

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

131



FROM: Human Resources Dept.

SUBMITTAL DATE:
March 22, 2006

SUBJECT: Approval of Classification additions as outlined in Resolution No. 440-8656.

RECOMMENDED MOTION: That the Board approves the recommendation contained in the attached Resolution No. 440-8656.

BACKGROUND: An Exception Study conducted by the Human Resources Department at the request of the District Attorney's Office indicated that the Paralegal classification should become a two-level classification series in order to differentiate among the levels of expertise and experience and to allow for future growth and advancement. This would be accomplished by creating a higher-level Paralegal II classification.

Departmental Concurrence

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

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2005-06

SOURCE OF FUNDS:	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

- Consent
- Policy
- Consent
- Policy

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

Prev. Agn. Ref.: | District: | Agenda Number:

3 . 22

CLASSIFICATION ADDITIONS

Paralegal II: It is recommended to add this classifications to the Class and Salary Listing at salary plan/grade SEU 352 L11 (\$39,658 - \$51,673). The existing Paralegal classification would be retained as the base of a two-level series, with Paralegal II as the advanced level. This recommendation is based on an exception study conducted by Human Resources at the request of the District Attorney. The exception study requested that the Paralegal classification be evaluated to determine if a two-level series should be created to differentiate among the levels of expertise and experience and to allow for future growth and advancement. The study supports the District Attorney's request to create a second level. The exception study also showed that larger jurisdictions have two distinct working levels and larger counties even have senior or supervisory levels.

The recommended Paralegal II classification will contain specific experience requirements above and beyond the education-only requirement of the Paralegal classification. The internal relationship established between the Paralegal levels is approximately 11%, which is consistent with other jurisdictions. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The classification specification is attached.

Paralegal II-C: County Counsel also employs Paralegals on its staff, and therefore, it is recommended to add an equivalent class level of Paralegal II - C (Confidential) to the Class and Salary Listing at MCO 213 L11 (\$39,658 - \$51,673). Paralegal – C would be retained as the journey level to this series. These Confidential classes would have the same duties and responsibilities as the two classes discussed above for the District Attorney. Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. The Paralegal II - C classification specification is attached.

1 RESOLUTION NO. 440-8656

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on March 28, 2006, 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 Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
9 78506	+	Paralegal II	SEU 352
10 78505	+	Paralegal II - C	MCO 213

11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26