<b>TO:</b>	Mayor Butt and Members of the City Council
<b>FROM:</b>	Anil Comelo, Interim Deputy City Manager Sharrone Taylor, Principal Personnel Analyst
<b>Subject:</b>	Resolution Amending the Salary Schedule for Neighborhood Change Agent, Resident Housing Manager, Senior Resident Housing Manager
<b>FINANCIAL IMPACT:</b>	<p>Neighborhood Change Agents (Office of Neighborhood Safety): The four (4) incumbents in the Neighborhood Change Agent position will receive the step increase to allow a salary increase of at least 5 percent, as required by the Personnel Rules. For the last quarter of FY 2021-2022, this will equate to approximately \$22,506 (salaries and benefits). The fiscal impact for the seven (7) vacant positions is unknown as it will be based on hire date, negotiated salary and benefits. The fiscal impact associated with the new positions is covered by the additional funds received as part of the Council-approved Reimagining Public Safety Community Task Force recommendations (ONS - 01211013 400003).</p> <p>Resident Housing Manager and Senior Resident Housing Manager (Richmond Housing Authority): The fiscal impacts for both positions will be determined by when the candidates will be hired and at what step, as well as the applicable benefits (RHA Nystrom 44545191-400003, Nevin 44444191-400003).</p>
<b>PREVIOUS COUNCIL ACTION:</b>	June 16, 2021 - Allocation of six (6) Neighborhood Change Agents and November 2, 2021 - Establishment of Senior Resident Housing Manager classification and wages.

<b>STATEMENT OF THE ISSUE:</b>	The City Council’s authorization is required to establish equitable salary ranges for general classifications.
<b>RECOMMENDED ACTION:</b>	ADOPT a resolution amending the salary schedule for Neighborhood Change Agent, Resident Housing Manager, Senior Resident Housing Manager Classifications – Human Resources Department (Anil Comelo/ Sharrone Taylor 510-620-6600

**DISCUSSION:**

There has been a renewed focus on recruiting employees who provide direct services to residents and are members of SEIU Local 1021, Mid-Management IFPTE Local 21, and the public safety unions. There is a need to fill positions promptly to meet the needs of the community and departments, particularly for vacancies in the Office of Neighborhood Safety and the Richmond Housing Authority.

Due to several factors, including a unique and specific skillset for these positions and wages that are not competitive in the market, the ability to fill these vacancies is challenging. Human Resources Department staff analyzed these positions within the general classifications and are bringing forth proposed revisions to the salary ranges for Neighborhood Change Agent, Resident Housing Manager, and Senior Resident Housing Manager. The Senior Resident Housing Manager salary range was adjusted in 2021; however, it did not address potential compaction issues between the Resident Housing Manager and Senior Resident Housing Manager.

Below is a table that illustrates the comparison of the current and proposed salaries (not including benefits) and the fiscal impact for the fourth quarter of FY 2021-2022 (April – June).

	Annual Cost at Top of Range		Cost in FY 2021-2022	
<b>Job Class</b>	Current	Proposed	Current	Proposed
Neighborhood Change Agents	\$55,128.00	\$73,599.00	\$13,782.00	\$18,400.00
	Annual Cost at Top of Range		Cost in FY 2021-2022	
<b>Job Class</b>	Current	Proposed	Current	Proposed
Resident Housing Manager	\$24,828.00	\$56,637.00	\$6,207.00	\$14,159.00
Senior Resident Housing Manager	\$51,648.00	\$61,734.00	\$12,912.00	\$15,434.00

The City is currently actively recruiting for the Resident Housing Manager and Senior Resident Housing Manager vacancies with the goal to fill these vacancies in April.

Additionally, the four (4) current Neighborhood Change Agents will be granted a step increase to attain a salary increase of at least 5 percent (as required by the Personnel Rules). Corresponding benefits for these current employees are assessed at a value of an additional 25 percent of base salary over the existing benefits percentage. While there is an active employment list that the department is currently vetting, Human Resources will re-open the Neighborhood Change Agent announcement, once the new salary range is approved, to provide enough candidates to fill the current outstanding seven (7) vacancies before the end of FY 2021-2022.

Approval of the new proposed salary ranges will offer an equitable and viable salary range for these hard-to-fill positions with the hopes to attract, recruit, and retain high-quality candidates.

**NEXT STEPS:**

Staff recommends the amendment of the salary schedule to include the wages and salaries for these classifications.

Accordingly, the attached resolution will adjust the salary ranges for these classifications in the following manner:

<u>Classification</u>	<u>Current Grade</u>	<u>Current Range</u>	<u>New Grade</u>	<u>New Range</u>	<u>Unit</u>
Neighborhood Change Agent	014A	\$3,778 - \$4,594	014B	\$5,046 – \$6,133	General SEIU 1021
Resident Housing Manager	9	\$1,703 – \$2,069	9B	\$3,883 – \$4,720	General SEIU 1021
Senior Resident Housing Manager	545A	\$3,538 – \$4,304	545B	\$4,232 – \$5,144	General SEIU 1021

Note: The salary numbers are rounded in both tables

**DOCUMENTS ATTACHED:**

Attachment 1 – Resolution Amending the Salary Schedule