

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

608



FROM: Human Resources Dept.

SUBMITTAL DATE:
May 3, 2004

SUBJECT: Classification recommendations for adding new classifications that affect the following departments: Community Health Agency (CHA), District Attorney, Mental Health and Sheriff/Coroner, as a result of various exception classification studies as outlined in Resolution No. 440-8543.

RECOMMENDED MOTION: That the Board approve the recommendations contained in the attached Resolution No. 440-8543.

BACKGROUND: The following recommendations to add eight new classifications are the result of exception classification studies that affect the following departments: Community Health Agency (CHA), District Attorney, Mental Health and Sheriff/Coroner.

Departmental Concurrence

Ronald W. Komers

Ronald W. Komers
Asst. County Executive Officer/HR 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:	2004

SOURCE OF FUNDS: Departmental Budgets	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 *[Signature]*

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

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

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3 . 41

NEW CLASSIFICATIONS:

Audio-Video Technician and Senior Audio-Video Technician: It is recommended to add these classifications to the Class & Salary Listing at salary plan/grade UPE 502 L10 (\$37,525 – \$47,609) and UPE 526 L10 (\$39,555 - \$50,212) respectively. Incumbents in these classes will be responsible for enhancing audio and video tapes to be used in criminal investigations in the District Attorney's Office. In the past, the District Attorney's Office used the FBI or a private company, but neither will be able to provide these services in the future. San Bernardino County Sheriff's Office is willing to provide these services only on a limited basis, with their cases having first priority. Other companies have been contacted who provide these services and their charges range from \$60 to \$80 per hour and court testimony ranges from \$500 to \$1000 per day. For these reasons, it is more efficient and economical to have County staff perform these critical, highly-technical services.

The primary differences between these two classes is that the senior class requires advanced expertise in both video and audio media, whereas the journey-level class only requires practical proficiency in primarily one medium or the other. Since this request is only to add the classes to the Class and Salary Listing, there is no cost impact at this time. Filling either or both of these positions would be accomplished through the normal budgetary process. District Attorney management requested these classes and Human Resources supports the recommendation. The class specifications are attached.

Client Affairs Advocate: It is recommended to add this classification to the Class & Salary Listing at salary plan/grade SEU 415 L10 (\$42,309 – 53,717). The incumbent in this single-position class will be responsible for providing assistance and support to clients receiving behavioral health services in the Mental Health Department. The incumbent will provide information and feedback to Mental Health staff regarding clients' needs and perceptions of the behavioral health programs for quality improvement purposes. The Client Affairs Advocate class is recommended to be at the same salary plan/grade as the existing Hospital Patient Advocate class at RCRMC. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. Mental Health management requested this class and Human Resources supports the recommendation. The class specification is attached.

Public Health Physicians I, II, and III - Per Diem: It is recommended to add three classifications to the Class & Salary Listing as follows:

1. Public Health Physician I – Per Diem at salary plan/grade EXE 258 L1 (\$70.00 per hour)
2. Public Health Physician II – Per Diem at salary plan/grade EXE 260 L1 (\$75.00 per hour)
3. Public Health Physician III – Per Diem at salary plan/grade EXE 262 L1 (\$80.17 per hour)

CHA is requesting to add these classes in order to staff nine Public Health medical clinics located throughout Riverside County with qualified per diem medical physicians at more economical salaries. The presently used Physician – Per Diem class series pays approximately \$10.00/hr. more per level than specified in this recommendation for Public Health Per Diem Physicians. Therefore, approval of this recommendation would save approximately \$10.00 per hour for each Public Health Per Diem Physician employed. Since this request is only to add the classes to the Class and Salary Listing, there is no cost impact at this time, but as new Public Health Per Diem Physicians are added, there will be significant savings to the County. CHA requested these classifications and Human Resources supports this recommendation. Class specifications are attached.

Senior Coroner Technician: It is recommended to add this classification to the Class & Salary Listing at salary plan/grade UPE 361 L10 (\$29,427 – 37,326). This recommended action is the result of the Sheriff-Coroner Classification Exception Study request to staff two senior positions, one at the Perris Forensic Center and the other at the Indio Forensic Center. The creation of this new class would provide for dedicated technical training for Coroner Technicians in the performance of autopsies and related forensic functions and would also assist the Supervising Deputy Coroner by serving in a lead capacity for Coroner Technician staff at each facility.

Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. If this new class is approved, two positions will be requested by the department and will be filled through a competitive interview process. The two vacated Coroner Technician positions would not be refilled. The Sheriff-Coroner requested this classification and Human Resources supports the recommendation. The class specification is attached.

Senior Support Services Technician: It is recommended to add this classification to the Class & Salary Listing at salary plan/grade UPE 340 L10 (\$28,368 – 35,958). The incumbent in this class will perform duties which are above those of incumbents in the Support Services Technician class who perform a variety of minor repairs and maintenance work in the Community Health Agency (CHA). The incumbent in this single-position class will be acting in a "Lead" capacity directing and training staff performing semi-skilled repairs and maintenance work. The recommended salary is approximately 5.9% above Support Services Technician class. Since this request is only to add the class to the Class and Salary Listing, there is no cost impact at this time. CHA management requested this class and Human Resources supports the recommendation. The class specification is attached.

IMPLEMENTATION:

There is no current cost to implement these recommendations. Positions will be requested by the departments through the normal budgetary process.

