

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

355



FROM: Human Resources Dept.

SUBMITTAL DATE:
September 29, 2004

SUBJECT: Management parity and classification recommendations that affect the Transportation and Land Management Agency as a result of an exception study as outlined in Resolution No. 440-8561.

RECOMMENDED MOTION: That the Board approves the recommendations contained in the attached Resolution No. 440-8561.

BACKGROUND: The following recommendations are the result of a request by the Director of the Transportation and Land Management Agency to implement several organizational and classification changes within the Transportation and Land Management Agency (TLMA). The Human Resources Department has reviewed and analyzed these recommendations and concurs with their implementation.

Departmental Concurrence

[Signature]

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 47,916	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$ 5,203	Budget Adjustment:	NO
	Annual Net County Cost:	\$ 7,120	For Fiscal Year:	2004/2005

SOURCE OF FUNDS: State Funds, Federal Funds, Developer Fees & 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]*

Approved
TLMA Director

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

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** **3.31**

STUDY RECOMMENDATIONS

NEW CLASSIFICATIONS:

Director of Environmental Programs - It is recommended to add this At-Will designated classification to the Class and Salary Listing at salary plan/grade MC1 221 L13 (\$93,044 - \$127,974). TLMA has functionally restructured its organization. This single position class will be responsible for directing, administering and implementing all environmental programs in which the County participates and/or oversees. These programs include the County's responsibility for the desert area of the MSHCP (Multiple Species Habitat Conservation Plan), NPDES (National Pollutant Discharge Elimination System), HANS (Habitat Acquisition Negotiation Strategy), SAMP (Special Area Management Plan) and RCHCA (Riverside County Habitat Conservation Authority). This position will report directly to the TLMA Director. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. TLMA management requested this classification and Human Resources supports this recommendation. The class specification is at Attachment A.

SALARY ADJUSTMENTS:

These salary adjustments represent the organizational changes recommended by the Director of TLMA. Current and proposed organization charts are at Attachments B and C.

Executive Director, Regional Conservation Authority – The Regional Conservation Authority Board has requested that the salary level be adjusted from salary plan/grade MC1 223 L12 (\$93,044 – \$124,622) to MC1 253 L12 (\$110,869 - \$148,524). This recommendation is based on the increased responsibilities of this single class position which includes directing the acquisition, administration, and formulation of all policies and procedures for the ecosystem conservation and habitat reserves for species covered by the Western Riverside County Multi Species Habitat Conservation Plan (MSHCP). This position directs the development, implementation, and administration of the Western Riverside County Regional Conservation Authority (RCA). This is not a County funded classification and there is no cost impact. The job class specification will be amended to reflect the requested salary plan/grade level and the At-Will designation to the RCA Board of Directors.

Planning Director – It is recommended to grant a 5.5% salary increase from salary plan/grade MC1 217 L13 (\$88,228 – \$121,340) to MC1 221 L13 (\$93,044 - \$127,974). The proposed salary adjustments will establish a more equitable pay relationship between the management classes of Director of Building & Safety, Planning Director, Director of Environmental Programs, and the TLMA Director of Administration. It was determined in an analysis conducted by Human Resources, and confirmed by management, that these single-position classes have the same scope of responsibility and level of job duties in the organizational structure of the TLMA Department. There is one incumbent.

Director of Building & Safety – It is recommended to grant a 6.0% salary increase from salary plan/grade MC1 211 L13 (\$87,800 – \$120,715) to MC1 221 L13 (\$93,044 - \$127,974). The proposed salary adjustments will establish a more equitable pay relationship between the management classes of Planning Director, Director of Building & Safety, Director of Environmental Programs, and the TLMA Director of Administration. It was determined in an analysis conducted by Human Resources, and confirmed by management, that these single-position classes have the same scope of responsibility and level of job duties in the organizational structure of the TLMA Department. There is one incumbent.

Chief Deputy Planning Director – It is recommended to grant an 8.3% salary increase from salary plan/grade MCO 589 L13 (\$68,107 - \$93,577) to MCO 622 L13 (\$73,711- \$101,321). The proposed salary adjustments will maintain an equitable pay relationship between the two management classes of Deputy Director of Building & Safety and Chief Deputy Planning Director. It was determined in an analysis conducted by Human Resources, and confirmed by management, that these classes have the same scope of responsibility and level of job duties in the organizational structure of the TLMA Department. There are two incumbents.

Assistant Planning Director – It is recommended to grant a 6.0% salary increase from salary plan/grade MC1 172 L13 (\$74,477 - \$102,408) to MC1 185 L13 (\$78,963 - \$108,557). This action will reduce salary compaction and establish the proper internal salary relationship between the position of Assistant Planning Director and the Chief Deputy Planning Director. There is one incumbent.

PARITY ADJUSTMENTS:

Deputy Director of Building & Safety - It is recommended to grant a 8.3% parity increase from salary plan/grade MCO 589 L13 (\$68,107 - \$93,577) to MCO 622 L13 (\$73,711- \$101,321). In June 2004 and prior to recruiting for the vacant Deputy Director position, the department requested a salary survey using local county and city jurisdictions for parity. The studies show that most building inspection and code enforcement work is performed by the local cities, and closely reflects how this work is performed by Riverside County's Building and Safety Department. Using the local city jurisdiction's salary survey data, we are behind this labor market by 11.2%. TLMA management is requesting this parity adjustment and Human Resources agrees with this recommendation. There are two incumbents in this classification.

IMPLEMENTATION:

The total cost of implementing these proposals will be \$65,570 annually. The Annual Net County Cost for these recommendations will be \$7,120. None of the recommended increases causes compaction that requires any additional action outside this proposal. Department Heads concur with these recommendations and indicate they have sufficient funds for implementation. No additional Net County Cost is being requested for these changes.

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

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
74819	Assistant Planning Director	MC1 172	MC1 185
74811	Chief Deputy Planning Director	MCO 589	MCO 622
76413	Deputy Director of Building & Safety	MCO 589	MCO 622
74236	Director of Building & Safety	MC1 211	MC1 221
74194	Executive Director, Regional Conservation Authority	MC1 223	MC1 253
74230	Planning Director	MC1 217	MC1 221