

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

810



FROM: Human Resources Dept.

SUBMITTAL DATE:
October 23, 2003

SUBJECT: Classification study recommendations for various job classifications as outlined in Resolution No. 440-8496.

RECOMMENDED MOTION: That the Board of Supervisors approve the recommendations contained in the attached Resolution No. 440-8496 and job specifications in Attachment "A".

BACKGROUND: The following recommendations are the result of exception study requests and the Inspection and Technical Occupational Group Study.

Departmental Concurrence

1. Add new classifications: Assistant Regional Manager–Children Social Services requested by the Department of Public Social Services (DPSS), Appraiser Technician requested by the Assessor Clerk Recorder Department, Clinical Nurse Specialist requested by the Riverside County Regional Medical Center (RCRMC) and Supervising Parking Operations Officer requested by the Department of Facilities Management.
2. Change the representation unit for the Supervising Fingerprint Examiner classification from the Inspection and Technical unit to the Supervisory and Professional unit.
3. Reactivate the Program Chief, Mental Health Services (Medical) classification.

Ronald W. Komers
Asst. CEO/Human Resources Director

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2003-2004
SOURCE OF FUNDS: N/A				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent
- Dept't Recomm.:
- Per Exec. Ofc.:

Prev. Agn. Ref.: _____ **District:** ALL **Agenda Number:** _____

3.15

1. CREATION OF NEW CLASSIFICATIONS:

Assistant Regional Manager – Children Social Services: It is recommended to create an Assistant Regional Manager – Children Social Services classification at the salary plan/grade of MCO 436 L12 (\$53,845 - 72,001). This recommended action is the result of a job analysis conducted in response to an Exception Classification Study request from the department. The salary allocation is approximately 15.7% higher than the Children Social Service Supervisor II class and 13.5% lower than the Regional Manager, Children Social Services class salary. This new class will support the Regional Manager in planning, organizing, directing, and coordinating through subordinate supervisors all social service activities within an assigned district. It will also provide consultation and guidance to subordinate supervisors and staff on unusual, sensitive, or complex case problems.

Since this request is to add the classification to the Class & Salary Listing only, there is no cost impact at this time. If this new classification is approved, DPSS will request new Assistant Regional Manager positions as required. The Department of Public Social Services supports this recommendation and the proposed new job description is attached.

Appraiser Technician: It is recommended to create an Appraiser Technician classification at the salary plan/grade of UPE 349 L10 (\$27,701 – 35,127). This action is the result of a job analysis conducted during the Inspection and Technical Occupational Group Study. Following desk audits of a number of Assessment Technician positions and discussions with supervisors and managers, it was determined that Assessment Technicians are used in two distinct ways in Riverside County. The majority of the Assessment Technician's work is almost entirely in the office, primarily performing clerical tasks such as reviewing taxpayer submitted forms and documents for completeness, data entry, system updating and public service. However, about 30 percent of the Assessment Technicians perform work in the field in direct support of Appraisers. The primary duties of the Appraiser Technician will be to perform the more routine fieldwork in gathering data, drawing and photographing improvements, evaluating property characteristics by inspecting the property, and making recommendations for assessment; preparing values for minor construction which requires a review of remodels, added pools, patio covers and enclosures; analyzing permits, plans and final reports. These activities are performed without ready access to supervision and have a significant impact on the final valuation of property. The creation of the Appraiser Technician classification will provide a new career ladder for those holding Assessment Technician positions.

If this new classification is approved, the Assessor-Clerk Recorder intends to request adding new Appraiser Technician positions in Residential, Commercial and Business Personal Property which will be filled through a competitive process. The vacated positions will then be deleted. Since this request is to add the classification to the Class & Salary Listing only, there is no cost impact at this time. The Assessor-Clerk Recorder department supports this recommendation and the proposed new job description is attached.

Clinical Nurse Specialist: It is recommended to create a Clinical Nurse Specialist (CNS) classification at the salary plan/grade of SEU 613 L13 (\$52,754 – 72,548). This recommended action is the result of a job analysis conducted in response to an Exception Classification Study request from the department. RCRMC is currently pursuing California Children's Certification (CCS) for its Neonatal and Pediatric units. Establishing this new class will satisfy a major requirement for RCRMC certification in that CCS mandates having an RN licensed by the State of California and certified as a Clinical Nurse Specialist by the State Board of Registered Nursing. Compliance with this requirement is important to RCRMC qualifying for reimbursement of medical care by CCS for specific pediatric and neonatal diagnoses.

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If this new classification is approved, RCRMC will request new Clinical Nurse Specialist positions as required. Since this request is to add the classification to the Class & Salary Listing only, there is no cost impact at this time. RCRMC management supports this recommendation and the proposed new job description is attached.

Supervising Parking Operations Officer: It is recommended to create a Supervising Parking Operations Officer classification at salary plan/grade SEU 235 (\$30,307 – 38,391). This recommended action is the result of the Department of Facilities Management's Classification Exception Study request to staff a position that would plan, organize and direct all aspects of County public parking operations and directly supervise approximately 17 Parking Representatives and Parking Attendants. Traveling to parking facilities in Riverside, Indio, Temecula, Palm Springs and other outlying areas, this working supervisor would monitor staff to ensure excellent customer service and the diligent, consistent and fair enforcement of County parking regulations. The incumbent would investigate vehicle damage and inspect the physical condition of parking facilities. The incumbent would research relevant statutes and ordinances and participate in the County Parking Committee and Emergency Services Unit, recommending changes to plans, policies and procedures. The incumbent would also perform Parking Representative duties, such as explain County parking policy and issue parking citations to the public, as required.

The creation of this new classification would provide for direct supervisory control of all County parking facilities staff and promote the efficient organization of resources and labor for County parking operations. Since this request is to add the classification to the Class & Salary Listing only, there is no cost impact at this time. If this new classification is approved, one position will be requested by the department and will be filled through a competitive interview process. Once it is filled, one vacant Senior Parking Representative position will be exchanged for an additional Parking Representative position. The Department of Facilities Management supports this recommendation and the proposed new job description is attached.

2. CHANGE IN REPRESENTATION UNIT:

Supervising Fingerprint Examiner: It is recommended to change the representation unit for the Supervising Fingerprint Examiner class from the Inspection and Technical unit represented by LIUNA (UPE 547 \$40,113 – 50,912), to the Supervisory unit represented by SEIU (SEU 407 \$40,194 – 50,912). This action is the result of a job analysis conducted at the request of the department. The job specification describes significant supervisory responsibility and the incumbent is in fact performing the full supervisory role within the unit. There is no cost or change in salary for the incumbent as part of this recommendation. This recommendation is supported by Sheriff's management.

3. REACTIVATION OF CLASSIFICATION:

Program Chief, Mental Health Services (Medical): It is recommended to reactivate this class at the same salary/plan/grade MCO 712 (\$143,566 – 151,400) as it was prior to inactivation. This classification was inactivated in Resolution 440-8426 on April 18, 2002 as part of the Community and Human Services Occupational Group Study. The reactivation of this single position At-Will job class is requested by Mental Health management for recruitment purposes.

1 RESOLUTION NO. 440-8496

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on November 4, 2003, that pursuant to Section 4.C. of
5 Ordinance No. 440, the Assistant County Executive Officer/Director of Human Resources is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 <u>Job</u>			9 <u>Salary</u>
10 <u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
11 74319	+	Appraiser Technician	UPE 349
12 79807	+	Assistant Regional Manager-Children Social Services	MCO 436
13 73890	+	Program Chief, Mental Health Services (Medical)	MCO 712
14 73922	+	Clinical Nurse Specialist	SEU 613
15 52744	+	Supervising Parking Operations Officer	SEU 235

16 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant
17 County Executive Officer/Director of Human Resources is authorized to amend the Class and Salary
18 Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

19 <u>Job</u>		20 <u>From Salary</u>	21 <u>To Salary</u>
22 <u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
23 37539	Supervising Fingerprint Examiner	UPE 547	SEU 407