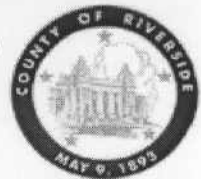


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

904



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
August 10, 2004

**SUBJECT:** Parity and classification recommendations that affect the following departments: Community Health Agency (CHA), Assessor-County Clerk-Recorder (ACR), and the Sheriff's Department as a result of various studies as outlined in Resolution No. 440-8556.

**RECOMMENDED MOTION:** That the Board approve the recommendations contained in the attached Resolution No. 440-8556.

**BACKGROUND:** The following recommendations are the result of exception study requests or actions that affect CHA, ACR and the Sheriff's Department. Recommendations include adding two new classifications of Certified Medical Assistant and Supervising Deputy Assessor-County Clerk-Recorder, and correcting an administrative oversight for the salary plan/grade assignment of one classification. (Continued on page 2)

Departmental Concurrence

Ronald W. Komers  
Assistant County Executive Officer/  
Human Resources Director

|                       |                               |     |                         |         |
|-----------------------|-------------------------------|-----|-------------------------|---------|
| <b>FINANCIAL DATA</b> | 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:        | 2004-05 |

|  |   |                          |
|--|---|--------------------------|
| <b>SOURCE OF FUNDS:</b> Departmental Budgets | <b>Positions To Be Deleted Per A-30</b> | <input type="checkbox"/> |
|  | <b>Requires 4/5 Vote</b>                | <input type="checkbox"/> |

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

**County Executive Office Signature**

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

**Prev. Agn. Ref.:**

**District:**

**Agenda Number:**

**3.35**

**Form 11- Parity and classification recommendations that affect the following departments: Community Health Agency (CHA), Assessor-County Clerk-Recorder (ACR), and the Sheriff's Department as a result of various studies as outlined in Resolution No. 440-8556**

**August 6, 2004**

**Page 2**

**(Background Continued):**

**NEW CLASSIFICATIONS:**

**Certified Medical Assistant:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade UPE 170 L13 (\$21,434 - \$29,427). The Community Health Agency, Department of Public Health, currently employs Health Services Assistants (HSA) at salary plan grade UPE 217 L10 (\$23,205 - \$29,427) to staff the front office administrative and back office clinical support functions of the nine Public Health clinics located throughout the County. A parity study of the local job market determined that recently Certified Medical Assistants (CMA) could be employed for approximately \$1.00 per hour less than the starting salary of the HSAs. While HSAs must be qualified and experienced in public health functions such as community outreach (home visits) and counseling the public on health related subjects, the CMA class would only require certification in either clinic administration or basic medical assistance. By creating the CMA class, CHA intends to reduce salary expenses while enhancing public service since CMAs are solely dedicated to providing in-clinic service. This action would not result in the deletion of the HSA class, which would still be required for other positions. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. CHA management requested this classification and Human Resources supports this recommendation. The class specification is attached.

**Supervising Deputy Assessor-County Clerk-Recorder:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 508 L10 (\$47,560 - \$60,358). The Assessor-County Clerk-Recorder (ACR) requires a non-appraisal supervisory classification primarily responsible over technical and support Clerk and/or Recorder staff. This classification would be assigned to either specific technical ACR functions or full supervisory responsibility for a County Clerk/Recorder District Office. Currently, professionally educated, trained and experienced Supervising Appraisers at salary plan/grade SEU 556 L10 (\$50,142 - \$63,646) are used to fulfill this supervisory role. This practice results in high supervisor turnover because Supervising Appraisers are promoted to higher management positions within the Assessment profession. It also fails to provide supervisory skill development and career progression for qualified Clerk-Recorder personnel, such as Supervising Legal Document Classifiers and Coordinators.

Considering the anticipated continued growth of the ACR's essential public services to the County, this new classification will stabilize the Clerk and Recorder supervisory staff, reduce costs by using non-appraiser personnel and provide more qualified job candidates who are experienced in highly specialized Clerk/Recorder skills and knowledge. The salary proposed for this new classification is approximately 5.5% higher than their most highly compensated subordinate class; Senior Appraiser at salary plan/grade SEU 472 L10 (\$45,111 - \$57,225). Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. ACR management requested this classification and Human Resources supports this recommendation. The class specification is attached.

**Form 11- Parity and classification recommendations that affect the following departments:  
Community Health Agency (CHA), Assessor-County Clerk-Recorder (ACR), and the Sheriff's  
Department as a result of various studies as outlined in Resolution No. 440-8556**

**August 6, 2004**

**Page 3**

**(Background Continued):**

**OTHER ACTIONS:**

**CORRECTIONAL CORPORAL - S**

It is recommended that this classification's salary plan/grade of RSA 175 L12 (\$46,517 – \$62,427) be changed to salary plan/grade RSA 176 L12 (\$48,843 – \$65,548), effective December 25, 2003. A side letter negotiated between RSA and Riverside County stated that the Correctional Corporal – S be granted a 5% increase on December 25, 2003. This increase was implemented for this classification at the salary level of salary plan/grade RSA 176 L12 (\$48,843 – \$65,548). This is an administrative action to change the salary plan/grade to RSA 176 L12 (\$48,843 – \$65,548). There is no cost impact resulting from this action.

**IMPLEMENTATION:**

There are no costs for implementing these recommendations.

